Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, October 22, 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)*

  <u>Administrative Panel Recommendations</u>
  Case #26-02 Wilson
  Case #26-03 Wilson

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
   d) Student Highlight – Jefferson Academy Football Team & Coach Bravo – Undefeated Season

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 October 1, 2025; October 3, 2025; October 8, 2025 and October 10, 2025
   b) Approve minutes of the Regular Board Meeting held on October 8, 2025
   c) Approve interdistrict transfers as recommended
   d) Donation:
      - $400.00 Washington Parent Teacher Club
      - $300.00 Washington Parent Teacher Club

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

3. INFORMATION ITEMS

a) Receive for information the Quarterly Williams Uniform Complaint Report (*Gabler*)
b) Receive for information the Monthly Financial Reports for the Periods of 07/01/2025-09/30/25 (*Endo*)
c) Receive for information the Agreement of Services for Mini Corps Tutors (*Baldwin*)
d) Receive for information the revised Board Policy and Administrative Regulation 6141.2 – Recognition of Religious Beliefs and Customs (*Gabler*)
e) Receive for information the revised Board Policy and Administrative Regulation 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction (*Strickland*)
f) Receive for information the revised Board Policy and Administrative Regulation 6142.8 – Comprehensive Health Education (*Strickland*)
g) Receive for information the HESD Smarter Summative Test Results from 2024-2025 (*Rubalcava*)

4. BOARD POLICIES AND ADMINISTRATION

a) Consider approval of the revised Board Policy 3312 – Contracts (*Endo*)
b) Consider approval of the revised Board Policy and Administrative Regulation 3515.4 – Recovery for Property Loss or Damage (*Endo*)
c) Consider approval of the revised Board Policy 3516.5 – Emergency Schedules (*Endo*)
d) Consider approval of the revised Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan (*Strickland*)

5. PERSONNEL (Martinez)

a) Employment

<u>Classified</u>
- Michael Gonzales, Maintenance Worker II – 8.0 hrs., DSF, effective 10/06/25

<u>Temporary Employees/Substitutes</u>
- Raymond Mueller, Extra Help Personnel Specialist, effective 10/09/25-03/31/25
- Laurencine Rosa, Substitute Yard Supervisor, effective 10/13/25

<u>Promotion/Transfer</u>
- Madison Stewart, from READY Program Tutor – 4.5 hrs., Lincoln to Paraprofessional (TK/K) – 7.0 hrs., Simas, effective 10/13/25

<u>Lateral Change/More Hours</u>
- Melia Marques, from Special Education Aide – 5.0 hrs., Monroe to Paraprofessional (TK/K) – 7.0 hrs., Monroe, effective 10/13/25

<u>Temporary Out of Class Assignment</u>
- Jose Castellanos Lemus, from Custodian II – 8.0 hrs., Jefferson, to Lead Custodian – 8.0 hrs., Jefferson, effective 07/29/25-10/31/25

<u>Short Term Classified</u>
- Ashley Garcia, Short-Term Yard Supervisor – 2.5 hrs., King, effective 10/06/25-10/31/25
- Jacqeline Martinez, Short-Term Bilingual Clerk Typist II – 8.0 hrs., Monroe, effective 09/29/25-11/25/25

<u>Admin Transfer</u>
- Keisha Spain, from Special Circumstance Aide – 5.75 hrs., Roosevelt to Special Circumstance Aide – 5.75 hrs., Wilson, effective 10/06/25

b) Job Description
- Warehouse/Reprographic/Mail Services Technician – Revised Job Description

- Reprographic/Warehouse/Mail Services Technician – New Job Title/Description

c) Revised Salary/Wage Schedule
- Revised Classified Salary Schedule

d) Resignations
Classified
- Melissa Tolano, Yard Supervisor – 3.25 hrs., Monroe, effective 10/16/25

e) Retirements
Certificated
- Lisa Polder, Teacher, Roosevelt, effective 10/9/2025

f) Volunteers

Name	School
Norma Casas Moreno	Hamilton
Carolina Jauregui	Hamilton
Angelica Marin	Hamilton
Esther Mejia	Hamilton
Elvira Flores	Jefferson
Brittany Guerrero	Jefferson
Mariah Hernandez	Jefferson
Brenda Salcedo	Jefferson
Stacy Negrete	Kennedy
Mayra Contreras Ramirez	King
Thomas Gonzales	King
Ines Santiago	King
Cha Vang	King
Ashlee Briano	Monroe
Ava Porras	Monroe
Natalie Porras	Monroe
Geneve Serrato	Monroe
Virginia Tamez (HESD EE)	Roosevelt
Karissa Jackson	Simas
Gretchen Manipon	Simas
Victor Ochoa	Simas/Jefferson
Valerie Walls	Simas
Ana Puga	Washington
Carol Singh	Washington

6. FINANCIAL (*Endo*)
NONE

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: October 9, 2025

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

Date you wish to have your item considered: October 22, 2025

ITEM: Administrative Panel Recommendations

PURPOSE:
Case#26-02 Wilson
Case#26-03 Wilson

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/13/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/2025

ITEM:
Consider approval of warrants.

PURPOSE:
The administration is requesting the approval of the warrants as listed on the registers dated: 10/01/2025, 10/03/2025, 10/08/2025 and 10/10/2025

FISCAL IMPACT:
See attached.

RECOMMENDATIONS:
Approve the warrants.

13 Hanford Elementary School District

Warrant Register For Warrants
Dated 10/01/2025

10/3/2025 8:15:24AM

Warrant Number	Vendor Number	Vendor Name	Amount
12788961	7553	MARIA LAWSON – OTHER SERVICES	$270.00
12788962	5655	VOSSLER FARMS – OTHER SERIVCES	$600.00
12788963	5655	VOSSLER FARMS – OTHER SERVICES	$504.00

Total Amount of All Warrants: **$1,374.00**

13 Hanford Elementary School District

Warrant Register For Warrants
Dated 10/03/2025

10/3/2025 8:15:40AM

Warrant Number	Vendor Number	Vendor Name	Amount
12789066	8558	ACADEMY FOR EDUCATIONAL EXCELLENCE – OTHER SERVICES	$500.00
12789067	7408	SHELBY ALCARAZ – PERS REFUND	$.11
12789068	6431	AMAZON.COM – MATERIALS/SUPPLIES	$7,398.29
12789069	5638	AMERICAN SAFETY & HEALTH – MATERIALS/SUPPLIES	$813.44
12789070	7062	YADIRA ARCIGA CASTREJON – MATERIALS/SUPPLIES	$192.86
12789071	7230	ARDENT GENERAL INC – WW ADMIN PROJECT	$175,134.14
12789072	6253	AT&T – TELEPHONE COMMUNICATIONS	$63.65
12789073	7690	ANDREA MONIQUE AUGUSTO – MATERIALS/SUPPLIES	$135.00
12789074	2464	DANNA BAILEY – OTHER SERVICES	$12.00
12789075	8693	VANESSA BANDERAS – PERS REFUND	$.70
12789076	149	BLICK ART MATERIALS – MATERIALS/SUPPLIES	$3,525.23
12789077	8150	BOOST COLLABORATIVE – TRAVEL/CONFERENCE	$2,520.00
12789078	303	CHAFFEE ZOO – OTHER SERVICES	$637.00
12789079	6552	CHILDREN'S STORYBOOK GARDEN – OTHER SERVICES	$4,860.00
12789080	4178	COOK'S COMMUNICATION – MATERIALS/SUPPLIES	$458.63
12789081	8048	CUMMINGS FARMS – OTHER SERVICES	$620.00
12789082	416	DEMCO INC. – MATERIALS/SUPPLIES	$176.09
12789083	4815	DIGITECH INTEGRATIONS INC – MATERIALS/SUPPLIES	$432.99
12789084	6956	DT CUSTOMS – SERVICES/REPAIRS	$200.00
12789085	1750	EMPIRE SUPPLY COMPANY INC. – MATERIALS/SUPPLIES	$1,080.63
12789086	8682	EPIC KIDS INC – OTHER SERVICES	$1,800.00
12789087	8608	FACTORY MOTOR PARTS – MATERIALS/SUPPLIES	$250.14
12789088	8063	FIDELITY SECURITY LIFE INSURANCE CO. – HEALTH/WELFARE BENE.	$166.10
12789089	7730	FIGUEROA CONCRETE PARTNERS – SERVICES/REPAIRS	$2,840.00
12789090	8368	KRYSTA FREMLING – OTHER SERVICES	$78.00
12789091	1393	GAS COMPANY - UTILITIES	$479.71
12789092	5323	NATIVIDAD GEORGE – MATERIALS/SUPPLIES REIMBURSEMENT	$200.00
12789093	8680	GOLD RUSH DISTRIBUTION – FOOD SERVICES - FOOD	$486.18
12789094	591	GOLD STAR FOODS – FOOD SERVICES - FOOD	$44,722.57
12789095	599	GOPHER SPORT – MATERIALS/SUPPLIES	$4,888.72
12789096	604	GRAINGER – MATERIALS/SUPPLIES	$500.41
12789097	7673	STEPHEN L. HAHN INSPECTIONS – MONROE TK/K	$3,975.00
12789098	630	CITY OF HANFORD – SUBAGREEMENT FOR SERVICES	$12,000.00
12789099	632	CITY OF HANFORD – UTILITIES	$35,095.28
12789100	8246	MANDI HANSEN – MATERIALS/SUPPLIES	$128.39
12789101	8093	HB3 LITERACY LLC – OTHER SERVICES	$35,000.00
12789102	8257	IMPERIAL BAG & PAPER CO LLC - FOOD SERVICES - FOOD	$3,688.61
12789103	8689	KARISSA JACKSON – OTHER SERVICES	$5.00
12789104	5990	KELLER FORD – MATERIALS/SUPPLIES	$48.31
12789105	3760	KINGS COUNTY AIR – SERVICES/REPAIRS	$17,961.00
12789106	796	KINGS COUNTY OFFICE OF ED – OTHER SERVICES	$350.00
12789107	838	LAWRENCE TRACTOR COMPANY – MATERIALS/SUPPLIES	$136.36
12789108	7260	LOWE'S PRO SERVICES – MATERIALS/SUPPLIES	$2,311.89
12789109	994	MOBILE MODULAR MGMT. CORP. – SERVICES/REPAIRS	$1,440.00
12789110	1004	MORRISON'S SILKSCREEN – MATERIALS/SUPPLIES	$276.04
12789111	8100	NAPA AUTO PARTS – MATERIALS/SUPPLIES	$531.78
12789112	1058	ODP BUSINESS SOLUTIONS LLC – MATERIALS/SUPP., WAREHOUSE	$1,990.16
12789113	7203	PARADIGM HEALTHCARE SERVICES LLC. – OTHER SERVICES	$1,049.31

13 Hanford Elementary School District

Warrant Register For Warrants
Dated 10/03/2025

10/3/2025 8:15:40AM

Warrant Number	Vendor Number	Vendor Name	Amount
12789114	8516	PLAIN INSANE GRAPHIX – MATERIALS/SUPPLIES	$155.84
12789115	1168	PRODUCERS DAIRY PRODUCTS - FOOD SERVICES - FOOD	$17,419.36
12789116	7580	PRUDENTIAL OVERALL SUPPLY – SERVICES, OTHER SERVICES	$215.42
12789117	6768	REPTILE RON ANIMAL PRESENTATIONS – OTHER SERVICES	$900.00
12789118	8007	RICAS TAQUIZAS EL MAYO – MATERIALS/SUPPLIES	$1,000.00
12789119	7346	RMA GEOSCIENCE INC. – MONROE TK/K	$1,070.00
12789120	1303	SAVE MART SUPERMARKETS - FOOD SERVICES - FOOD	$105.97
12789121	1327	SCHOOL SPECIALTY LLC – MATERIALS/SUPP., WAREHOUSE INV.	$8,516.71
12789122	1374	SMART & FINAL STORES (HFD DO) – MATERIALS/SUPPLIES	$332.41
12789123	1801	SMART & FINAL STORES (HFD KIT) – FOOD SERVICES - FOOD	$49.18
12789124	3800	SONITROL OF FRESNO – SERVICES/REPAIRS	$158.00
12789125	1392	SOUTHERN CALIFORNIA EDISON CO. - UTILITIES	$60,049.22
12789126	1404	STANISLAUS FOUNDATION – ADMIN – OTHER SERIVCES	$3,025.92
12789127	1403	STANISLAUS FOUNDATION – DENTAL – OTHER SERVICES	$6,883.10
12789128	3694	JEROD STRONG – MATERIALS/SUPPLIES REIMBURSEMENT	$200.00
12789129	1444	SYSCO FOODSERVICES OF MODESTO - FOOD SERVICES - FOOD	$35,200.27
12789130	8509	MELANIE TATCO – OTHER SERVICES	$1,200.00
12789131	7380	TWIG EDUCATION INC. – TEXTBOOKS, OTHER SERVICES	$6,627.19
12789132	1521	UNITED REFRIGERATION INC. – MATERIALS/SUPPLIES	$3,398.79
12789133	7149	VALLEY ELEVATOR INC – OTHER SERVICES	$1,356.65
12789134	8245	VALLEY PAINT & SUPPLY LLC – MATERIALS/SUPPLIES	$49.36
12789135	1547	VALLEY PUBLIC TELEVISION – OTHER SERVICES	$750.00
12789136	6861	ISABEL VEGA – OTHER SERVICES	$129.00
12789137	21	VISALIA ADVENTURE PARK – OTHER SERVS, MATERIALS/SUPPLIES	$4,587.00
12789138	1575	WALMART COMMUNITY RFCSLLC – MATERIALS/SUPPLIES	$2,834.14
12789139	1619	WILBUR-ELLIS COMPANY LLC – MATERIALS/SUPPLIES	$5,802.20

Total Amount of All Warrants: $533,175.45

13 Hanford Elementary School District

Credit Card Register For Payments
Dated 10/03/2025

10/3/2025 8:16:12AM

Document Number	Vendor Number	Vendor Name	Amount
14042544	176	BSN SPORTS LLC – MATERIALS/SUPPLIES	$990.95
14042545	3089	COMMITTEE FOR CHILDREN – MATERIALS/SUPPLIES	$529.34
14042546	827	LA TAPATIA TORTILLERIA INC. - FOOD SERVICES - FOOD	$1,866.00
14042547	831	LAKESHORE LEARNING MATERIALS – MATERIALS/SUPPLIES	$1,677.20
14042548	1802	MEDALLION SUPPLY – MATERIALS/SUPPLIES	$108.93
14042549	1071	ORIENTAL TRADING CO. INC. – MATERIALS/SUPPLIES	$442.74
14042550	1147	POSITIVE PROMOTIONS – MATERIALS/SUPPLIES	$3,517.66
14042551	5397	SCHOLASTIC EDUCATION – MATERIALS/SUPPLIES	$576.98
14042552	5391	STARFALL EDUCATION – OTHER SERVICES	$195.00
14042553	1466	TERMINIX COMMERCIAL - SERVICES	$552.96

Total Amount of All Credit Card Payments: **$10,457.76**

13 Hanford Elementary School District

Warrant Register For Warrants
Dated 10/08/2025

10/10/2025 7:28:12AM

Warrant Number	Vendor Number	Vendor Name	Amount
12789543	91	AUTOMATED OFFICE SYSTEMS – Services/Repair	$8,131.20
12789544	5796	BOWLERO VISALIA – Lincoln Field Trip	$1,106.05
12789545	8521	CLAY CAFÉ – Other Services	$1,034.25
12789546	405	DASSEL'S PETROLEUM INC. – Materials/Supplies	$1,862.07
12789547	8688	ALEXIS MORALES – Materials/Supplies, Other Services	$1,075.00
12789548	8681	TEARINEY MUNOZ – Other Services	$2,100.00

Total Amount of All Warrants: $15,308.57

13 Hanford Elementary School District

Warrant Register For Warrants
Dated 10/10/2025

10/10/2025 7:28:37AM

Warrant Number	Vendor Number	Vendor Name	Amount
12789608	8180	AIRGAS INC. – Materials/Supplies	$274.54
12789609	6306	KAREN ALVARADO – Reimburse-Mileage	$127.68
12789610	6431	AMAZON.COM – Materials/Supplies, Books	$3,961.31
12789611	7062	YADIRA ARCIGA CASTREJON – Reimburse-Materials/Supplies	$602.98
12789612	2698	ARNOLD'S TREE SERVICE – Services/Repair	$5,800.00
12789613	91	AUTOMATED OFFICE SYSTEMS – Equipment	$13,396.78
12789614	8574	MEGAN BETANCOURT – Refund Payroll	$18.23
12789615	8697	ANGELIQUE BRAZIL – Reissue Payroll	$4.78
12789616	1954	KATHALEEN S. CARRI – Refund Payroll	$2.13
12789617	8557	KRISTOPHER CARRILLO – Refund Payroll	$15.73
12789618	8402	NORMA CASAS MORENO – Reimburse-Other Services	$39.00
12789619	1667	CDW GOVERNMENT INC. – Materials/Supplies	$38,353.63
12789620	8686	CENTRAL VALLEY MUSIC THERAPY – Other Services	$215.00
12789621	324	CHILDS & COMPANY INC. – Materials/Supplies	$124.75
12789622	7891	CINTAS CORPORATION NO. 2 – Materials/Supplies	$184.04
12789623	8694	MAYRA CONTRERAS RAMIREZ – Reimburse-Other Services	$39.00
12789624	4178	COOK'S COMMUNICATION – Materials/Supplies, Services/Repair	$1,012.56
12789625	8048	CUMMINGS FARMS – Lincoln Field Trip	$575.00
12789626	8048	CUMMINGS FARMS – Hamilton Field Trip	$685.00
12789627	8048	CUMMINGS FARMS – Simas Field Trip	$995.00
12789628	3973	DANIELLE DARPLI – Reimburse-Mileage	$106.33
12789629	7397	JACOB DONABEDIAN – Reimburse-Mileage	$33.39
12789630	7456	EIDE BAILLY LLP – Other Services	$68,025.00
12789631	3069	ANDREA ERMIE – Refund Payroll	$26.65
12789632	4001	JENNIFER FAUNTLEROY – Refund Payroll	$32.02
12789633	4092	FITNESS FINDERS INC – Materials/Supplies, Other Services	$543.55
12789634	7317	FORENSIC ANALYTICAL SERVICES INC. – Monroe/Jefferson Mod Projects	$3,130.00
12789635	8629	GARLAND DBS INC. – JFK Roofing Project	$19,531.14
12789636	1393	GAS COMPANY – Utilities	$1,126.91
12789637	6979	BRITTNI GINGRAS – Refund Payroll	$4.22
12789638	6963	GONZALEZ ARCHITECTS – Simas Portables Project	$10,000.00
12789639	599	GOPHER SPORT – Materials/Supplies	$3,569.58
12789640	5855	HOBBY LOBBY – Materials/Supplies	$599.55
12789641	8700	YASMEEN HULL – Refund Payroll	$2.10
12789642	8701	CAROLINA JAUREGUI – Reimburse-Other Services	$39.00
12789643	8668	JRG LEGAL CONSULTING – Other Services	$6,198.00
12789644	3241	KINGS COUNTY – Other Services	$329.00
12789645	801	KINGS COUNTY MOBILE LOCKSMITH – Services/Repair	$833.78
12789646	2910	KINGS DANCE CENTER – Other Services	$1,225.00
12789647	8070	KINGS RIVER PRODUCE – Hamilton Field Trip	$630.00
12789648	986	LAWNMOWER MAN – Materials/Supplies, Services/Repair	$247.71
12789649	4629	LOWE'S OF HANFORD – Materials/Supplies	$452.86
12789650	7260	LOWE'S PRO SERVICES – Materials/Supplies	$2,333.60
12789651	8622	SHAWNA LUIS-ZSIDO – Reimburse-Mileage	$52.92
12789652	8453	LUNCHASSIST INC. – Other Services	$13,145.00
12789653	8699	JASMINE MACDONALD – Refund Payroll	$1.53
12789654	912	MANGINI ASSOCIATES INC. – Monroe Mod Project	$2,257.30
12789655	4704	KELLEY MAYFIELD – Reimburse-Materials/Supplies	$200.00

13 Hanford Elementary School District

Warrant Register For Warrants
Dated 10/10/2025

10/10/2025 7:28:37AM

Warrant Number	Vendor Number	Vendor Name	Amount
12789656	977	ORAL MICHAM INC – Monroe TK/K Project	$212,266.07
12789657	5614	STEVEN MUELLER – Refund Payroll	$82.44
12789658	2909	MARCELA NICOLE NASH – Reimburse-Mileage	$124.88
12789659	4188	CHAD NIELSEN – Reimburse-Mileage	$51.87
12789660	4149	KELLIE NOJI – Refund Payroll	$25.61
12789661	7914	NOVEL EFFECT INC. – Other Services	$49.99
12789662	8589	OFF THE VINE – Materials/Supplies	$223.20
12789663	1125	PETUNIA'S PLACE – Books	$908.70
12789664	3689	PIONEER VALLEY ED. PRESS – Other Services	$513.00
12789665	4263	JEREMY PRINCETTA – Reimburse-Other Services	$14.95
12789666	6910	PRISMATIC MAGIC – Other Services	$1,298.00
12789667	5620	ANGELA PROTZMAN – Reimburse-Mileage	$156.45
12789668	7580	PRUDENTIAL OVERALL SUPPLY – Other Services	$3,490.61
12789669	1303	SAVE MART SUPERMARKETS – Food Services-Food	$1,039.75
12789670	7582	SAVVAS LEARNING COMPANY LLC – Materials/Supplies	$8,353.15
12789671	3131	SHERWIN-WILLIAMS CO – Materials/Supplies	$119.71
12789672	1356	SILVAS OIL COMPANY INC. – Materials/Supplies	$1,303.70
12789673	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	$450.60
12789674	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	$14,334.79
12789675	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	$9,054.20
12789676	4381	STAPLES - BUSINESS ADVANTAGE – Materials/Supplies	$876.79
12789677	5622	JOANNA STONE – Reimburse-Mileage	$140.42
12789678	1504	TURF STAR INC. – Materials/Supplies	$3,156.51
12789679	1554	SONIA VELO – Reimburse-Mileage	$101.36
12789680	3863	WILLIAM WILKINSON – Reimburse-Mileage	$46.62
12789681	4152	LAURIE YOUNG – Reimburse-Materials/Supplies	$50.14
12789682	4360	ZOO-PHONICS INC – Materials/Supplies	$194.94
12789683	8107	MARGARITA ZUNIGA BARRENA – Refund Payroll	$38.08

Total Amount of All Warrants: $459,569.81

13 Hanford Elementary School District

Credit Card Register For Payments
Dated 10/10/2025

10/10/2025 7:28:54AM

Document Number	Vendor Number	Vendor Name	Amount
14042589	176	BSN SPORTS LLC – Materials/Supplies	$6,666.38
14042590	509	EWING IRRIGATION PRODUCTS – Materials/Supplies	$1,144.10
14042591	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	$19,965.80
14042592	1002	MORGAN & SLATES INC. – Materials/Supplies	$417.19
14042593	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	$539.64
14042594	2405	WPS – Other Services	$1,150.00

Total Amount of All Credit Card Payments: **$29,883.11**

Hanford Elementary School District
Minutes of the Regular Board Meeting
October 8, 2025

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees held on October 8, 2025, in 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. Vice-President Garner, Clerk Hernandez and Trustees Revious and Strickland were present.

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, Lindsey Calvillo, David Endo, Christy Goins, David Goldsmith, Robert Heugly, Jaime Martinez, Daniel Pierotte, Jennifer Pitkin, 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 (EC 48918)

Open Session Trustees returned to open session at 6:04 p.m.

Case #26-01 Trustee Strickland moved to accept the Findings of Facts and expel Case #26-01 for the remainder of the 2025-2026 school year for violation of Education Code 48900 and/or 48915, as determined by the Administrative Panel at hearings held on October 6, 2025. Parents may apply for readmission on or after June 5, 2026. Trustee Revious seconded; motion carried 5-0:

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

Case #25-03 Trustee Strickland moved to revoke readmission for Case #25-03 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 November 21, 2025. Trustee Revious seconded; motion carried 5-0:

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

PRESENTATION, REPORTS AND COMMUNICATIONS

Public Comments No public comments were received.

Board and Staff Comments No Board and staff comments were received.

Dates to Remember

President Garcia reviewed dates to remember: Cross Country – October 22nd; Jefferson Volleyball – October 22nd; Regular Board Meeting – October 22nd.

CONSENT ITEMS

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

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

The items approved are as follows:

a) Warrant listings dated September 17, 2025; September 19, 2025; and September 26, 2025.
b) Minutes of the Regular Board Meeting held on September 24, 2025.
c) Interdistrict transfers as recommended.
d) Donation:
    - $213.00 from Martin Luther King Jr Elementary PTC
    - 100 Backpacks filled with school supplies from Valley Voices

Trustee Garner thanked MLK's PTC and Valley Voices for their donations.

INFORMATION ITEMS

CA School Dashboard Local Indicators

a) Robert Heugly, Director of Program Development, Assessment & Accountability, presented for information the California School Dashboard Local Indicators. This item was originally approved by the Board in June. Since then, the State has updated the data, and the revised version was presented for review.

BP/AR 0450

b) Joy Gabler, Superintendent, presented for information the revised Board Policy and Administrative Regulation 0450 –Comprehensive Safety Plan.

BP 3312

c) David Endo, Chief Business Official, presented for information the revised Board Policy 3312 – Contracts.

BP/AR 3515.4

d) David Endo, Chief Business Official, presented for information the revised Board Policy and Administrative Regulation 3515.4 – Recovery for Property Loss or Damage.

BP 3516.5

e) David Endo, Chief Business Official, presented for information the revised Board Policy 3516.5 – Emergency Schedules.

BOARD POLICIES AND ADMINISTRATION

Dedra Stafford

a) Trustee Garner made a motion to approve consultant contract with Dedra Stafford to provide professional development on October 17, 2025. Trustee Revious 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; 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; motion carried 5-0:

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

Item "a" – Employment

The following items were approved:

Temporary Employees/Substitutes

- Julius Rojas, Athletic Coach, effective 09/08/25

Short Term Classified

- Margarita Barragan, Short-Term Yard Supervisor – 3.5 hrs., Simas, effective 09/15/25-10/24/25
- Jenyffer Fuentes, Short-Term Yard Supervisor – 2.25 hrs., Hamilton, effective 08/25/25-10/10/25
- Cindy Medina, Short-Term Yard Supervisor – 2.0 hrs., King, effective 08/25/25-10/10/25
- Sheila Parker, Short-Term Yard Supervisor – 1.5 hrs., Lincoln, effective 08/25/25-10/10/25
- Haylei Widdis, Short-Term Yard Supervisor – 3.5 hrs., Roosevelt, effective 09/08/25-10/16/25

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

- Michelle Bañuelos, 6-8th Girls Volleyball, Jefferson, effective 08/25/25-10/22/25

- Mariah Benitez, 4-6th Girls Softball, Hamilton, effective 09/08/25-10/27/25
- Luis Botello, 8th Boys Football, Kennedy, effective 08/25/25-11/03/25
- Mark Corfman, 4-6th Boys Football, Roosevelt, effective 09/08/25-10/27/25
- Eric Jones, 4-6th Boys Football, Washington, effective 09/08/25-10/27/25
- Myles Picazo, 8th Boys Football, Kennedy, effective 08/25/25-11/03/25
- Michael Quiñones, 4-6th Girls Softball, Washington, effective 09/08/25-10/27/25
- Julius Rojas, 4-6th Girls Softball, Lincoln, effective 09/08/25-10/27/25
- Roy Ramiez, 4-6th Boys Football, Hamilton, effective 09/08/25-10/27/25
- Aaron Sparks, 4-6th Boys Football, King, effective 09/08/25-10/27/25
- O'Ryin Turner, 4-6th Boys Football, Richmond, effective 09/08/25-10/27/25

Item "b" – Resignations

Classified

- Cecilia Ayala, Yard Supervisor – 2.5 hrs., Wilson, effective 09/05/25
- Maricruz Pacheco Barajas, READY Program Tutor – 4.5 hrs., Richmond, effective 09/25/25

Item "c" – Retirement

Certificated

- Stacey Claycamp, Teacher, Simas, effective 10/14/25

Item "d" – Volunteers

Name	School
Patricia Ramos Oliva	Hamilton
Celina Banuelos	Jefferson
Darlene Borges	Jefferson
Manyla Hahn	Jefferson
Jonathan Maravilla	Jefferson
Patreza Newton	Jefferson
Brandi Perez (HESD EE)	Jefferson
Dulce Aguirre	King
Oriel Greaux	King
Elena Porras	King
Ruth Rodriguez	King/Monroe
Veronica Sanchez	King
Kaitlyn Solorzano	King
Janie Vallejo	Lincoln/Roosevelt
Devin Balbina	Monroe
Maricruz Clement	Monroe
Richard Davis	Monroe
Anna Ramirez	Monroe
Reynaldo Ramirez	Monroe
Christina Zorrilla	Monroe
Moises Perez	Richmond
Janet Pimentel (HESD EE)	Richmond
Charlie Spafford	Richmond
Diego Salazar	Roosevelt
Alicia Aleixo (HESD EE)	Simas
Lindsay Folliott	Simas
Annette Santana-Hinds	Simas
Karen Ursua	Simas
Moises Lopez	Washington

Name	School
Victoria Ortiz	Washington
Ana Perez	Washington
Daniel Pierotte (HESD EE)	Washington
Alicia Ramirez	Washington

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-246	A	Kennedy	Kit Carson	10/13/2025
I-247	A	Wilson	Pioneer	10/13/2025
I-248	A	King	Armona	10/13/2025
I-249	A	King	Armona	10/13/2025

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lindsay Hastings

DATE: 10/13/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/25

ITEM: Consider approval of donations to HESD-Washington School from: Washington PTC. Total donation of $400.00

PURPOSE: Jog a thon bash reward-DJ for all students

FISCAL IMPACT: 0100-1100-0-1110-1000-580009-028-0000

RECOMMENDATIONS: Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lindsay Hastings

DATE: 10/13/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/25

ITEM: Consider approval of donations to HESD-Washington School from: Washington PTC. Total donation of $300.00

PURPOSE: Monthly RISE Activity for students towards DJ.

FISCAL IMPACT: 0100-1100-0-1110-1000-580009-028-0000

RECOMMENDATIONS: Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: October 9, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 22, 2025

ITEM: Quarterly report (07/01/25 - 09/30/25) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

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

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

For the first quarter of 2025-2026 school year there were no Williams Uniform Complaints filed.

FISCAL IMPACT: None

RECOMMENDATIONS: None

Quarterly Report on *Williams* Uniform Complaints
[Education Code § 35186(d)]

District: Hanford Elementary School District

Person completing this form: Jessica Valencia Title: Administrative Assistant

Quarterly Report Submission Month/Quarter:
(*check one*)

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

Quarterly Report Submission Year: 2025-2026

Date for information to be reported publicly at governing board meeting: October 22, 2025

Please check the box that applies:

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

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

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

Joy Gabler
Print Name of District Superintendent

Signature of District Superintendent Date

Please submit to: Genevieve Almanzar, Director
Kings County Office of Education
Williams Compliance
(559) 589-2503
info.foundationalservices@kingscoe.org

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/13/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/22/2025

ITEM:
Receive for information monthly financial reports for the period of 07/01/2025-09/30/2025.

PURPOSE:
In accordance with the District's commitment to fiscal transparency and sound financial oversight, staff is presenting the monthly financial reports for the period of July 1, 2025 through September 30, 2025. These reports provide a summary of revenues, expenditures, and budget-to-actual comparisons for all major funds, including the General Fund, Cafeteria Fund, and other restricted and unrestricted resources.

The reports are intended to inform the Board and public of the District's financial status and support ongoing monitoring of budget performance.

FISCAL IMPACT:
The financial reports are informational only.

RECOMMENDATIONS:
Receive the monthly financial reports.

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 0100 General Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$59,258,044.78	$57,618,474.89		
REVENUES						
1) LCFF Sources	8010-8099	$8,948,933.00	$15,355,723.22	$78,524,766.00	19.56	80.44
2) Federal Revenues	8100-8299	$801,995.24	$801,995.24	$3,486,255.07	23.00	77.00
3) Other State Revenues	8300-8599	$1,175,637.48	$2,356,021.48	$17,450,094.00	13.50	86.50
4) Other Local Revenues	8600-8799	$254,622.29	$923,459.76	$6,913,160.00	13.36	86.64
5) Total, Revenues		**$11,181,188.01**	**$19,437,199.70**	**$106,374,275.07**	**18.27**	**81.73**
EXPENDITURES						
1) Certificated Salaries	1000-1999	$3,713,775.96	$7,674,539.06	$41,900,961.00	18.32	81.68
2) Classified Salaries	2000-2999	$1,468,805.15	$3,847,170.89	$17,222,013.00	22.34	77.66
3) Employee Benefits	3000-3999	$2,038,418.26	$4,046,190.50	$29,022,216.00	13.94	86.06
4) Books and Supplies	4000-4999	$243,734.70	$1,355,143.13	$5,926,636.79	22.87	77.13
5) Services, Oth Oper Exp	5000-5999	$548,950.03	$2,656,917.54	$9,109,431.11	29.17	70.83
6) Capital Outlay	6000-6999	$123,532.02	$123,571.02	$3,613,279.43	3.42	96.58
7) Other Outgo(excl. 7300`s)	7100-7499	$121,760.00	$257,048.00	$4,216,209.48	6.10	93.90
8) Direct/Indirect Support	7300-7399	$0.00	$0.00	($100,000.00)	0.00	100.00
9) Total Expenditures		**$8,258,976.12**	**$19,960,580.14**	**$110,910,746.81**	**18.00**	**82.00**
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	$100,000.00	$300,000.00	33.33	66.67
3) Contributions	8980-8999	$0.00	$0.00	$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		**$0.00**	**($100,000.00)**	**$500,000.00**	**9.09**	**90.91**
NET INCREASE (DECREASE) IN FUND BALANCE		**$2,922,211.89**	**($623,380.44)**	**($4,036,471.74)**		
ENDING FUND BALANCE			**$58,634,664.34**	**$53,582,003.15**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 0800 Student Activity Special Revenue Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$29,099.37	$25,365.81		
NET INCREASE (DECREASE) IN FUND BALANCE		**$0.00**	**$0.00**	**$0.00**		
ENDING FUND BALANCE			**$29,099.37**	**$25,365.81**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 0900 Charter Schools Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$64.53	$63.44		
REVENUES						
4) Other Local Revenues	8600-8799	$0.00	($0.12)	$0.00	0.00	100.00
5) Total, Revenues		**$0.00**	**($0.12)**	**$0.00**	**0.00**	**100.00**
NET INCREASE (DECREASE) IN FUND BALANCE		**$0.00**	**($0.12)**	**$0.00**		
ENDING FUND BALANCE			**$64.41**	**$63.44**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 1300 Cafeteria Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$5,353,802.66	$5,218,173.21		
REVENUES						
2) Federal Revenues	8100-8299	$22,577.82	$22,815.28	$3,931,613.00	0.58	99.42
3) Other State Revenues	8300-8599	$5,407.09	$5,169.61	$1,179,154.00	0.44	99.56
4) Other Local Revenues	8600-8799	$2,555.05	($6,383.38)	$176,469.00	(3.62)	103.62
5) Total, Revenues		**$30,539.96**	**$21,601.51**	**$5,287,236.00**	**0.41**	**99.59**
EXPENDITURES						
2) Classified Salaries	2000-2999	$141,395.75	$345,339.27	$1,595,965.00	21.64	78.36
3) Employee Benefits	3000-3999	$57,858.33	$126,127.68	$695,019.00	18.15	81.85
4) Books and Supplies	4000-4999	$197,951.14	$329,098.18	$2,568,981.00	12.81	87.19
5) Services, Oth Oper Exp	5000-5999	($10,442.98)	$22,462.32	$139,520.00	16.10	83.90
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		**$386,762.24**	**$823,027.45**	**$5,327,485.00**	**15.45**	**84.55**
NET INCREASE (DECREASE) IN FUND BALANCE		**($356,222.28)**	**($801,425.94)**	**($40,249.00)**		
ENDING FUND BALANCE			**$4,552,376.72**	**$5,177,924.21**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 1400 Deferred Maintenance Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$158,178.29	$153,336.67		
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	($303.62)	$10,000.00	(3.04)	103.04
5) Total, Revenues		**$0.00**	**$299,696.38**	**$310,000.00**	**96.68**	**3.32**
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	$0.00	$8,350.00	$229,336.67	3.64	96.36
6) Capital Outlay	6000-6999	$0.00	$331,380.85	$234,000.00	141.62	(41.62)
9) Total Expenditures		**$0.00**	**$339,730.85**	**$463,336.67**	**73.32**	**26.68**
NET INCREASE (DECREASE) IN FUND BALANCE		**$0.00**	**($40,034.47)**	**($153,336.67)**		
ENDING FUND BALANCE			**$118,143.82**	**$0.00**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 1500 Pupil Transportation Equip

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$338,073.19	$331,212.51		
REVENUES						
4) Other Local Revenues	8600-8799	$0.00	($648.92)	$14,000.00	(4.64)	104.64
5) Total, Revenues		**$0.00**	**($648.92)**	**$14,000.00**	**(4.64)**	**104.64**
EXPENDITURES						
6) Capital Outlay	6000-6999	$0.00	$0.00	$93,000.00	0.00	100.00
9) Total Expenditures		**$0.00**	**$0.00**	**$93,000.00**	**0.00**	**100.00**
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	$0.00	$100,000.00	$100,000.00	100.00	0.00
4) Total, Other Financing Sources/Uses		**$0.00**	**$100,000.00**	**$100,000.00**	**100.00**	**0.00**
NET INCREASE (DECREASE) IN FUND BALANCE		**$0.00**	**$99,351.08**	**$21,000.00**		
ENDING FUND BALANCE			**$437,424.27**	**$352,212.51**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER F

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$14,578,739.07	$14,330,132.42		
REVENUES						
4) Other Local Revenues	8600-8799	$0.00	($27,983.39)	$410,000.00	(6.83)	106.83
5) Total, Revenues		**$0.00**	**($27,983.39)**	**$410,000.00**	**(6.83)**	**106.83**
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	$800,000.00	0.00	100.00
4) Total, Other Financing Sources/Uses		**$0.00**	**$0.00**	**($800,000.00)**	**0.00**	**100.00**
NET INCREASE (DECREASE) IN FUND BALANCE		**$0.00**	**($27,983.39)**	**($390,000.00)**		
ENDING FUND BALANCE			**$14,550,755.68**	**$13,940,132.42**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 2140 Building Funds - Local 4

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$7,303,504.56	$7,290,291.81		
REVENUES						
4) Other Local Revenues	8600-8799	$0.00	($14,018.83)	$69,000.00	(20.32)	120.32
5) Total, Revenues		**$0.00**	**($14,018.83)**	**$69,000.00**	**(20.32)**	**120.32**
OTHER FINANCING SOURCES/USES						
1) Transfers						
B) Transfers Out	7610-7629	$0.00	$0.00	$4,808,509.89	0.00	100.00
4) Total, Other Financing Sources/Uses		**$0.00**	**$0.00**	**($4,808,509.89)**	**0.00**	**100.00**
NET INCREASE (DECREASE) IN FUND BALANCE		**$0.00**	**($14,018.83)**	**($4,739,509.89)**		
ENDING FUND BALANCE			**$7,289,485.73**	**$2,550,781.92**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 2145 Building Funds - Local 5

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
REVENUES						
4) Other Local Revenues	8600-8799	$0.00	$0.00	$0.00	0.00	100.00
5) Total, Revenues		**$0.00**	**$0.00**	**$0.00**	**0.00**	**100.00**
NET INCREASE (DECREASE) IN FUND BALANCE		**$0.00**	**$0.00**	**$0.00**		
ENDING FUND BALANCE			**$0.00**	**$0.00**		

Fiscal Position Report

September 2025

Fund: 2150 Building Funds - Local 6

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
REVENUES						
4) Other Local Revenues	8600-8799	$0.00	$0.00	$0.00	0.00	100.00
5) Total, Revenues		**$0.00**	**$0.00**	**$0.00**	**0.00**	**100.00**
NET INCREASE (DECREASE) IN FUND BALANCE		**$0.00**	**$0.00**	**$0.00**		
ENDING FUND BALANCE			**$0.00**	**$0.00**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 2500 CapitalFacilities Fund

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$2,856,316.57	$2,812,922.12		
REVENUES						
4) Other Local Revenues	8600-8799	$0.00	($4,419.48)	$560,000.00	(0.79)	100.79
5) Total, Revenues		**$0.00**	**($4,419.48)**	**$560,000.00**	**(0.79)**	**100.79**
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	$1,028.38	$48,448.44	$80,000.00	60.56	39.44
6) Capital Outlay	6000-6999	$0.00	$196,916.22	$45,000.00	437.59	(337.59)
9) Total Expenditures		**$1,028.38**	**$245,364.66**	**$125,000.00**	**196.29**	**(96.29)**
NET INCREASE (DECREASE) IN FUND BALANCE		**($1,028.38)**	**($249,784.14)**	**$435,000.00**		
ENDING FUND BALANCE			**$2,606,532.43**	**$3,247,922.12**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 3500 SCHOOL FACILITY PROGRAM

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$621,063.78	$565,299.33		
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	($2,952.59)	$8,000.00	(36.91)	136.91
5) Total, Revenues		**$0.00**	**($2,952.59)**	**$3,368,231.00**	**(0.09)**	**100.09**
EXPENDITURES						
6) Capital Outlay	6000-6999	$52,080.20	$808,555.50	$8,169,298.95	9.90	90.10
9) Total Expenditures		**$52,080.20**	**$808,555.50**	**$8,169,298.95**	**9.90**	**90.10**
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	$0.00	$0.00	$4,808,509.89	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**	**$4,808,509.89**	**0.00**	**100.00**
NET INCREASE (DECREASE) IN FUND BALANCE		**($52,080.20)**	**($811,508.09)**	**$7,441.94**		
ENDING FUND BALANCE			**($190,444.31)**	**$572,741.27**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 4000 Special Reserve - Capital Outlay

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$8,044,103.64	$7,867,981.55		
REVENUES						
4) Other Local Revenues	8600-8799	$0.00	($15,440.38)	$167,000.00	(9.25)	109.25
5) Total, Revenues		**$0.00**	**($15,440.38)**	**$167,000.00**	**(9.25)**	**109.25**
EXPENDITURES						
6) Capital Outlay	6000-6999	$51,825.12	$97,310.12	$784,932.46	12.40	87.60
9) Total Expenditures		**$51,825.12**	**$97,310.12**	**$784,932.46**	**12.40**	**87.60**
OTHER FINANCING SOURCES/USES						
1) Transfers						
A) Transfers In	8910-8929	$0.00	$0.00	$200,000.00	0.00	100.00
B) Transfers Out	7610-7629	$0.00	$0.00	$0.00	0.00	100.00
3) Contributions	8980-8999	$0.00	$0.00	$0.00	0.00	100.00
4) Total, Other Financing Sources/Uses		**$0.00**	**$0.00**	**$200,000.00**	**0.00**	**100.00**
NET INCREASE (DECREASE) IN FUND BALANCE		**($51,825.12)**	**($112,750.50)**	**($417,932.46)**		
ENDING FUND BALANCE			**$7,931,353.14**	**$7,450,049.09**		

13 Hanford Elementary School District
Fiscal Year: 2026
Requested by dendo

Fiscal Position Report

September 2025

10/9/2025 8:57:08AM

Fund: 6720 Self-Insurance/Other

		September Amount	YTD Amount	Revised Budget	% of Budget	% Remain
BEGINNING BALANCE						
Net Beginning Balance	9791-9795		$1,125,246.34	$979,934.61		
REVENUES						
4) Other Local Revenues	8600-8799	$75,383.00	$115,843.58	$238,800.00	48.51	51.49
5) Total, Revenues		**$75,383.00**	**$115,843.58**	**$238,800.00**	**48.51**	**51.49**
EXPENDITURES						
5) Services, Oth Oper Exp	5000-5999	$53,366.42	$202,843.58	$216,250.00	93.80	6.20
9) Total Expenditures		**$53,366.42**	**$202,843.58**	**$216,250.00**	**93.80**	**6.20**
NET INCREASE (DECREASE) IN FUND BALANCE		**$22,016.58**	**($87,000.00)**	**$22,550.00**		
ENDING FUND BALANCE			**$1,038,246.34**	**$1,002,484.61**		

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Kristina Baldwin

DATE: October 13, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have item considered: October 22, 2025

ITEM: Consider for information the agreement of services for Mini Corps Tutors to serve and "tutor" at our HESD school sites.

PURPOSE: This agreement for services is made between Tulare County Office of Education and Butte County Office of Education/California Mini-Corps. The program relies on college students to work as teacher assistants ("Mini-Corps Tutors") in migrant impacted schools, serving as role models and mentors, and providing direct services to migratory students. These services include academic tutoring, one-on-one and small group tutoring, and home-school connections.

FISCAL IMPACT: This is considered part of the established agreement with Tulare County Office of Education for Migrant Students, Migrant Education – Region VIII. HESD will bill Tulare County Office of Education/Migrant Program Region VIII for any applicable costs (facilities/custodial, transportation, food services, nursing services).

RECOMMENDATIONS: Consider for information the partnership with California Mini-Corps Services to provide direct instructional Services to migratory students identified within Hanford Elementary School District.

Butte County Office of Education
"Where Students Come First"

Mary Sakuma
Superintendent
msakuma@bcoe.org

Tad Alexander
Deputy Superintendent
talexander@bcoe.org
(530) 532-5720

California Mini-Corps
1760 Creekside Oaks Drive, Suite 190
Sacramento, CA 95833
(916) 929-2713

Yvette Medina
Sr. Director
ymedina@bcoe.org

Virginia Sanchez
Associate Director
vsanchez@bcoe.org

Board of Education

Julian Diaz
Daniel Alexander
Brenda J. McLaughlin
Mike Walsh
Amy Christianson
Karin Matray
Emily Holtom

Statewide & Local Support Services

1859 Bird Street
Oroville, CA 95965
(530) 532-5761
Fax (530) 532-5762
www.bcoe.org

An Equal Opportunity Employer

January 15, 2025

Anabel Gonzalez, Director
Migrant Education Region 8
Tulare County Office of Education
P.O. Box 5091
Visalia, CA 93278

Dear Ms. Gonzalez:

Attached please find a copy of the proposed service agreement between our agencies for the upcoming 2025-2027 fiscal years. Please email the signed MOU by March 14, 2025, to Liliana Alanis at lcastill@bcoe.org and to minicorps@bcoe.org. I look forward to our continued collaboration to serve the needs of the migratory students in your operating agency. The College Coordinator will work closely with you and your staff when making assignments and placements of the Mini-Corps tutors. Execution of this agreement will allow tutors to continue to provide tutorial services to migratory students up to June 30, 2027.

Do not hesitate to contact your assigned College Coordinator or the central office if you have any questions regarding the Mini-Corps program. Thank you for your cooperation and prompt attention in responding to this request.

Sincerely,

Yvette Medina

Yvette Medina, Sr. Director
California Mini-Corps

YM/la
Enclosure

Cc: Rosalba Marquez, College Coordinator
Cynthia Escudero, College Coordinator

AGREEMENT FOR CALIFORNIA MINI-CORPS SERVICES
(2025-2026 & 2026-2027 SCHOOL YEARS)

This Agreement for Services ("Agreement") is made and entered into as of the 15th day of January, 2025 by and between the BUTTE COUNTY OFFICE OF EDUCATION/CALIFORNIA MINI-CORPS, ("BCOE") and TULARE COUNTY OFFICE OF EDUCATION ("TCOE"), (together, "Parties").

WHEREAS, the primary objective of the California Mini-Corps Program ("Program") is to provide direct instructional services to migratory students in grades K-12;

WHEREAS, the Program relies on college students to work as teacher assistants ("Mini-Corps Tutors") in migrant impacted schools, serving as role models and mentors, and providing the following direct services to migratory students: various forms of academic tutoring, including one-on-one and small group tutoring, tutorial instruction in academic subjects, extended day tutoring, home school-connections; post-secondary awareness; career awareness; ELD or bilingual instruction and other content areas including math and ELA.

WHEREAS, there is a need for the Program in the Tulare County, which is located within the Migrant Operating Agency, Region 8 (the "Region");

WHEREAS, the Program is administered by BCOE; and

WHEREAS, TCOE seeks the provision of Program services from BCOE for migratory students in the Region.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. This Agreement is made and entered into for the provision of Program services for migratory students in grades K-12 located within the Region, as further described in **Exhibits "A," and "B,"** attached hereto and incorporated herein by this reference ("Services").

2. **Term**. The term of this agreement is contingent upon BCOE's receipt of funding. Services shall commence under this Agreement on July 1, 2025 and will continue until June 30, 2027, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Payment**. In the event additional Mini-Corps Tutors and/or hours are requested beyond the allocation stipulated in **Exhibit "A,"** TCOE shall pay BCOE for the actual cost of the Services as described in **Exhibits "A"** and **"B"**.

4. **Termination**. It is expressly understood and mutually agreed that the success of the program is the condition for the continuation of this agreement. Either party may, at any time, with or without reason, terminate this Agreement. Written notice by the terminating party shall be sufficient to stop further provision of Services. Notice shall be deemed given when received by the non-terminating party or no later than three days after the day of mailing, whichever is sooner.

5. **Indemnification**. To the furthest extent permitted by California law, each party shall defend, indemnify, and hold harmless the other party, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "indemnified parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the indemnifying party. The indemnifying party shall have the right to accept or reject any legal representation that the other party proposes to defend the indemnified parties.

6. **Insurance**. Each party shall procure and maintain at all times insurance with minimum limits as customary for that party's course of business. Certificates and insurance policies for each party shall name the other party and Mini-Corps Tutors provided under this Agreement as additional insureds, and provide for not less than thirty (30) days' notice of cancellation or material charge. Parties shall provide each other with a certificate of insurance stating these conditions prior to the commencement of services under this Agreement. Such insurance shall be maintained with insurance carriers licensed to transact business in the State of California.

7. **Anti-Discrimination**. It is the policy of the BCOE that in connection with all work performed under contracts there be no discrimination against any person engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore TCOE agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and TCOE policy.

8. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

9. **Limitation of BCOE Liability**. Other than as provided in this Agreement, BCOE's financial obligations under this Agreement shall be limited to the provision of funding and expenses provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall BCOE be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

10. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

BCOE:	**TCOE:**
Butte County Office of Education	Tulare County Office of Education
Mini-Corps Sr. Director	Director Migrant Education, Region 8
1760 Creekside Oaks Drive, Suite 190	P.O. Box 5091
Sacramento, CA 95833	Visalia, CA 93278-5091
FAX: (916) 929-2739	FAX:_____
ATTN: Yvette Medina	ATTN: Anabel Gonzalez

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

11. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

12. **Assignment.** The obligations and/or interests of either party under this Agreement shall not be assigned or transferred in anyway without written consent from the other party.

13. **Independent Contractor.** The BCOE, in the performance of its obligations under this Agreement, shall be and act as an independent contractor and at no time be considered the agent of TCOE.

14. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County.

15. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

16. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

17. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

18. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

19. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

20. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

21. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

22. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

23. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

24. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 20___	Dated: MAY 21, 2025
BUTTE COUNTY OFFICE OF EDUCATION	**TULARE COUNTY OFFICE OF EDUCATION**
By: _____	By: _____
Print Name: Mary Sakuma	Print Name: Tim A. Hire
Print Title: Superintendent	Print Title: SUPERINTENDENT

EXHIBIT "A"
BUTTE COUNTY OFFICE OF EDUCATION DUTIES AND OBLIGATIONS

UNDER THIS AGREEMENT THE BCOE AGREES TO:

1. Provide approximately 23 Mini-Corps Tutors to work with migratory students at select schools within the region, during the 2025-26 & 2026-27 fiscal years.

2. Select Mini-Corps Tutors may use pre/post assessments with select migratory students served. In some cases students may be surveyed for the purpose of assessing our program services.

3. If puppetry tutors are requested for summer school, puppetry presentations may be conducted during summer school programs, provided there is availability of trained Mini-Corps Tutors.

4. Assign the Region with a College Coordinator that will directly supervise Mini-Corps Tutors assigned to the region and will monitor Mini-Corps Tutors' work hours.

5. Ensure the Program Coordinator meets with the Migrant Region Director or designee to review the placement list and provide program updates as needed.

6. Ensure Mini-Corps Tutors are assigned to work under the direct supervision of a credentialed teacher and preferably in a classroom setting.

7. Provide professional development for Mini-Corps Tutors that will include but it is not limited to:

    a. A minimum of 54 hours of training and professional development.

    b. A Summer Institute Training, when budget permits.

8. Develop all necessary recruitment announcements, posters, brochures, applications, etc.

9. Provide presentation(s) by the College Coordinator and Tutor(s) at the local sites of the Region on the Program as needed.

10. Recruit former migratory high school students who apply and qualify for the program.

11. Recruit, select, and hire the Mini-Corps Tutors.

12. Ensure that all Program staff obtains DOJ/FBI clearances before they are assigned to work at a school. If necessary, provide verification letters of Live Scan clearances to the district.

13. Ensure all Program staff is covered under workmen's compensation insurance.

14. Ensure that all Mini-Corps Tutors have TB clearance and have successfully passed a basic skills assessment set forth by BCOE hiring guidelines.

15. Work with Priority for Service ("PFS") and other migratory students and be involved in traditional and non-traditional school activities.

16. Work cooperatively with TCOE migrant staff in making Tutor placements during the fiscal year.

17. Communicate with the Regional Director and/or designated staff regarding any problems or issues with Tutor placements.

18. Take immediate action to remedy any issues regarding the Program at all placement sites.

19. Supervise, observe, and monitor Mini-Corps Tutors that are providing instructional services to migratory students.

20. Complete an evaluation of the Tutor with input from the master teacher for school year and summer program (as applicable).

21. The Program College Coordinator and Mini-Corps Tutors will attend the local in-service training(s) conducted by the Region, as needed.

22. Provide information to the Region regarding Program activities and migratory students served.

23. Meet with Regional Director and staff as needed.

24. Schedule and provide presentations to Migrant Parent Advisory Council(s), as applicable.

25. Schedule statewide staff business meetings and professional development sessions for the Program College Coordinators so they can use the Trainer of Trainers model with the Mini-Corps Tutors that provide tutorial support to the migratory students served.

26. Additional Mini-Corps Tutor Hours:

    a. Depending on needs of the Region and Program staff availability, the Region can request additional tutorial support.

    b. If TCOE requests additional Mini-Corps Tutor hours, BCOE shall invoice TCOE for any additional Tutor slots/or hours beyond the allocation in item number 1 above as provided in this section.

    c. Rate: TCOE will be invoiced for the actual cost of additional Mini-Corps Tutor hours at the rate of $17.00/hr or actual cost (in the event BCOE increases the tutor hourly rates) including statutory benefits and the CDE approved indirect rate for BCOE.

27. The Program will provide the Region data on migrant pupil supplementary services provided by tutors and assessment(s) results, as applicable.

EXHIBIT "B"
TULARE COUNTY OFFICE OF EDUCATION DUTIES AND OBLIGATIONS

UNDER THIS AGREEMENT TCOE AGREES TO:

1. Identify the schools to be served by Mini-Corps Tutors where there is an academic need to provide tutorial and progress monitoring services to select migratory students.

2. If puppetry tutors are requested for summer school, identify schools to be served by Mini-Corps Tutors who will conduct puppetry presentations to migratory students, provided there is availability of trained Mini-Corps Tutors.

3. Distribute recruitment forms to TCOE's area staff and high school seniors.

4. Inform the Program Coordinator of regional parent meetings where the Program Coordinator's presence is required.

5. Provide a list of high school graduating migratory students.

6. Assist in recruiting prospective Mini-Corps Tutors and participate in the interview panel when requested.

7. Inform school districts, as needed, that Mini-Corps Tutors completed a basic skills assessment adopted by BCOE that meets the paraprofessional ESSA (Every Student Succeeds Act) requirement guidelines and Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) clearances.

8. Collaborate and coordinate with the College Coordinator to ensure that Mini-Corps Tutors assist by providing tutorial academic support in regional activities such as Saturday School, Leadership Conferences and Speech & Debate events, always under the supervision and direction of a certificated teacher, as applicable.

9. Ensure Mini-Corps Tutors are assigned to work under the direct supervision of a credentialed teacher and preferably in a classroom setting.

10. Confer with the College Coordinator on the placement, program schedule changes and reassignments of Mini-Corps Tutors during the fiscal year.

11. Notify the College Coordinator of local trainings in which Mini-Corps Tutors and/or Program staff can attend.

12. Notify the College Coordinator of meetings where the Program Coordinator's presence is required.

13. Contact the College Coordinator if there is an issue impacting the Program.

14. Provide Mini-Corps Tutors with instructional material to work with migratory children during special projects or summer programs.

15. If TCOE needs additional Mini-Corps Tutor slots/hours, they may request so in writing as provided in **Exhibit "A."** TCOE will be invoiced for the actual costs beyond the allocation stipulated in **Exhibit "A"**.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 10/01/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/22/25

ITEM: Receive for information revisions to Board Policy & Administrative Regulation:

- 6141.2 Recognition of Religious Beliefs and Customs

PURPOSE: Regulation updated to reflect NEW COURT DECISION (Mahmoud v. Taylor) which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children.

Additionally, based on *Mahmoud,* regulation updated to include new section related to opt-outs which (1) requires a parent/guardian who is requesting that the parent/guardian's student be opted-out of instruction based on religious beliefs, customs, or practices to submit specified information, and (2) permits the Superintendent or designee to work with district legal counsel to evaluate each request and determine whether it be granted.

FISCAL IMPACT: None

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

Policy 6141.2: Recognition Of Religious Beliefs And Customs

Status: ADOPTED

Original Adopted Date: 05/16/2001 **| Last Revised Date:** 12/18/2024 **| Last Reviewed Date:** 12/18/2024

The ~~Governing~~ Board of Trustees recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world and be consistent with the adopted instructional materials and state standards, as applicable.

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is forbidden in public schools. The Superintendent or designee shall ensure that instruction about religion does not promote or denigrate the beliefs or customs of any particular religion or sect, nor that a preference be shown for one religious viewpoint over another. ~~Staff members~~Teachers and other district staff shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces, and treat all religions and religious ~~conviction~~convictions, including nonbelief, with fairness and respect.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students during class time.

Staff shall not coerce students in prayer or other religious activities as part of their official duties. However, ~~Staff~~staff are not prohibited, when acting in their private capacity, from encouraging students' participation in personal prayer or other religious activity. Additionally, staff shall not prohibit or discourage any student from praying or otherwise expressing the student's religious belief so long as this does not disrupt the classroom or other ~~school~~ district-sponsored activity.

Students may express their beliefs about religion in their homework, artwork, and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, relevance, and other legitimate pedagogical objectives.

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the district. ~~School~~District-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature. The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and temporary in nature.

Classroom methods in instruction about religion shall not include religious role-playing activities or simulated religious devotional acts.

Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for ~~school~~district-sponsored activities and programs if presented in an objective manner and as a traditional part of cultural and religious heritage.

District schools shall not prohibit religious activities if the same or similar non-religious activities are permitted.

When required by law, the district shall notify parents/guardians that they may, via written request, opt their students out of instruction on the basis of their religious beliefs as specified in the accompanying administrative regulation. Students whose parents/guardians opt them out of such instruction may be offered an alternative activity of similar educational value. Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction on the grounds that the student was opted out of such instruction.

Regulation 6141.2: Recognition Of Religious Beliefs And Customs

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 12/18/2024 | **Last Reviewed Date:** 12/18/2024

The Superintendent or designee shall ensure the following for the recognition of religious beliefs and customs in district schools:

1. The approach to religion is academic and not devotional
2. The goal is for student awareness of religion in historical and contemporary societies
3. The students may not be pressed to accept any one religion
4. The school may include the study of religion as part of the history-social science curriculum, but the practice of religions may not be sponsored
5. The students may be exposed to and educated about a diversity of religious views and beliefs, but a particular view or belief may not be imposed, nor may any one religion be promoted or denigrated

Staff shall make every effort to schedule one-time events, such as examinations, ~~school~~district-sponsored trips, special laboratories, picture-taking days, and class parties, to minimize conflicts with major religious holidays of all faiths such that no one faith is disproportionately impacted.

Programs and Exhibits

When ~~school~~district programs and exhibits are in any way related to instruction about religion or religious holidays, the following guidelines shall be observed:

1. The principal or designee shall ensure that ~~school~~district-sponsored programs are presented in an objective manner, consistent with the accompanying Board policy~~.~~
2. The principal or designee shall be kept informed of the program's development~~.~~
3. Program or exhibit planners shall take into consideration the diverse religious faiths represented in the community, student body, and staff~~.~~

Opt-Outs

When a parent/guardian submits a written request to opt the parent's/guardian's student out of instruction based on religious beliefs, customs, or practices, the request shall include the following:

1. The specific instructional content of which the student should be opted out
2. The specific religious belief(s), custom(s), and/or practice(s) with which the specific instructional content substantially interferes
3. How the specific instructional content substantially interferes with the specific religious belief(s), custom(s), and/or practice(s), including any grade level or individual student characteristics relevant to the opt-out request

As necessary, the Superintendent or designee may work with district legal counsel to evaluate each opt-out request and determine whether it shall be granted.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 10/13/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/22/2025

ITEM: BP/AR 6142.1 Sexual Health and HIV/AIDS Prevention Instruction

PURPOSE: Policy updated to reflect NEW COURT DECISION (Mahmoud v. Taylor) which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Additionally, policy updated to add the section "General Criteria for Instruction and Materials" which was moved from the accompanying administrative regulation as that section is more appropriately placed in Board policy rather than administrative regulation.

Regulation updated to reflect NEW LAW (AB 2229, 2024) which requires "comprehensive sexual health education" to include the topic of menstrual health. Additionally, regulation updated to delete the section "General Criteria for Instruction and Materials" which was moved to the accompanying Board policy as that section is more appropriately placed in policy rather than administrative regulation. In addition, regulation updated to reflect NEW LAW (AB 2053, 2024) which requires that comprehensive sexual health instruction include information about adolescent relationship abuse, including available resources such as the National Domestic Violence Hotline and local domestic violence hotlines. Regulation also updated to reflect NEW COURT DECISION (Mahmoud v. Taylor) which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children.

FISCAL IMPACT: None

RECOMMENDATIONS: Receive updates

Policy 6142.1: Sexual Health And HIV/AIDS Prevention Instruction

Status: ADOPTED

Original Adopted Date: 05/20/2009 | **Last Revised Date:** 04/27/2016 | **Last Reviewed Date:** 04/27/2016

The Board of Trustees desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction ~~on~~in comprehensive sexual health and human immunodeficiency virus (HIV) prevention.~~ The district's educational program shall~~

The district shall respect the rights of parents/guardians to supervise their students' education on these subjects and to impart values to their children regarding human sexuality.

As specified in the accompanying administrative regulation, the district shall strive to provide students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections~~ and~~, unintended pregnancy~~ and~~, sexual harassment, sexual assault, sexual abuse, and human trafficking; to have healthy, positive, and safe relationships and behaviors~~. The district's educational program shall also promote understanding of~~; to understand sexuality as a normal part of human development; and ~~the development of~~to develop healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage, and family.

~~Comprehensive sexual health education and HIV prevention education shall be offered to all students~~ (Education Code 51930-51939)

Each student in grades 7-12~~, including~~ shall receive comprehensive sexual health and HIV prevention education at least once in junior high or middle school and at least once in high school~~. (Education Code 51934)~~ unless the student's parent(s)/guardian(s) opt the student out of such instruction as specified in "Parent/Guardian Notification and Opt-Out" in the accompanying administrative regulation. (Education Code 51934)

General Criteria for Instruction and Materials

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention education and the associated materials: (Education Code 51930, 51933)

~~The district's curriculum shall support the purposes of the California Healthy Youth Act as specified in Education Code 51930-51939, be unbiased and inclusive of all students in the classroom, and be aligned with the state's content standards. The district shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.~~

~~The Superintendent or designee may appoint a coordinator and/or an advisory committee regarding the district's comprehensive sexual health and HIV prevention curriculum. The advisory committee shall represent a divergence of viewpoints and may participate in planning, implementing, and evaluating the district's program.~~

~~Parent/Guardian Consent~~

1. ~~Annually~~Are age appropriate
2. Are medically accurate and objective
3. Are aligned with and support the following purposes:
    a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy
    b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family
    c. To promote understanding of sexuality as a normal part of human development
    d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education and provide educators with clear tools and guidance to accomplish that end
    e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors
4. Are appropriate for use with English learners, students with disabilities, and students of all races, genders, sexual orientations, and ethnic and cultural backgrounds
5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code
6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids
7. Do not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220
8. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships
9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes
10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so
11. Teach the value of and prepare students to have and maintain committed relationships such as marriage
12. Provide students with the knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, harassment, and intimidation

13. Provide students with the knowledge and skills for making and implementing healthy decisions about sexuality, including communication and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities

14. Do not teach or promote religious doctrine

Additionally, the district's comprehensive sexual health education program shall include information on the affirmative consent standard. Affirmative consent is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. Teachers delivering such instruction shall consult information related to sexual harassment and violence in the state health curriculum framework. (Education Code 51225.36, 67386)

The Superintendent or designee shall identify appropriate methods for informing parents/guardians about subjects related to the district's comprehensive sexual health and HIV prevention education. The Superintendent or designee shall use such identified methods to inform parents/guardians of students in grades 6-12 about human trafficking prevention resources, as required pursuant to Education Code 49381.

Parent/Guardian Notification and Opt-Out

Prior to comprehensive sexual education being taught, parents/guardians shall be notified at least two weeks in advance, in the manner specified in the accompanying administrative regulation, that they may request in writing ~~that~~to opt their ~~child be excused from~~students out of participating in comprehensive sexual health and HIV prevention education. Students so excused ~~by their parents/guardians~~ shall be given an alternative educational activity. ~~(Education Code 51240, 51938, 51939)~~

~~A~~Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian ~~declines to permit~~opts the student ~~to receive the~~out of such instruction. (Education Code 51240, 51938, 51939)

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Regulation 6142.1: Sexual Health And HIV/AIDS Prevention Instruction

Status: ADOPTED

Original Adopted Date: 05/20/2009 | **Last Revised Date:** 04/27/2016 | **Last Reviewed Date:** 04/27/2016

Definitions

Comprehensive sexual health education means education regarding human development and sexuality, including education on menstrual health, pregnancy, contraception, and sexually transmitted infections. (Education Code 51931)

HIV prevention education means instruction on the nature of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS. (Education Code 51931)

Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (Education Code 51931)

Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists. (Education Code 51931)

~~(Education Code 51931)~~**Components of Sexual Health and HIV Prevention Education**

In addition to complying with the criteria listed in "General Criteria for Instruction and Materials" in the accompanying Board policy, the district's comprehensive sexual health and HIV prevention education for students in grades 7-12 shall include all of the following: (Education Code 51934)

~~General Criteria for Instruction and Materials~~

~~The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention instruction and materials: (Education Code 51933)~~

1. ~~Are age appropriate~~
2. ~~Are factually and medically accurate and objective~~
3. ~~Align with and support the following purposes as specified in Education Code 51930:~~
    a. ~~To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy~~
    b. ~~To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family~~

c. ~~To promote understanding of sexuality as a normal part of human development~~

d. ~~To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end~~

e. ~~To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors~~

4. ~~Are appropriate for use with students of all races, genders, sexual orientations, and ethnic and cultural backgrounds; students with disabilities; and English learners~~

5. ~~Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code~~

6. ~~Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids~~

7. ~~Do not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220~~

8. ~~Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships~~

9. ~~Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes~~

10. ~~Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so~~

11. ~~Teach the value of and prepare students to have and maintain committed relationships such as marriage~~

12. ~~Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, and intimidation~~

13. ~~Provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiation and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities~~

14. ~~Do not teach or promote religious doctrine~~

~~Components of Sexual Health and HIV Prevention Education~~

~~The district's comprehensive sexual health education and HIV prevention education for students in grades 7-12, in addition to complying with the criteria listed above in the section "General Criteria for Instruction and Materials," shall include all of the following: (Education Code 51934)~~

1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body

2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to

specific behaviors, including sexual behaviors and injection drug use

3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy

   The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.

4. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention

5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing

6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others

7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV

   This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and ~~that~~ testing is the only way to know if one is HIV-positive.

8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence

9. Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception

   ~~.~~Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:

   a. Parenting, adoption, and abortion

   b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5

   c. The importance of prenatal care

10. Information about sexual harassment, sexual assault, sexual abuse, and human trafficking, including:

    a. Information on the prevalence and nature of human trafficking, strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance if there is a suspicion of trafficking

b. Information on how social media and mobile device applications are used for human trafficking

~~10.~~11. Information about adolescent relationship abuse and~~,~~ intimate partner violence, including the early warning signs of each, and the resources available to students related to adolescent relationship abuse and intimate partner violence, including the National Domestic Violence Hotline and local domestic violence hotlines that provide confidential support services for students that have experienced domestic violence or stalking~~and sex trafficking~~

The district's comprehensive sexual health and HIV prevention education shall include instruction regarding the potential risks and consequences of creating and sharing suggestive or sexually explicit materials through cell phones, social networking websites, computer networks, or other digital media. (Education Code 51934)

Professional Development

The district's comprehensive sexual health~~**Professional Development**~~

~~The district's comprehensive sexual health education~~ and HIV prevention education shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections. (Education Code 51931, ~~51933,~~ 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for personnel who have demonstrated expertise or received in-service training from ~~the~~ CDE or the Centers for Disease Control and Prevention. (Education Code 51935)

The Superintendent or designee may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for district personnel teaching comprehensive sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)

The Superintendent or designee shall periodically provide continuing education that enables district personnel to learn about new developments in the understanding of abuse, including sexual abuse, and human trafficking, and current prevention efforts and methods. Such education may include early identification of abuse, including sexual abuse, and human trafficking of students and minors. (Education Code 51950)

Use of Consultants or Guest Speakers

~~(Education Code 51935)~~

~~**Use of Consultants or Guest Speakers**~~

The Superintendent or designee may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health and HIV prevention education or to provide training for district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health ~~education~~ and HIV prevention education and knowledge of the most recent medically accurate research on the relevant topic(s) covered in the instruction. The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

Parent/Guardian Notification and Opt-Out

At the beginning of each school year or at the time of a student's enrollment, the Superintendent or designee shall notify parents/guardians about ~~instruction in~~ comprehensive sexual health ~~education~~ and HIV prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV prevention education are available for inspection

2. That parents/guardians have a right to opt~~excuse~~ their students out of~~child from~~ comprehensive sexual health or HIV prevention education, or research on student health behaviors and risks, provided they submit their request in writing to the district

3. That parents/guardians have a right to request a copy of Education Code 51930-51939

4. Whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants and, if

   ~~If~~ the district chooses to use outside consultants or ~~to hold an assembly with~~ guest speakers for this purpose~~to deliver comprehensive sexual health or HIV prevention education~~, the following information:~~notification shall include: (Education Code 51938)~~

   a. The date of the instruction

   b. The name of the organization or affiliation of each guest speaker

   c. Information stating the right of the parent/guardian to request a copy of Education Code 51933, 51934, and 51938

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given.

Except as required by law, the ~~(Education Code 51938)~~

~~**Nonapplicability to Certain Instruction or Materials**~~

~~The~~ requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parent/guardian~~parental~~ notification and opt-out~~consent~~ shall not apply to the following: (Education Code 51932)

1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health ~~education~~ or HIV prevention education as defined in Education Code 51931

2. Instruction, ~~or~~ materials, presentations, or programming that discusses~~discuss~~ gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and does~~do~~ not discuss human reproductive organs and their functions

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 10/13/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 10/22/2025

ITEM: BP/AR 6142.8 Comprehensive Health Education

PURPOSE: Policy updated to reflect NEW COURT DECISION (Mahmoud v. Taylor) which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Additionally, policy updated to extend, to students whose parents/guardians have properly opted them out of instruction on the basis of their religious beliefs, state law requirements that (1) authorize the offering of an alternative activity of similar educational value, and (2) prohibit disciplinary action, academic penalty, or other sanction on the grounds that the student was opted out.

Regulation updated to reflect NEW LAW (AB 2429, 2024) which, beginning with the 2026-27 school year, requires a district that includes a course in health education for graduation from high school to include instruction in the dangers associated with fentanyl use. Additionally, regulation updated to reflect NEW COURT DECISION (Mahmoud v. Taylor) which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children

FISCAL IMPACT: None

RECOMMENDATIONS: Receive updates

Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 05/26/2021 | **Last Reviewed Date:** 05/26/2021

The Board of Trustees believes- that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial ~~in~~to promoting healthy development for all students.- The district's health education program shall be part of a coordinated ~~school~~approach to student health ~~system which~~which recognizes that mental health and social connection are critical to overall health, well-being, and academic success; supports the physical, mental, and social well-being of students; reflects the importance of digital and media literacy; and is linked to district and community services and resources.–

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition promotion and education, physical activity, and other ~~school~~district-based activities that promote student well-being.

Any health education course offered to middle or high school students shall include instruction in mental health that meets the requirements of Education Code 51925-51926, and as specified in Administrative Regulation 6143 - Courses of Study.

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades ~~K~~kindergarten-12 ~~which~~that is aligned with the state's content standards and curriculum framework and integrated with other content areas of the district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. -Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and

the manner in which the district's health education program supports the physical, mental, and social well-being of students.

Parent/Guardian Notification and Opt-Out

Parents/guardians shall be notified that they may request in writing to opt their students out of participating in instruction and assessments, including anonymous and confidential tests, questionnaires, and surveys, as specified in the accompanying administrative regulation. Students so excused shall be given an alternative educational activity. Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian opts the student out of such instruction. (Education Code 51240, 51900.6, 51938, 51939)

Regulation 6142.8: Comprehensive Health Education

Status: DRAFT

Original Adopted Date: Pending

Content of Instruction

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs
2. Human growth, development, and sexual health
3. Injury prevention and safety

   Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, violence prevention, topics related to bullying and harassment, emergency procedures, and Internet safety~~, and as required by law.~~
4. Mental, emotional, and social health

   Health education courses offered to middle and/or high school students shall include mental health instruction that meets the requirements of Education Code 51925-51927, as specified in Administrative Regulation 6143 - Courses of Study.
5. Nutrition and physical activity
6. Personal and community health

   Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, vision and hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases, and the effect of behavior on the environment~~, and as required by law~~.

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health
2. The ability to analyze internal and external influences that affect health
3. The ability to access and analyze health information, products, and services
4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health
5. The ability to practice behaviors that reduce risk and promote health
6. The ability to promote and support personal, family, and community health

~~**Students Excused from Health Instruction**~~

~~Upon written request from a parent/guardian, a student shall be excused from any part of health instruction~~~~**High School Health Education**~~

~~Whenever the Governing Board requires a course in health education for graduation from high school, the district's high school health education course(s) shall include instruction in:~~

1. ~~Sexual harassment and violence, including, but not limited to, the affirmative consent standard as defined in Education Code 67386. (Education Code 51225.36)~~

   ~~When delivering such instruction, teachers shall consult information related to sexual harassment and violence in the Health Education Framework for California Public Schools. (Education Code 51225.36)~~

~~1.~~2. ~~Compression-only cardiopulmonary resuscitation (CPR), which is based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR and includes instruction relative to the psychomotor skills necessary to perform compression-only CPR. (Education Code 51225.6)~~

   ~~Starting with the 2026-27 school year, the dangers associated with fentanyl use. (Education Code 51225.38)~~

Parent/Guardian Notification and Opt-Out

Prior to comprehensive sexual education being taught, parents/guardians shall be notified at least two weeks in advance that they may request in writing to opt their students out of participating in the following:

1. Anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex. (Education Code 51938, 51939)

2. Any instruction in health that conflicts with the student's religious training and beliefs, including personal moral convictions~~.~~ (Education Code 51240)

   ~~The district shall excuse a student from instruction in comprehensive sexual health education and HIV prevention education if the student's parent/guardian requests in writing that the student be excused. However, pursuant to Education Code 51932, such parental request shall not excuse a student from instruction, materials, presentations, or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions. (Education Code 51938)~~

   ~~In addition, the district shall excuse a student from~~

3. Any instruction in sexual abuse and/or sexual assault awareness and prevention ~~if the student's parent/guardian requests in writing that the student be excused.~~ (Education Code 51900.6~~)~~

   ~~The~~

4. Any instruction in comprehensive sexual health and human immunodeficiency virus (HIV) prevention. (Education Code 51938, 51939)

5. Any other instruction as permitted by law

Additionally, the district shall not administer any exam, survey, or questionnaire ~~which~~that contains questions about the student's or the student's family's personal beliefs or practices in sex, family life, morality, or religion unless the student's parent/guardian has given written permission. ~~(Education Code 51513)~~

~~However, the district may administer anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex, as long as parents/guardians are notified of the right to request in writing that the student be excused from participation. A student shall be excused from participating in any such research or evaluation tools if the student's parent/guardian requests in writing to excuse the student from participation. (Education Code 51938~~ (Education Code 51513)

Involvement of Health Professionals

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed:~~–~~ (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative

2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs if the activities are conducted in compliance with the statutory, regulatory, and programmatic guidelines applicable to those programs

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HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: October 10,2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: October 22, 2025

ITEM: Presentation on HESD Smarter Summative Test Results from 2024-2025

PURPOSE: To report to the board regarding academic progress and areas of strength and need as measured by Califonia Smarter Summative Assessments.

FISCAL IMPACT: none

RECOMMENDATIONS: No action. This is an information Item.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/13/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/2025

ITEM:
Consider adoption of the following revised Board Policy:
BP 3312 – Contracts

PURPOSE:
Policy updated to broaden philosophical statement to include that the Governing Board ensure that contracts entered into on behalf of the district conform to any applicable legal standards. Additionally, policy updated to provide that Board members and district employees involved in the making of contracts on behalf of the district comply with applicable law. In addition, policy updated to add language that executed contracts for the purchase of goods or services, even if the contract contains provisions specifying that the contract is confidential or a proprietary record of the vendor, is a public record unless otherwise exempt from disclosure under state or federal law. Policy also updated to reflect **NEW LAW (SB 1303, 2024)** which (1) requires, if the district utilizes a private labor compliance entity, the entity to submit a signed declaration verifying that it does not have a conflict of interest, and (2) defines "private labor compliance entity" and "conflict of interest." Additionally, policy updated to clarify language regarding public records and that a district may not enforce a confidentiality clause that would prevent the district from making any part of the contract a public record.

FISCAL IMPACT:
None.

RECOMMENDATIONS:
Adopt the following revised Board Policy:
BP 3312 – Contracts

Policy 3312: Contracts

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~11/01/2003 | **Last Revised Date:** ~~11/08/2023~~03/01/2025 | **Last Reviewed Date:** ~~11/08/2023~~03/01/2025

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's ~~interest is~~interests are protected~~,~~ and that the terms of the contract conform to any applicable legal standards, including~~ the~~, but not limited to, bidding requirements in Public Contract Code 20111.

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

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the district, all such contracts must be approved and/or ratified by the Board. (Education Code 17604, 17605, 35161)

~~Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure.~~ Unless otherwise exempt from disclosure under state or federal law, executed contracts for the purchase of goods or services, even if the contract contains provisions specifying that the contract is confidential or a proprietary record of the vendor, are public records to which members of the public shall have access. (Government Code 7928.801)

No contract shall prohibit a district employee from disparaging the goods or services of any contracting party.
(Education Code 35182.5)

If the district utilizes a private labor compliance entity, the Superintendent or designee shall verify that the entity does not have a conflict of interest. (Labor Code 1771.8)

A *private labor compliance entity* is a third-party company hired by a district to perform labor compliance and enforcement activities on public works projects on the district's behalf. (Labor Code 1771.8)

A *conflict of interest* is a situation in which a private labor compliance entity performs labor compliance work under contract for both the district and a contractor who is bidding a public works project for the district. (Labor Code 1771.8)

If the district's private labor compliance entity seeks to respond to an alleged conflict of interest, the Superintendent or designee shall confer with the entity and/or the contractor regarding the applicable contracts and relevant public works law. (Labor Code 1771.8)

Contracts for Non-~~nutritious~~Nutritious Foods or Beverages

The district shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in ~~the~~ applicable law.

Description

Before the district enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include, but are not ~~be~~ limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property~~.~~

   ~~1.~~ Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

2. Procedures to ensure that district personnel do not handle cash or product at the school site~~.~~

   ~~2.~~ The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education~~.~~

2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals~~.~~

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales~~.~~

   ~~3.~~ The Superintendent or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities~~.~~

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, on non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

Description

~~identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)~~

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be a public record and shall be accessible to the public~~ and~~. The district may not include a

confidentiality clause that would prevent the district or a district school from making any part of the contract public~~.~~ and may not enforce any such clause included by a contracting party. (Education Code 35182.5; Government Code 7928.801)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed~~,~~ public hearing of the Board~~.~~

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students~~.~~

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students~~.~~

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning ~~center.~~centers

5. Offers parents/guardians the opportunity to request in writing that ~~their child~~the student not be exposed to the program that contains the advertising~~.~~

~~5.~~ A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include deidentified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district

2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account

3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract

4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information

5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records

6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records

7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content

8. A description of how the district and the third party will jointly ensure compliance with the federal Family
   Educational Rights and Privacy Act, 20 USC 1232g

9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees~~,~~ if the contract does not displace ~~school~~ district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the ~~numerous~~ conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions ~~exists~~exist: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors

2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district

3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented

4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process

5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code

Description

45103.1, apply

~~6.~~ The contractor will provide equipment, materials, facilities, or support services that could not feasibly be

6. provided by the district in the location where the services are to be performed

7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/13/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/2025

ITEM:
Consider adoption of the following revised Board Policy and Administrative Regulation for information:
BP/AR 3515.4 – Recovery For Property Loss Or Damage

PURPOSE:
Policy updated to reference current parent/guardian liability limits for the costs of specified damages caused by their minor child. Additionally, policy updated to clarify that debt may not be collected for damages caused by a current or former student experiencing homelessness or foster child.

Regulation updated to make the process for recovery for property loss or damage more evident. Additionally, regulation updated to more closely align with law.

FISCAL IMPACT:
None.

RECOMMENDATIONS:
Adopt the following revised Board Policy and Administrative Regulation:
BP/AR 3515.4 – Recovery For Property Loss Or Damage

Policy 3515.4: Recovery For Property Loss Or Damage

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~10/01/1997 | **Last Revised Date:** ~~10/23/2019~~09/01/2025 | **Last Reviewed Date:** ~~10/23/2019~~09/01/2025

The Governing Board~~ of Trustees~~ desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the ~~district~~Superintendent or designee shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student ~~willfully~~ fails to return or that is willfully cut, defaced, or otherwise injured. However, ~~this policy~~the Superintendent or designee shall not ~~apply to a student who is~~collect debt for such damage caused by a current or former ~~homeless~~student experiencing homelessness or foster child or youth. (Education Code 48904, 49014)

Rewards

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding $2,500. A reward in excess of $2,500 shall be authorized in advance by the Board.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

Regulation 3515.4: Recovery For Property Loss Or Damage

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~10/01/1997 | **Last Revised Date:** ~~10/23/2019~~09/01/2025 | **Last Reviewed Date:** ~~10/23/2019~~09/01/2025

~~District~~In order to initiate the process for recovery for property loss or damage, district employees shall report any damage to or loss of school property to the Superintendent or designee immediately after such damage or loss is discovered.

~~The~~Upon learning of any instance of loss or damage to school property, the Superintendent or designee shall conduct a complete investigation~~ of any instance of damage to or loss of school property and shall consult~~, which includes consulting with law enforcement officials when appropriate.

~~When~~After the investigation is concluded, the individual causing the damage or loss has been identified, and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps~~ to recover the district's costs and shall consult~~, including consultation with the district's legal counsel and/or insurance carrier, as ~~appropriate~~needed, to recover the district's loss.

Such steps may also include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from the parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, the student's parent/guardian shall be notified of the alleged misconduct and due process shall be afforded the student in accordance with law. (Education Code 48904)

Additionally~~(Education Code 48904)~~

~~In addition~~, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 10/13/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/2025

ITEM:
Consider adoption of the following revised Board Policy for information:
BP 3516.5 – Emergency Schedules

PURPOSE:
Policy updated to add "health conditions" as a reason for which the Superintendent or designee is authorized by the Governing Board to close a school site, change the regular school day schedule, or take any necessary action. Additionally, policy updated to reference **NEW LAW (SB 1429, 2024)** which adds snowstorms to the list of emergencies for which a district may apply to the Superintendent of Public Instruction to obtain apportionment credit for days and minutes lost due to emergency closure and material decreases in attendance. In addition, policy updated to reflect **NEW LAW (SB 153, 2024)** and **NEW LAW (AB 176, 2024)** which require a district that submits an affidavit for a school closure necessitated by an emergency condition to (1) for an emergency event occurring after September 1, 2021 but before July 1, 2026, certify that the district has a plan for offering independent study to affected students within 10 instructional days of the first day of a school closure or material decrease in attendance, and (2) for events occurring on or after July 1, 2026, certify that an instructional continuity plan is included in the district's comprehensive safety plan and that the district offered student engagement and instruction consistent with the instructional continuity plan or certify that it did not do so due to extenuating circumstances. **NEW LAW (SB 153, 2024)** also authorizes districts, beginning July 1, 2025, to implement attendance recovery programs for students in grades transitional kindergarten-12 to make up lost instructional time and offset absences due to emergency events. Additionally, policy updated to combine material related to student and parent/guardian notifications, make more current the modalities of the district's notification system for informing students and parents/guardians of a change in the school day schedule, a school closure due to an emergency, or change in operation of school bus schedules, and reflect **NEW LAW (AB 2905, 2024)** which requires, when a district or school uses an automatic dialing-announcing device, for the device to

be operated by a person who follows all procedures required by law prior to operating the device, and disconnect the device from the telephone line upon the termination of the call.

FISCAL IMPACT:
None.

RECOMMENDATIONS:
Adopt the following revised Board Policy:
BP 3516.5 – Emergency Schedules

Policy 3516.5: Emergency Schedules

Status: ADOPTED

Original Adopted Date: ~~05/16/2001~~12/01/1992 **| Last Revised Date:** 03/01/2025 **|**
Last Reviewed Date: ~~05/16/2001~~03/01/2025

In order to provide for the safety of students and staff, the Governing Board ~~of Trustees~~ authorizes the Superintendent or designee to close a school site, ~~to~~ change the regular school day schedule, or ~~to~~ take any necessary action when ~~adverse~~ hazardous environmental, health, or weather conditions, or other emergencies, warrant.

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction (SPI) the necessary forms and/or affidavits for obtaining approval of apportionment credit for the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

For school closures or material decreases in attendance due to emergency events that occur between September 2, 2021 and June 30, 2026, the Superintendent or designee shall certify in the affidavit submitted to the SPI that the district has a plan for offering independent study within 10 instructional days of the school closure to any student impacted by the emergency condition. The plan shall address the establishment, within a reasonable time, of independent study master agreements as specified in Board Policy 6158 - Independent Study, and require reopening in person as soon as possible once allowable under the direction from the city or county health officer. (Education Code 46393)

For school closures or material decreases in attendance due to emergency events occurring on or after July 1, 2026, the Superintendent or designee shall certify in the affidavit submitted to the SPI that the district's comprehensive safety plan includes an instructional continuity plan, and that the district offered student engagement and instruction consistent with the instructional continuity plan, or that it did not do so due to extenuating circumstances.
(Education Code 46393)

The Superintendent or designee shall establish a system for informing students and parents/guardians ~~when school buses are not operating or when the school day schedule is changed or the school is closed~~with timely notice in advance of any changes to the school day, a school closure, or if school buses are not operating as scheduled. The district's notification system shall include, but is not limited to, notifying local television, streaming services, and/or radio stations; posting on district website(s) and/or social media account(s); sending email and text messages; and/or making telephone calls.

~~In~~When the ~~event that students arrive at school when~~district makes any notification to students and/or parents/guardians utilizing an automatic dialingannouncing device, the device shall be operated by a person who shall follow all procedures required by law prior to operating the device, and disconnect the device from the telephone line upon the termination of the call. (Public Utilities Code 2874)

Whenever the school day schedule changes ~~or the schedule changes~~ after students have arrived at school ~~has begun~~, the Superintendent or designee shall ensure that ~~supervision is provided~~ students are supervised in accordance with the procedures specified in ~~the district's emergency and disaster preparedness plan~~Board Policy/Administrative Regulation 3516 - Emergencies and Disaster Preparedness Plan.

The Superintendent or designee may provide a means to ~~compensate for~~ make up lost instructional time later during the year. ~~Students and parents/guardians shall receive timely advanced notice of any resulting changes~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 10/9/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 10/22/2025

ITEM: BP/AR 0450: Comprehensive Safety Plan

PURPOSE: Policy updated to include in the philosophical statement that, in addition to high expectations for student conduct, there are high expectations for staff conduct. Additionally, policy updated to reflect legislative intent to provide staff training on the comprehensive school safety plan.

Regulation updated to reflect NEW LAW (AB 2887, 2024) which (1) provides legislative intent that districts develop a comprehensive school safety plan (CSSP) in consultation with local medical services personnel and other persons who may be interested in the health and safety of students, and (2) requires CSSPs to include procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds. Additionally, regulation updated to reflect NEW LAW (AB 2968, 2024) which requires, beginning with the 2026-27 school year, the disaster procedures in CSSPs to include a procedure to identify appropriate refuge shelter for all students and staff for use in the event of an evacuation order and, for any school in a high or very high fire hazard severity zone, a communication and evacuation plan to be used in the event of an early notice evacuation warning that allows enough time to evacuate all students and staff, and NEW LAW (AB 1858, 2024) which requires, if the CSSP includes procedures to prepare for active shooters or other armed assailants by conducting a drill, the drill to be in accordance with specified components. In addition, regulation updated for reflect NEW LAW (SB 153, 2024) which requires CSSPs to include an instructional continuity plan to establish communication and provide instruction to students when in-person instruction is disrupted due to an emergency.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

Policy 0450: Comprehensive Safety Plan **Status:** ADOPTED

Original Adopted Date: 04/22/1998 | **Last Revised Date:** 12/14/2016 | **Last Reviewed Date:** 12/14/2016

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for staff and student conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan (CSSP) relevant to the needs and resources of that particular school. ~~These plans shall apply to the regular school day and to after school programs. These plans shall apply to the regular school day and to after school programs.~~ New school campuses shall develop a ~~safety plan~~CSSP within one year of initiating operations. (Education Code 32281, 32286)

The ~~school safety plan~~CSSP shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the school site.

The CSSP(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval.
(Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

As necessary, the Superintendent or designee shall provide CSSP training to all school staff.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education ~~of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)~~ ~~**Tactical Response Plan**~~
(CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a ~~comprehensive safety plan~~CSSP that ~~includes~~addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to ~~be taken to~~ safeguard students and staff, secure ~~the~~ affected school premises, and apprehend ~~the~~ criminal perpetrator(s), shall be developed by ~~district administrators~~the Superintendent or designee in accordance with Education Code 32281. In developing such strategies, ~~district administrators~~the Superintendent or designee shall consult with law enforcement officials and with ~~a~~ representative(s) of ~~an~~ employee bargaining unit~~,~~(s), if ~~he/she chooses~~they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

~~Public Access to~~ Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the ~~comprehensive safety plan~~CSSP that include tactical responses to criminal incidents ~~shall~~need not be publicly disclosed.

~~1~~The Superintendent or designee shall share the CSSPs and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

Regulation 0450: Comprehensive Safety Plan **Status:** ADOPTED

Original Adopted Date: 04/22/1998 | **Last Revised Date:** 12/14/2016 | **Last Reviewed Date:** 12/14/2016

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan~~.~~ (CSSP). When practical, the school site council ~~also~~ shall also consult with other school site councils and safety planning committees. (Education Code 32281, 32282)

Additionally, the school site council may invite community leaders, local emergency medical services personnel, and other persons who may be interested in the health and safety of students and the prevention of campus crime and violence to participate in the planning process. (Education Code 32280)

The school site council may delegate the responsibility for developing a ~~comprehensive safety plan~~CSSP to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting the ~~comprehensive safety plan~~CSSP, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting~~:~~, if available: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent/guardian organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations

2. Local civic leaders

3. Local business organizations

Content of the Comprehensive Safety Plan

Each ~~comprehensive safety plan~~CSSP shall include an assessment of the current status of any crime committed on campus and at ~~school-related~~schoolrelated functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

The plan ~~also~~ shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3

2. Routine and emergency disaster procedures including, but not limited to:

   a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of

      1973

   b. An earthquake emergency procedure system ~~in accordance with Education Code 32282~~as specified

   c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

   d. Commencing with the 2026-27 school year, a procedure to identify appropriate refuge shelter for all students and staff to be used in the event of an evacuation order and, for any school in a high or very high fire hazard severity zone, a communication and evacuation plan to be used in the event of an early notice evacuation warning that allows enough time to evacuate all students and staff

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts ~~which~~that would lead to suspension, expulsion, or mandatory expulsion recommendations

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to
Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

8. A safe and orderly school environment conducive to learning

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 ~~Among the strategies for providing a safe environment, the school safety plan may also include:~~

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

11. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school

12. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds

13. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose

14. An instructional continuity plan to establish communication with students and their families and provide instruction to students when in-person instruction is disrupted due to an emergency, as specified in Education Code 32282

Among the strategies for providing a safe environment, the CSSP may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

4. Parent/guardian and community involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

5. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians

6. Annual notification to parents/guardians related to the safe storage of firearms

~~5.~~7. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

~~6.~~8. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

~~7.~~9. District policy ~~related to~~prohibiting the possession of firearms and ammunition on school grounds

~~8.~~10. Measures to prevent or minimize the influence of gangs on campus

~~9.~~11. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

12. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content

~~10.~~13. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

14. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity

15. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses~~.~~

~~11.~~ Guidelines may include, but are not limited to, the following:

a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement

b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support

c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

~~12.~~16. Strategies for suicide prevention and intervention

17. District policy and/or plan related to pandemics

~~13.~~18. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

~~14.~~19. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)

c. Assignment of staff members responsible for each identified task and procedure

d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders

~~f.~~g. Development of a method for the reporting of violent incidents

~~g.~~h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

~~15.~~20. ~~Staff development in~~Training on assessment and reporting of potential threats, violence prevention, and intervention techniques~~, including~~ Such training shall include preparation to implement the elements of the ~~safety plan~~CSSP

~~1.~~21. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

22. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: October 13, 2025

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

( ) Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 22, 2025**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified
- Michael Gonzales, Maintenance Worker II – 8.0 hrs., DSF, effective 10/06/25

Temporary Employees/Substitutes
- Raymond Mueller, Extra Help Personnel Specialist, effective 10/09/25-03/31/25
- Laurencine Rosa, Substitute Yard Supervisor, effective 10/13/25

Promotion/Transfer
- Madison Stewart, from READY Program Tutor – 4.5 hrs., Lincoln to Paraprofessional (TK/K) – 7.0 hrs., Simas, effective 10/13/25

Lateral Change/More Hours
- Melia Marques, from Special Education Aide – 5.0 hrs., Monroe to Paraprofessional (TK/K) – 7.0 hrs., Monroe, effective 10/13/25

Temporary Out of Class Assignment
- Jose Castellanos Lemus, from Custodian II – 8.0 hrs., Jefferson, to Lead Custodian – 8.0 hrs., Jefferson, effective 07/29/25-10/31/25

Short Term Classified

- Ashley Garcia, Short-Term Yard Supervisor – 2.5 hrs., King, effective 10/06/25-10/31/25
- Jacqeline Martinez, Short-Term Bilingual Clerk Typist II – 8.0 hrs., Monroe, effective 09/29/25-11/25/25

Admin Transfer

- Keisha Spain, from Special Circumstance Aide – 5.75 hrs., Roosevelt to Special Circumstance Aide – 5.75 hrs., Wilson, effective 10/06/25

b. Job Description

- Warehouse/Reprographic/Mail Services Technician – Revised Job Description
- Reprographic/Warehouse/Mail Services Technician – New Job Title/Description

c. Revised Salary/Wage Schedule

- Revised Classified Salary Schedule

d. Resignations

Classified

- Melissa Tolano, Yard Supervisor – 3.25 hrs., Monroe, effective 10/16/25

e. Retirements

Certificated

- Lisa Polder, Teacher, Roosevelt, effective 10/9/2025

f. Volunteers

Name	School
Norma Casas Moreno	Hamilton
Carolina Jauregui	Hamilton
Angelica Marin	Hamilton
Esther Mejia	Hamilton
Elvira Flores	Jefferson
Brittany Guerrero	Jefferson
Mariah Hernandez	Jefferson
Brenda Salcedo	Jefferson
Stacy Negrete	Kennedy
Mayra Contreras Ramirez	King
Thomas Gonzales	King
Ines Santiago	King
Cha Vang	King
Ashlee Briano	Monroe
Ava Porras	Monroe

Natalie Porras	Monroe
Geneve Serrato	Monroe
Virginia Tamez (HESD EE)	Roosevelt
Karissa Jackson	Simas
Gretchen Manipon	Simas
Victor Ochoa	Simas/Jefferson
Valerie Walls	Simas
Ana Puga	Washington
Carol Singh	Washington

RECOMMENDATION: Approve.

Hanford Elementary School District
Job Description

WAREHOUSE/REPROGRAPHIC/MAIL SERVICES ~~(WaRM)~~ TECHNICIAN

DEFINITION

Performs a wide variety of shipping, receiving and inventory related work, including receiving, checking, cataloging, storing, preparing supplies, print and non-print materials, textbooks, equipment , consumable supplies, and mail for delivery; technical record-keeping work involving the processing, maintenance and control of District Fixed Asset Inventory Records; and other related work as needed. Operates duplicators, printers, copiers and ~~auxilliary~~ auxiliary ~~duplicating and~~ finishing equipment and software as needed. Provides functional support to other warehouse staff as assigned.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive direct supervision from the Warehouse Supervisor ~~Coordinator of Warehouse Reprographic and Mail Services (WaRM)~~, and general supervision from the ~~Administrative~~ Director of Facilities~~,~~ or other management designee. The Warehouse/Reprographic/Mail Services Technician may provide functional support to warehouse personnel as assigned. Incumbents do not supervise other employees.

ESSENTIAL FUNCTIONS

Receives and handles materials, supplies, equipment, print and non-print materials, textbooks, library materials, consumable supplies, paper-stock, and furniture for the District delivered to the DSF Warehouse. Inspects delivered items for damage, correct type and accurate quantity to ensure compliance with purchase order specifications; stores, or prepares for delivery to appropriate location. Moves stock to proper location in warehouse as required.

~~Prepares delivery tags, assigns appropriate budget codes to receipts, and forwards documents for payment.~~

Contacts vendors and/or freight carriers regarding incomplete, damaged or inaccurate shipments; resolves discrepancies and prepares appropriate documentation.

Using the County data system, District's data bases, and other District records and programs, compiles, verifies, and maintains district fixed asset inventory. Catalogs and processes instructional, print and non-print materials for District library and textbook inventory system.

Fills requests for printed curriculum and materials as requested. Fills emergency printing requisitions when presented.

During scheduled periods, performs a detailed inventory of all supplies, textbooks, equipment and furniture on hand; verifies count to ~~computer~~ inventory listings;
Cleans warehouse ~~by sweeping, dusting and repacking of stock~~ to meet required safety regulations; rotates and inspects stock to ~~insure~~ ensure quality and freshness of supplies.

Tags, identifies, and reconciles receipts with purchase orders ~~and inputs inventory into County Data System or District data base systems.~~

Monitors and tracks the change of location of ~~HESD-Net~~ fixed inventory.

Assists schools and departments with the process of inventory control and resolves problems and discrepancies. Researches purchase order questions for schools, departments regarding delivery of an item.

~~Performs physical inventory tasks for fixed assets~~.

Sets up and operates digitized duplicating and printing equipment as needed to produce image quality bulletins, booklets, brochures, forms, letterheads, reports, labels, business cards, confidential materials and other related work. ~~Produces image quality documents using high speed digital copiers, sent via district network, web sites, customer disk or hard copy.~~

Operates a variety of bindery and finishing equipment to collate, cut, fold, pad, drill, punch, bind and package printed material ~~Packages and prepares completed printed materials~~ for shipping as per instructions. Logs items shipped and assists in maintaining reprographic services shipping logs.

Utilizing computerized data base, maintains vendor information listings, accurate warehouse records and preparation of periodic reports as assigned.

Communicates with schools, departments, and vendors as needed or directed.

OTHER FUNCTIONS

Performs Delivery Worker duties as needed, including but not limited to: Sorting, distributing, delivering and picking-up of data processing materials, supplies, equipment, mail, and textbooks and packages as needed. Receives, sorts, distributes, and picks-up district and U.S. Mail, express mail parcels and small packages to and from individuals and district departments. Delivers same to school sites, departments and individuals as needed.

Performs routine vehicle and equipment maintenance.

Maintains and updates shipping, receiving and inventory records and other documents as needed.

Tracks and maintains ~~computerized~~ electronic site maps for all school sites~~,~~ and facilities for location of emergency shut-offs etc.

Performs minor adjustments and general maintenance of printing equipment.
~~Conducts periodic inventories of warehouse stores.~~

OTHER FUNCTIONS (CONT.)

Stores excess furniture items as directed

Performs other related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

General methods and practices of common inventory record-keeping and warehousing procedures associated with receiving, storing, controlling, and delivery of materials and equipment.

Office methods, practices and procedures including filing systems, and routine business correspondence.

Procedures and regulations for freight and parcel shipments; postal requirements and basic shipping procedures.

Standard office equipment, including personal computers.

Methods and procedures of digital printing and reproduction processes, including finishing and bindery operations.
~~Basic methods, processes, operation, maintenance and materials and equipment used in duplicating process.~~

Operation and care of printing and related equipment.

Routine maintenance of warehouse equipment and vehicles.

Safe driving practices and traffic laws and regulations. Local street names and geography.

Ability to:

Understand and carry out oral and written instructions.

Understand and follow basic record-keeping, and inventory control procedures.

Verify and prepare complete and accurate data for data entry and reports.

Utilize computers and computer software to prepare a variety of materials needed for district wide operations.
~~Operate office equipment, including computer terminal.~~

Operate and maintain a wide variety of conventional and digital printing and reproduction equipment.
~~Set-up and operate duplicating equipment~~.

Operate a delivery truck, forklift, hand truck, pallet jack and other warehouse equipment.

Establish and maintain cooperative working relationships with employees and the public.

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

Education:	Equivalent to the completion of twelfth grade.
Experience:	Two years of experience in record-keeping. One year of warehousing experience.
Licenses:	Valid California Class C Driver's License. Forklift Operator Certificate.

DESIRABLE EMPLOYMENT STANDARDS

Previous experience, ~~and~~ in either inventory work or operating advanced digital printing equipment in a public school district.

Completion of supplemental courses in either general business ~~office procedures~~ or ~~office~~ software computer programs.

WORKING CONDITIONS

Environment:	Office, warehouse and outdoor environments. Subject to loud equipment noise, fumes, hot and cold temperatures.
Physical Abilities:	Hearing and speaking to exchange information in person, on the telephone, or on two-way radio; seeing to read letters, written materials, and computer screen; dexterity of hands and fingers to operate key-board and other office machines; sitting for extended periods of time; climbing ladders; reaching overhead, above the shoulder and horizontally; bending at the waist to shelve and retrieve district inventory; pushing or pulling items weighing up to 150 pounds; loading, unloading, lifting, and carrying objects weighing up to 75 pounds; operating warehouse equipment to transport heavy items; driving a delivery vehicle.

Approved: 7/26/2000
Revised: 6/19/2002
Revised: 6/11/2025

Hanford Elementary School District
Job Description

REPROGRAPHIC/WAREHOUSE/MAIL SERVICES TECHNICIAN

DEFINITION

Performs a wide variety of shipping, receiving and inventory related work, including receiving, checking, cataloging, storing, preparing supplies, print and non-print materials, textbooks, equipment , consumable supplies, and mail for delivery; technical record-keeping work involving the processing, maintenance and control of District Fixed Asset Inventory Records; and other related work as needed. Operates duplicators, printers, copiers and auxiliary finishing equipment and software as needed. Provides functional support to other warehouse staff as assigned.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive direct supervision from the Warehouse Supervisor, and general supervision from the Director of Facilities, or other management designee. The Reprographic/Warehouse/Mail Services Technician may provide functional support to warehouse personnel as assigned. Incumbents do not supervise other employees.

ESSENTIAL FUNCTIONS

Receives and handles materials, supplies, equipment, print and non-print materials, textbooks, library materials, consumable supplies, paper-stock, and furniture for the District delivered to the DSF Warehouse. Inspects delivered items for damage, correct type and accurate quantity to ensure compliance with purchase order specifications; stores, or prepares for delivery to appropriate location. Moves stock to proper location in warehouse as required.

Contacts vendors and/or freight carriers regarding incomplete, damaged or inaccurate shipments; resolves discrepancies and prepares appropriate documentation.

Using the County data system, District's data bases, and other District records and programs, compiles, verifies, and maintains district fixed asset inventory. Catalogs and processes instructional, print and non-print materials for District library and textbook inventory system.

Fills requests for printed curriculum and materials as requested. Fills emergency printing requisitions when presented.

During scheduled periods, performs a detailed inventory of all supplies, textbooks, equipment and furniture on hand; verifies count to inventory listings;
Cleans warehouse to meet required safety regulations; rotates and inspects stock to ensure quality and freshness of supplies.

Tags, identifies, and reconciles receipts with purchase orders.

Monitors and tracks the change of location of fixed inventory.

Assists schools and departments with the process of inventory control and resolves problems and discrepancies. Researches purchase order questions for schools, departments regarding delivery of an item.

Sets up and operates digitized duplicating and printing equipment as needed to produce image quality bulletins, booklets, brochures, forms, letterheads, reports, labels, business cards, confidential materials and other related work.

Operates a variety of bindery and finishing equipment to collate, cut, fold, pad, drill, punch, bind and package printed material for shipping as per instructions. Logs items shipped and assists in maintaining reprographic services shipping logs.

Utilizing computerized data base, maintains vendor information listings, accurate warehouse records and preparation of periodic reports as assigned.

Communicates with schools, departments, and vendors as needed or directed.

OTHER FUNCTIONS

Performs Delivery Worker duties as needed, including but not limited to: Sorting, distributing, delivering and picking-up of data processing materials, supplies, equipment, mail, and textbooks and packages as needed. Receives, sorts, distributes, and picks-up district and U.S. Mail, express mail parcels and small packages to and from individuals and district departments. Delivers same to school sites, departments and individuals as needed.

Performs routine vehicle and equipment maintenance.

Maintains and updates shipping, receiving and inventory records and other documents as needed.

Tracks and maintains electronic site maps for all school sites, and facilities for location of emergency shut-offs etc.

Performs minor adjustments and general maintenance of printing equipment.

OTHER FUNCTIONS (CONT.)

Stores excess furniture items as directed

Performs other related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

General methods and practices of common inventory record-keeping and warehousing procedures associated with receiving, storing, controlling, and delivery of materials and equipment.

Office methods, practices and procedures including filing systems, and routine business correspondence.

Procedures and regulations for freight and parcel shipments; postal requirements and basic shipping procedures.

Standard office equipment, including personal computers.

Methods and procedures of digital printing and reproduction processes, including finishing and bindery operations.

Operation and care of printing and related equipment.

Routine maintenance of warehouse equipment and vehicles.

Safe driving practices and traffic laws and regulations. Local street names and geography.

Ability to:

Understand and carry out oral and written instructions.

Understand and follow basic record-keeping, and inventory control procedures.

Verify and prepare complete and accurate data for data entry and reports.

Utilize computers and computer software to prepare a variety of materials needed for district wide operations.

Operate and maintain a wide variety of conventional and digital printing and reproduction equipment.

Operate a delivery truck, forklift, hand truck, pallet jack and other warehouse equipment.

Establish and maintain cooperative working relationships with employees and the public.

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

Education:	Equivalent to the completion of twelfth grade.
Experience:	Two years of experience in record-keeping. One year of warehousing experience.
Licenses:	Valid California Class C Driver's License. Forklift Operator Certificate.

DESIRABLE EMPLOYMENT STANDARDS

Previous experience, in either inventory work or operating advanced digital printing equipment in a public school district.

Completion of supplemental courses in either general business or software computer programs.

WORKING CONDITIONS

Environment:	Office, warehouse and outdoor environments. Subject to loud equipment noise, fumes, hot and cold temperatures.
Physical Abilities:	Hearing and speaking to exchange information in person, on the telephone, or on two-way radio; seeing to read letters, written materials, and computer screen; dexterity of hands and fingers to operate key-board and other office machines; sitting for extended periods of time; climbing ladders; reaching overhead, above the shoulder and horizontally; bending at the waist to shelve and retrieve district inventory; pushing or pulling items weighing up to 150 pounds; loading, unloading, lifting, and carrying objects weighing up to 75 pounds; operating warehouse equipment to transport heavy items; driving a delivery vehicle.

Approved: __/__/__

HANFORD ELEMENTARY SCHOOL DISTRICT
2025-26 CLASSIFIED SALARY SCHEDULE

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month	2,952	3,100	3,255	3,417	3,588
		per Hour	17.03	17.88	18.78	19.72	20.70
2		per Month	3,100	3,255	3,417	3,588	3,768
		per Hour	17.88	18.78	19.72	20.70	21.74
3	Clerk Trainee	per Month	3,255	3,417	3,588	3,768	3,956
		per Hour	18.78	19.72	20.70	21.74	22.82
4		per Month	3,417	3,588	3,768	3,956	4,154
		per Hour	19.72	20.70	21.74	22.82	23.96
5	Clerk Typist I	per Month	3,588	3,768	3,956	4,154	4,361
	Food Service Worker I	per Hour	20.70	21.74	22.82	23.96	25.16
	Instructional Aide						
6	Bilingual Aide	per Month	3,768	3,956	4,154	4,361	4,580
	Bilingual Clerk Typist I	per Hour	21.74	22.82	23.96	25.16	26.42
	Food Service Worker II						
	Alternative Education Program Aide						
	READY Program Tutor						
7	Account Clerk I	per Month	3,956	4,154	4,361	4,580	4,808
	Custodian I	per Hour	22.82	23.96	25.16	26.42	27.74
	Educational Tutor, K-8						
	Groundskeeper I						
	Paraprofessional (TK/K)						
	Signing Aide						
	Special Circumstances Aide						
	Special Education Aide						
	Substitute Telephone Clerk						
8	Account Clerk II	per Month	4,154	4,361	4,580	4,808	5,049
	Clerk Typist II	per Hour	23.96	25.16	26.42	27.74	29.13
	Cook/Baker						
	Food Service Utility Worker						
	Library/Media Technician						
9	Bilingual Clerk Typist II	per Month	4,361	4,580	4,808	5,049	5,301
	Bilingual Translator/Clerk	per Hour	25.16	26.42	27.74	29.13	30.58
	Custodian II						
	Delivery Worker						
	Groundskeeper II						
	Lead Food Service Worker						
	Maintenance Worker I						
10	Bus Driver	per Month	4,580	4,808	5,049	5,301	5,566
	Bus Driver/Service Worker	per Hour	26.42	27.74	29.13	30.58	32.11
	Health Care Assistant						
	Help Desk Technician						
	Secretary						
	READY Site Lead						
11	Bilingual Health Care Assistant	per Month	4,808	5,049	5,301	5,566	5,845
	Dispatcher	per Hour	27.74	29.13	30.58	32.11	33.72
	Irrigation Specialist						
	Licensed Vocational Nurse						
	Lead Custodian						
12	Account Technician I	per Month	5,049	5,301	5,566	5,845	6,137
	Licensed Vocational Nurse (Bilingual)						
	Warehouse/Reprographics & Mail Technician	per Hour	29.13	30.58	32.11	33.72	35.41
	Reprographics/Warehouse & Mail Technician						

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
13	Bus Driver/Mechanic	per Month	5,301	5,566	5,845	6,137	6,444
	Head Custodian	per Hour	30.58	32.11	33.72	35.41	37.18
	Maintenance Worker II						
	Mechanic						
	Parent Liaison Specialist						
	Painter/Maintenance Worker II						
	Teacher Resource Center Specialist						
14	Administrative Secretary I	per Month	5,566	5,845	6,137	6,444	6,766
		per Hour	32.11	33.72	35.41	37.18	39.03
15	Account Technician II - Accounts	per Month	5,845	6,137	6,444	6,766	7,104
	Payable						
	Administrative Secretary II	per Hour	33.72	35.41	37.18	39.03	40.99
	Child Welfare and Attendance Specialist						
	Computer Maintenance Technician						
	Database Specialist I						
16	Account Technician III	per Month	6,137	6,444	6,766	7,104	7,460
	Community Day School Specialist	per Hour	35.41	37.18	39.03	40.99	43.04
	DSF Work Control Technician						
	Educational Interpreter						
	Student Specialist						
17	Bilingual Student Specialist						
	Bilingual Community Day School Specialist	per Month	6,444	6,766	7,104	7,460	7,833
	Heating, Ventilation & Air	per Hour	37.18	39.03	40.99	43.04	45.19
	Conditioning Specialist						
	Locksmith						
18	Account Technician IV	per Month	6,766	7,104	7,460	7,833	8,224
	Database Specialist II	per Hour	39.03	40.99	43.04	45.19	47.45
	Lead Mechanic (Automotive)						
	Network Engineer						
	Systems Engineer						
19		per Month	7,104	7,460	7,833	8,224	8,635
		per Hour	40.99	43.04	45.19	47.45	49.82
20		per Month	7,460	7,833	8,224	8,635	9,067
		per Hour	43.04	45.19	47.45	49.82	52.31

*Monthly rate is based on an 8-hour per day, 12-month employee

Each range is based on meeting minimum requirements. Persons not meeting minimum requirements will stay on current range.

Translator - Employees who are assigned translation duties (verbal or written) outside their regularly assigned shift shall be paid at the current rate of pay for their regular position. Any time worked by an employee as a Translator shall not count toward benefit accrual within his/her regularly assigned position, including but not limited to health and welfare benefits, increased hours, or vacation and leave credit.

Yard Duty - Employees who assume yard supervision duties in addition to their regular position shall be paid for such extra duties at their current rate of pay for their regular position.

Longevity - Full-time Employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

15 Years - $1,125
20 Years - $2,250
30 Years - $3,375

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service.

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES

Bilingual Stipend: Employees who are required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Payments will be made each month based upon work year as outlined in Article 23 Pay and Allowances of the CSEA/HESD Collective Bargaining Agreement.

BILINGUAL STIPEND SCHEDULE

8 hour employee	$400 per year
7 hour but less than 8 hour employee	$350 per year
6 hour but less than 7 hour employee	$300 per year
5 hour but less than 6 hour employee	$250 per year
4 hour but less than 5 hour employee	$200 per year
3 hour but less than 4 hour employee	$150 per year
2 hour but less than 3 hour employee	$100 per year
1 hour but less than 2 hour employee	$ 50 per year

Out of Classification Work: An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%) (Article 23 Section H of the CSEA/HESD CBA Agreement)

Professional Growth increments will be awarded as follows:

Increments	No. of Semester Units	Increments	No. of Semester Units
1st	6	12th	72
2nd	12	13th	78
3rd	18	14th	84
4th	24	15th	90
5th	30	16th	96
6th	36	17th	102
7th	42	18th	108
8th	48	19th	114
9th	54	20th	120
10th	60	21st	126
11th	66		

Employees will be paid, in addition to their regular rate of pay, ten dollars and zero cents ($10.00) per month per increment. (See Article 11 Professional Growth).

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES (cont.)

Split Shift Differential Compensation: All employees whose regularly assigned shift contains one or more periods of unpaid time which exceeds ninety (90) minutes shall be paid a shift differential premium of seven (7%) above the regular rate of pay for all hours worked. (See Article 12, Section K of the CSEA/HESD Collective Bargaining Agreement). Agreement).

Night Differential: Any employee who works a regularly District-assigned shift between the hours of 5:00 p.m. and 6:00 a.m. shall receive a seven (7%) differential for each hour worked within that time frame. (See Article 12, Section L of the CSEA/HESD Collective Bargaining Agreement).

Work Week:
An employee with a regular work week other than Monday through Friday shall receive a fifteen percent (15%) shift differential for work days other than Monday through Friday. (See Article 12, Section T.3 of the CSEA/HESD Collective Bargaining Agreement).

On-Call Bus Driver Stipend: For a limited number of classified employees who work within the District and who serve in classifications other than Bus Driver or Bus Driver/Service Worker, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call bus driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents ($1,000) per year to each employee. The number of On-Call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year. (See Article 23, Section J of the CSEA/HESD Collective Bargaining Agreement).

HVAC Specialist Stipends:
The District will pay the following stipends annually to employees in the HVAC Specialist position, provided the Disrict has determined a continuing need:

- QAC-A Certificate - $1,500 annually
- NATE-HVAC Certificate - $1,200 annually

Verification of the QAC-A and NATE-HVAC Certificates must be provided to the Office of Human Resources by May 15th of each year

Adopted: 06/25/25
Effective: 07/01/25