# Hanford Elementary School District

## ANNUAL ORGANIZATIONAL MEETING AGENDA

*Wednesday, December 17, 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**

- **Conference with Legal Counsel – Anticipated Litigation** *(Significant exposure to litigation pursuant to Gov. Code, §54956.9, subd. (d) [(2) or (3)]): 3*

**OPEN SESSION**
5:45 p.m.

Take action on closed session items

*****BREAK FOR WINTER RECEPTION*****

**PUBLIC HEARING –** Charter Petition – Hanford Elementary Online Charter (Gabler)

1. **PRESENTATIONS, REPORTS AND COMMUNICATIONS**
   *(In order to ensure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the President and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit total time for public input on each item to 20 minutes.)*
   a) Public comments
   b) Board and staff comments
   c) Review Dates to Remember

2. **CONSENT ITEMS**
   *(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)*
   a) Accept warrant listings dated November 7, 2025; November 12, 2025; November 14, 2025; November 21, 2025; December 1, 2025 and December 5, 2025
   b) Approve minutes of Regular Board Meeting held on November 12, 2025
   c) Approve interdistrict transfers as recommended
   d) Accept donation:
      - $6,512.55 from Washington Parent Teacher Club
      - $1,406.35 from Jefferson Parent Teacher Club
      - 100 Winter Wonder Land Tickets from the City of Hanford

- *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 in writing.*

## 3. INFORMATION ITEMS

a) Receive for information the 2025-2026 Annual Williams Report (*Gabler*)
b) Receive for information the Tulare County Superintendent of Schools Migrant Education Program, Region VIII Study Trips (*Baldwin*)
c) Receive for information the monthly financial reports for the period of 07/01/2025-11/30/2025 (*Endo*)
d) Receive for information the Budget Calendar for the 2026-2027 Budget (*Endo*)
e) Receive for information the revised Board Policy and Administrative Regulation 5020 – Parent Rights and Responsibilities (*Heugly*)
f) Receive for information the revised Board Policy and Administrative Regulation 6020 – Parent Involvement (*Heugly*)

## 4. BOARD POLICIES AND ADMINISTRATION

a) Consider for adoption Resolutions No. 16-26: Absent Board Member Compensation – R. Garcia (*Gabler*)
b) Consider for approval Out-of-State Travel (*Gabler*)
c) Consider for approval the Charter Petition for the Hanford Elementary Online Charter (*Gabler*)
d) Consider rejection of Claim of Damages: AA-664290, a minor (Gabler)
e) Consider rejection of Claim of Damages: JH, a minor (Gabler)
f) Consider ratification of a Consultant Contract with Urbanist Collective (*Mendoza*)
g) Consider for approval a Memorandum of Understanding with Ana Soto Grand (*Strickland*)
h) Consider for approval a Consultant Contract with Adina Escarsega as Clay Cafe (*Strickland*)
i) Consider for approval a Consultant Contract with Eager Studios (*Strickland*)
j) Consider for adoption the 2026-2027 and 2027-2028 School Calendars (*Strickland*)
k) Consider for ratification Change Order No. 4 – District Office (*Pierotte*)
l) Consider for ratification Change Order No. 5 – District Office (*Pierotte*)
m) Conser for approval a Services Agreement with Mangini & Associates, Inc. for Washington Elementary (*Pierotte*)
n) Consider for approval the Theater Performing Arts Proposal from TCOE OnStage (*Heugly*)
o) Consider for approval the revised Board Policy and Exhibit 5145.6 – Parent/Guardian Notifications (*Heugly*)
p) Consider for approval the revised Board Policy 6142.91 – Reading/Language Arts Instruction (*Rubalcava*)
q) Consider for approval the deleted Board Policy and Administrative Regulation 3310 – Purchasing (*Endo*)

## 5. PERSONNEL (*J. Martinez*)

a) Employment

<u>Certificated</u>

- Katelyn Sorensen, Roving RSP Teacher, MLK/Simas - effective 12/15/2025

<u>Classified</u>

- Margarita Barragan, Yard Supervisor – 3.5 hrs., Simas, effective 10/13/25
- Michael Bruno, READY Program Tutor – 4.5 hrs., King, effective 12/01/25
- Jenyffer Fuentes, Yard Supervisor – 2.25 hrs., Hamilton, effective 10/13/25
- Ashley Garcia, Yard Supervisor – 2.5 hrs., King, effective 11/03/25
- Dasne Granados Castillo, READY Program Tutor – 4.5 hrs., Jefferson, effective 12/01/25
- Kaylani Guerrero, READY Program Tutor – 4.5 hrs., King, effective 12/01/25

- Cindy Medina, Yard Supervisor – 2.0 hrs., King, effective 10/13/25
- Sheila Parker, Yard Supervisor – 1.5 hrs., Lincoln, effective 10/13/25
- Rebekah Phillips, Bus Driver – 4.5 hrs., Transportation, effective 12/01/25
- Sevannah Trevino, READY Program Tutor – 4.5 hrs., Simas, effective 11/17/25
- Haylei Widdis, Yard Supervisor – 3.5 hrs., Roosevelt, effective 10/20/25
- Berenice Zavala-Almaraz, READY Program Tutor – 4.5 hrs., Lincoln, effective 11/17/25

Temporary Employees/Substitutes

- Emma Anderson Substitute Yard Supervisor, effective 11/04/25
- Paige Ausherman, Substitute Licensed Vocational Nurse, effective 12/01/25
- Cassidy Bernardino, Substitute Yard Supervisor, effective 11/20/25
- Grace Herman, Substitute Special Education Aide, effective 11/03/25
- Rafael Lupercio, Athletic Coach, effective 12/01/25
- Nevin Pitkin, Athletic Coach, effective 11/17/25
- Miriam Zuniga Lopez, Substitute Bilingual Clerk Typist I, Translator: Oral Interpreter and Translator: Written Translator, effective 11/05/25

Temporary Out of Class Assignment

- Claudia Vega-Valtierra, from Bilingual Clerk Typist II – 5.0 hrs., Kennedy to School Operations Officer – 6.0 hrs., Kennedy, effective 11/10/25-12/08/25

Promotion/Transfer

- Michael Leon, from READY Program Tutor – 4.5 hrs., King to READY Site Lead – 5.0 hrs., King, effective 11/17/25

Reclassification

- Darren Lemos, from Warehouse/Reprographic/Mail Services Technician – 8.0 hrs., to Reprographic/Warehouse/Mail Services Technician – 8.0 hrs., effective 10/22/25

Short Term Classified

- Emma Anderson, Short-Term Yard Supervisor – 2.5 hrs., Monroe, effective 12/01/25-01/29/26
- Wylee Barajas, Short-Term Yard Supervisor – 2.5 hrs., Monroe, effective 12/01/25-01/29/26
- Lamis Chahla, Short-Term Yard Supervisor – 2.5 hrs., Wilson, effective 11/17/25-01/29/26

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

- Rafael Lupercio, 7th Boys Soccer, Kennedy, effective 12/01/25-02/27/26
- Nevin Pitkin, 6-8TH Boys Basketball, Jefferson, effective 12/08/25-02/27/26
- Raymond Ruiz, 7-8th Girls Wrestling, Kennedy, effective 11/10/25-02/27/26
- O'Ryin Turner, 4-6th Boys Basketball, Lincoln, effective 11/17/25-02/06/26

b) Resignations

Classified

- Margarita Barragan, Yard Supervisor – 3.5 hrs. Simas, effective 12/05/25
- Victoria Barrientos-Ghena, Substitute Special Education Aide and Library/Media Technician, effective 11/07/25
- Neida Chavez, Food Service Worker I – 3.5 hrs., Monroe, effective 11/21/25
- Janelle Evans, Food Service Utility Worker – 3.5 hrs., Food Services, effective 11/12/25
- Lilly Goins, Special Education Aide – 5.0 hrs., Wilson, effective 11/20/25
- Ava Holmes, Yard Supervisor – 2.75 hrs., Monroe, effective 12/03/25
- Emily Juarez, READY Program Tutor – 4.5 hrs., Monroe, effective 12/19/25
- Noelia Naranjo, Special Education Aide – 5.0 hrs., Washington, effective 01/29/26

- Samantha Steen, Library/Media Technician – 8.0 hrs., Simas, effective 12/19/25

c) Consider approval of an Agreement between California State University CalStateTEACH Program and Hanford Elementary School District
   - Authorize to enter into a Memorandum of Understanding between Hanford Elementary School District and California State University CalStateTEACH Program for the placement of student teachers and interns effective January 1, 2026 through December 31, 2028.

d) Volunteers

| Name | School |
|---|---|
| Monica Abel-Bey | Hamilton |
| Katherine Limas | Hamilton |
| Ignacio Prieto-Ramirez | Hamilton |
| Karina Valencia | Hamilton |
| Amy Garcia | Jefferson |
| Regina Jennings | Jefferson |
| Nevin Pitkin | Jefferson/Hamilton |
| Julyssa Villagomez | Jefferson |
| Elena Reyes | King |
| Erika Hernandez | Lincoln |
| Autumn Alvarez | Monroe |
| Lamis Chahla (HESD EE) | Monroe |
| William Rodas Moraga | Monroe |
| Tammy Salazar | Monroe/Wilson |
| Bianca Nino | Richmond |
| Jennifer Navarro Rodriguez | Roosevelt |
| Jesus Quezada | Roosevelt |
| Breanna Juarez | Simas |
| Daniel McWells | Simas |
| Militza Mendoza (HESD EE) | Simas |
| Janell Ortega (HESD EE) | Simas |
| Mayra Pena | Simas |
| Perla Cooper | Washington |

**6. FINANCIAL** (*Endo*)

a) Consider for approval the Certification of Signatures
b) Consider for approval the renewal of membership with San Joaquin Valley Purchasing Co-op
c) Consider for approval the request for Allowance of Attendance because of Emergency Conditions (Form J-13A)
d) Consider for approval the actuarial contract for services in accordance with Government Accounting Standards Board (GASB) Statement 75.

**7. BOARD ORGANIZATION**

a) Election and appointment of officer
   - President
   - Vice President
   - Clerk

b) Designate trustee participation on district committees
   - Budget Committee (2)
   - Kings County School Board Association (1)

**8. ADOPT CALENDAR**

a) Adopt Board Meeting Calendar for 2026 (*Gabler*)

**ADJOURN MEETING**

# PUBLIC HEARING NOTICE

## Charter Petition – Hanford Elementary Online Charter
## A Nonclasssroom Based Charter

The Hanford Elementary School District will hold a public hearing regarding the charter petition for HESD's district-sponsored nonclassroom-based charter school, Hanford Elementary Online Charter, to be established for the 2026-2027 academic year.

Place: Hanford Elementary School District
Board Room
714 N. White Street
Hanford, CA 93230

Date: December 17, 2025

Time: 5:30 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will receive information about the Charter Petition and, later in the meeting, consider its approval.

Inquiries regarding this matter should be directed to:

Joy Gabler
Superintendent
Hanford Elementary School District
714 N. White Street
P.O. Box 1067
Hanford, CA 93230
(559) 585-3604

Date to Publish: December 5, 2025
Paper to Publish: Hanford Sentinel
Contact: Jessica Valencia

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/08/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:**
Consider approval of warrants.

**PURPOSE:**
The administration is requesting the approval of the warrants as listed on the registers dated: 11/07/2025, 11/12/2025, 11/14/2025, 11/21/2025, 12/01/2025 and 12/05/2025.

**FISCAL IMPACT:**
See attached.

**RECOMMENDATIONS:**
Approve the warrants.

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 11/07/2025



11/12/2025 9:47:19AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12792800 | 2 | A-Z BUS SALES INC – Materials/Supplies | $12,288.99 |
| 12792801 | 8558 | ACADEMY FOR EDUCATIONAL EXCELLENCE – Other Services | $500.00 |
| 12792802 | 7822 | MIGUEL ACOSTA – Reissue Payroll Refund | $18.15 |
| 12792803 | 6240 | COREY AKIN – Advance-Travel/Conference | $248.00 |
| 12792804 | 6306 | KAREN ALVARADO – Reimburse-Mileage | $116.06 |
| 12792805 | 6431 | AMAZON.COM – Materials/Supplies | $3,449.68 |
| 12792806 | 8727 | EMMA ANDERSON – Reimburse-Other Services | $39.00 |
| 12792807 | 4670 | ALICIA ARTHUR – Reimburse-Materials/Supplies | $200.00 |
| 12792808 | 6253 | AT&T – Telephone Communications | $124.83 |
| 12792809 | 91 | AUTOMATED OFFICE SYSTEMS – Services/Repair | $9,010.11 |
| 12792810 | 113 | BARNES AND NOBLE-5886056 – Books | $117.50 |
| 12792811 | 1690 | BATTERY SYSTEMS – Materials/Supplies | $393.85 |
| 12792812 | 8569 | BEDTIME MATH FOUNDATION INC. – Materials/Supplies | $720.00 |
| 12792813 | 8486 | SARAH BROWN WESSLING – Other Services | $5,800.00 |
| 12792814 | 236 | STATE OF CALIFORNIA – Other Services | $3,012.00 |
| 12792815 | 8491 | MIA CASTRO – Reissue Reimburse-Other Services | $27.00 |
| 12792816 | 1667 | CDW GOVERNMENT INC. – Materials/Supplies | $6,155.74 |
| 12792817 | 8686 | CENTRAL VALLEY MUSIC THERAPY – Other Services | $322.50 |
| 12792818 | 4178 | COOK'S COMMUNICATION – Materials/Supplies, Services/Repair | $325.89 |
| 12792819 | 3973 | DANIELLE DARPLI – Reimburse-Mileage | $34.86 |
| 12792820 | 405 | DASSEL'S PETROLEUM INC. – Materials/Supplies | $3,042.82 |
| 12792821 | 4815 | DIGITECH INTEGRATIONS INC – Materials/Supplies | $270.15 |
| 12792822 | 5169 | DIVISADERO MIDDLE SCHOOL – Other Services | $600.00 |
| 12792823 | 8514 | DJ RICKY YANEZ – Other Services | $400.00 |
| 12792824 | 7685 | ELEVATE GLOBAL IT – Materials/Supplies | $674.55 |
| 12792825 | 1750 | EMPIRE SUPPLY COMPANY INC. – Materials/Supplies | $596.12 |
| 12792826 | 7082 | DAVID ENDO – Advance-Travel/Conference | $104.00 |
| 12792827 | 7689 | FIRST TO THE FINISH – Materials/Supplies | $1,834.43 |
| 12792828 | 8629 | GARLAND DBS INC. – Roof Repairs | $23,593.15 |
| 12792829 | 1393 | GAS COMPANY – Utilities | $2,734.71 |
| 12792830 | 592 | DAVID GOLDSMITH – Advance-Travel/Conference, Mileage | $530.80 |
| 12792831 | 599 | GOPHER SPORT – Materials/Supplies | $1,732.42 |
| 12792832 | 604 | GRAINGER – Materials/Supplies | $872.69 |
| 12792833 | 620 | GRISWOLD LASALLE COBB DOWD – Other Services | $750.00 |
| 12792834 | 7046 | THE GROVE – Jefferson Field Trip | $627.00 |
| 12792835 | 7673 | STEPHEN L. HAHN INSPECTIONS – Monroe TK/K Project | $4,125.00 |
| 12792836 | 647 | HANFORD JT. UNION HIGH SCHOOL – Other Services | $915.00 |
| 12792837 | 647 | HANFORD JT. UNION HIGH SCHOOL – Travel/Conference | $1,575.00 |
| 12792838 | 7592 | HANFORD SENTINEL – Materials/Supplies | $225.00 |
| 12792839 | 632 | CITY OF HANFORD – Utilities | $34,971.44 |
| 12792840 | 7100 | CODY HATFIELD – Advance-Travel/Conference, Mileage | $248.00 |
| 12792841 | 669 | HAWTHORNE EDUCATIONAL SERVICES – Books | $183.64 |
| 12792842 | 8726 | GRACE HERMAN – Reimburse-Other Services | $15.00 |
| 12792843 | 8485 | ICOOK AFTER SCHOOL – Other Services | $10,080.00 |
| 12792844 | 8220 | IMAGE 2000 FRESNO – Materials/Supplies | $28.00 |
| 12792845 | 7473 | WILLIAM JESTER – Advance-Travel/Conference, Mileage | $530.80 |
| 12792846 | 7056 | JH TACKETT MARKETING – Materials/Supplies | $520.60 |
| 12792847 | 801 | KINGS COUNTY MOBILE LOCKSMITH – Materials/Supplies | $1,546.58 |

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 11/07/2025



11/12/2025 9:47:19AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12792848 | 796 | KINGS COUNTY OFFICE OF ED – Other Services | $840.00 |
| 12792849 | 806 | KINGS COUNTY TROPHY – Materials/Supplies | $814.04 |
| 12792850 | 4629 | LOWE'S OF HANFORD – Materials/Supplies | $1,056.07 |
| 12792851 | 912 | MANGINI ASSOCIATES INC. – Other Services | $2,907.00 |
| 12792852 | 8728 | CHRISTOPHER MARTINEZ – Advance-Travel/Conference, Mileage | $530.80 |
| 12792853 | 977 | ORAL MICHAM INC – Monroe TK/K Project | $57,767.56 |
| 12792854 | 8015 | MISSION BANK – Monroe TK/K Project | $11,171.95 |
| 12792855 | 8688 | ALEXIS MORALES – Materials/Supplies | $162.38 |
| 12792856 | 1004 | MORRISON'S SILKSCREEN – Materials/Supplies | $292.27 |
| 12792857 | 8607 | MOXIEBOX ART INC. – Materials/Supplies | $1,543.87 |
| 12792858 | 8100 | NAPA AUTO PARTS – Materials/Supplies | $1,071.15 |
| 12792859 | 2909 | MARCELA NICOLE NASH – Reimburse-Mileage | $88.90 |
| 12792860 | 5510 | NEWEGG.COM – Materials/Supplies | $191.41 |
| 12792861 | 4188 | CHAD NIELSEN – Reimburse-Mileage | $60.06 |
| 12792862 | 1058 | ODP BUSINESS SOLUTIONS LLC – Warehouse Inventory | $106.39 |
| 12792863 | 8036 | JOSEPH PADILLA – Materials/Supplies | $1,669.22 |
| 12792864 | 8315 | CARSON PEREZ – Reimburse-Materials/Supplies | $27.83 |
| 12792865 | 1125 | PETUNIA'S PLACE – Materials/Supplies, Books | $5,500.73 |
| 12792866 | 5620 | ANGELA PROTZMAN – Reimburse-Mileage | $158.55 |
| 12792867 | 4827 | RAYMOND GEDDES & CO. INC. – Materials/Supplies | $1,135.55 |
| 12792868 | 1253 | ROBINSON'S INTERIORS INC. – Services/Repair | $1,735.00 |
| 12792869 | 1303 | SAVE MART SUPERMARKETS – Food Services-Food | $351.06 |
| 12792870 | 6138 | SCANTASTIK INC – Materials/Supplies | $835.00 |
| 12792871 | 1349 | SIERRA SCHOOL EQUIPMENT CO. – Materials/Supplies | $3,926.55 |
| 12792872 | 1356 | SILVAS OIL COMPANY INC. – Materials/Supplies | $1,060.72 |
| 12792873 | 6826 | SITELOGIQ – Services/Repair | $966.00 |
| 12792874 | 1374 | SMART & FINAL STORES (HFD DO) – Materials/Supplies | $1,114.30 |
| 12792875 | 1801 | SMART & FINAL STORES (HFD KIT) – Food Services-Food | $60.85 |
| 12792876 | 8651 | SOUND CONTRACTING INC. – Materials/Supplies | $2,985.15 |
| 12792877 | 1392 | SOUTHERN CALIFORNIA EDISON CO. – Utilities | $38,133.73 |
| 12792878 | 2031 | SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory | $39,116.39 |
| 12792879 | 5622 | JOANNA STONE – Reimburse-Mileage | $134.61 |
| 12792880 | 4541 | STONEY'S CONCRETE LLC – Materials/Supplies | $1,175.62 |
| 12792881 | 3665 | THE TECH INTERACTIVE – Washington Study Trip | $1,050.00 |
| 12792882 | 2176 | TOLEDO PHYSICAL EDUCATION – Materials/Supplies | $324.63 |
| 12792883 | 1508 | U.S. POSTAL SERVICE (CMRS-POP) – Postage | $3,000.00 |
| 12792884 | 8639 | UNITED ART AND EDUCATION INC. – Materials/Supplies | $109.98 |
| 12792885 | 1521 | UNITED REFRIGERATION INC. – Materials/Supplies | $432.32 |
| 12792886 | 1780 | UNITED RENTALS – Services/Repair | $1,198.01 |
| 12792887 | 8127 | UPPER EDGE TECHNOLOGIES INC – Materials/Supplies | $2,998.50 |
| 12792888 | 8245 | VALLEY PAINT & SUPPLY LLC – Materials/Supplies | $122.75 |
| 12792889 | 1554 | SONIA VELO – Reimburse-Mileage | $127.54 |
| 12792890 | 7247 | FREDERICK WILLIAMS – Reissue Reimburse-Other Services | $14.95 |
| 12792891 | 8389 | WONDER VALLEY RANCH RESORT – READY Field Trip | $900.00 |

**Total Amount of All Warrants:** $325,200.45

13 Hanford Elementary School District

# Credit Card Register For Payments
## Dated 11/07/2025



11/12/2025 9:47:43AM

| Document Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 14042848 | 7171 | CONN DOORS – Services/Repair | $4,519.68 |
| 14042849 | 6625 | COSCO FIRE PROTECTION – Services/Repair | $825.00 |
| 14042850 | 415 | DELRAY TIRE & RETREADING INC. – Services/Repair | $520.62 |
| 14042851 | 5989 | DISCOUNT TWO WAY RADIO CORPORA – Materials/Supplies | $302.51 |
| 14042852 | 509 | EWING IRRIGATION PRODUCTS – Materials/Supplies | $1,684.46 |
| 14042853 | 4013 | FLINN SCIENTIFIC INC. – Materials/Supplies | $110.14 |
| 14042854 | 7836 | FOLLETT CONTENT SOLUTIONS LLC – Books | $1,715.34 |
| 14042855 | 1111 | J W PEPPER & SON INC – Books | $561.93 |
| 14042856 | 831 | LAKESHORE LEARNING MATERIALS – Materials/Supplies | $6,747.06 |
| 14042857 | 1002 | MORGAN & SLATES INC. – Materials/Supplies | $511.14 |
| 14042858 | 1071 | ORIENTAL TRADING CO. INC. – Materials/Supplies | $2,958.23 |
| 14042859 | 1313 | SCHOLASTIC TEACHERS STORE – Books | $371.44 |
| 14042860 | 1322 | SCHOOL HEALTH CORPORATION – Materials/Supplies | $1,788.79 |
| 14042861 | 1350 | SIGN WORKS – Materials/Supplies | $1,157.75 |
| 14042862 | 1414 | STEAM CLEANER INC – Services/Repair | $1,288.78 |
| 14042863 | 598 | WINGFOOT COMMERCIAL TIRE SYS – Services/Repair | $3,107.10 |

**Total Amount of All Credit Card Payments:** **$28,169.97**

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 11/12/2025



11/12/2025 9:46:58AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12792895 | 7694 | COLIMA RESTAURANT INC – Materials/Supplies | $1,750.00 |

**Total Amount of All Warrants:** $1,750.00

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 11/14/2025



11/14/2025 7:30:45AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12792931 | 2 | A-Z BUS SALES INC – Materials/Supplies | $1,597.65 |
| 12792932 | 8714 | ACAI BAR – Materials/Supplies | $953.95 |
| 12792933 | 7321 | ALICIA ALEIXO – Reimburse-Materials/Supplies | $183.50 |
| 12792934 | 7003 | ALL VALLEY PRINTING INC. – Materials/Supplies | $908.50 |
| 12792935 | 6431 | AMAZON.COM – Materials/Supplies | $10,551.10 |
| 12792936 | 2352 | AMS.NET – Equipment | $1,471.14 |
| 12792937 | 7062 | YADIRA ARCIGA CASTREJON – Reimburse-Materials/Supplies | $101.94 |
| 12792938 | 6253 | AT&T – Telephone Communications | $129.79 |
| 12792939 | 3258 | BANK OF AMERICA – Materials/Supplies, Travel/Conference | $14,711.45 |
| 12792940 | 3710 | KELLY BEKEDAM – Reimburse-Study Trip | $90.00 |
| 12792941 | 7399 | BIMBO BAKERIES USA – Food Services-Food | $973.00 |
| 12792942 | 6658 | BRICKS4KIDZ – Other Service | $630.00 |
| 12792943 | 8406 | BRIGAID LLC – Food Services-Other Services | $14,958.34 |
| 12792944 | 2019 | BUSWEST – Materials/Supplies | $2,969.04 |
| 12792945 | 1667 | CDW GOVERNMENT INC. – Materials/Supplies | $1,542.56 |
| 12792946 | 303 | CHAFFEE ZOO – Other Services | $175.00 |
| 12792947 | 4178 | COOK'S COMMUNICATION – Materials/Supplies | $2,595.84 |
| 12792948 | 405 | DASSEL'S PETROLEUM INC. – Materials/Supplies | $2,826.09 |
| 12792949 | 405 | DASSEL'S PETROLEUM INC. – Food Services-Materials/Supplies | $439.76 |
| 12792950 | 4815 | DIGITECH INTEGRATIONS INC – Other Services | $1,008.00 |
| 12792951 | 7397 | JACOB DONABEDIAN – Reimburse-Mileage | $38.36 |
| 12792952 | 1393 | GAS COMPANY – Utilities | $2,780.69 |
| 12792953 | 591 | GOLD STAR FOODS – Food Services-Food | $50,330.24 |
| 12792954 | 2157 | YOLANDA GOMES – Reimburse-Materials/Supplies | $88.20 |
| 12792955 | 599 | GOPHER SPORT – Materials/Supplies | $528.22 |
| 12792956 | 8669 | GREEN EDGE SYSTEMS INC – Food Services-Materials/Supplies | $8,185.80 |
| 12792957 | 6397 | KATIE HEUGLY – Reimburse-Mileage | $21.21 |
| 12792958 | 685 | HI-LINE – Materials/Supplies | $189.79 |
| 12792959 | 711 | THE HORN SHOP – Materials/Supplies | $670.07 |
| 12792960 | 8257 | IMPERIAL BAG & PAPER CO LLC – Food Services-Materials/Supplies | $5,380.97 |
| 12792961 | 8478 | SAMANTHA JAVAUX – Materials/Supplies | $547.78 |
| 12792962 | 7056 | JH TACKETT MARKETING – Materials/Supplies | $4,431.75 |
| 12792963 | 8237 | THE KARATE SCHOOL – Other Services | $5,170.00 |
| 12792964 | 796 | KINGS COUNTY OFFICE OF ED – Other Services | $120.20 |
| 12792965 | 3782 | KINGS COUNTY SPORTS OFFICIALS – Other Services | $8,350.00 |
| 12792966 | 806 | KINGS COUNTY TROPHY – Materials/Supplies | $1,818.60 |
| 12792967 | 2910 | KINGS DANCE CENTER – Other Services | $5,000.00 |
| 12792968 | 808 | KINGS WASTE & RECYCLING – Utilities | $261.80 |
| 12792969 | 823 | LA JOYA MIDDLE SCHOOL ATHLETICS – Materials/Supplies | $190.00 |
| 12792970 | 838 | LAWRENCE TRACTOR COMPANY – Materials/Supplies | $994.82 |
| 12792971 | 8106 | LETTUCE GROW – Materials/Supplies | $41.86 |
| 12792972 | 7260 | LOWE'S PRO SERVICES – Materials/Supplies | $2,405.86 |
| 12792973 | 8730 | DAKOTA MACEDO – Reissue Payroll | $323.22 |
| 12792974 | 912 | MANGINI ASSOCIATES INC. – Monroe Modernization, TK/K Projects | $32,729.28 |
| 12792975 | 1937 | ME-N-ED'S PIZZERIA – Materials/Supplies | $398.64 |
| 12792976 | 8607 | MOXIEBOX ART INC. – Materials/Supplies | $1,543.87 |
| 12792977 | 8422 | MUSIC THEATRE INTERNATIONAL – Other Services | $779.68 |
| 12792978 | 8210 | PACIFIC SHREDDING – Services | $774.00 |

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 11/14/2025



11/14/2025 7:30:45AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12792979 | 7203 | PARADIGM HEALTHCARE SERVICES LLC. – Other Services | $1,035.94 |
| 12792980 | 1125 | PETUNIA'S PLACE – Books | $4,647.13 |
| 12792981 | 1168 | PRODUCERS DAIRY PRODUCTS – Food Services-Food | $17,826.62 |
| 12792982 | 7580 | PRUDENTIAL OVERALL SUPPLY – Services | $4,354.14 |
| 12792983 | 7580 | PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services | $83.06 |
| 12792984 | 8732 | ROY RAMIREZ – Reissue Payroll | $159.82 |
| 12792985 | 4827 | RAYMOND GEDDES & CO. INC. – Materials/Supplies | $620.58 |
| 12792986 | 1253 | ROBINSON'S INTERIORS INC. – Services/Repair | $125.00 |
| 12792987 | 1303 | SAVE MART SUPERMARKETS – Food Services-Food | $961.44 |
| 12792988 | 8731 | DARIUS SCOTT – Reissue Payroll | $77.30 |
| 12792989 | 3131 | SHERWIN-WILLIAMS CO – Materials/Supplies | $178.99 |
| 12792990 | 1367 | SISC III – Health/Welfare Benefits | $804,910.20 |
| 12792991 | 1374 | SMART & FINAL STORES (HFD DO) – Materials/Supplies | $191.91 |
| 12792992 | 1801 | SMART & FINAL STORES (HFD KIT) – Food Services-Food | $150.66 |
| 12792993 | 1392 | SOUTHERN CALIFORNIA EDISON CO. – Utilities | $10,748.16 |
| 12792994 | 1403 | STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits | $6,106.31 |
| 12792995 | 4381 | STAPLES - BUSINESS ADVANTAGE – Materials/Supplies, Warehouse Inv | $1,714.07 |
| 12792996 | 1444 | SYSCO FOODSERVICES OF MODESTO – Food Services-Food | $34,352.79 |
| 12792997 | 5915 | STEFANIE UMSCHEID – Reimburse-Travel/Conference | $70.20 |
| 12792998 | 1575 | WALMART COMMUNITY RFCSLLC – Materials/Supplies | $2,123.59 |
| 12792999 | 3863 | WILLIAM WILKINSON – Reimburse-Mileage | $39.97 |
| 12793000 | 8389 | WONDER VALLEY RANCH RESORT – Roosevelt Study Trip | $3,712.00 |

**Total Amount of All Warrants:** **$1,087,101.44**

13 Hanford Elementary School District

# Credit Card Register For Payments
## Dated 11/14/2025



11/14/2025 7:33:46AM

| Document Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 14042866 | 297 | BRADY INDUSTRIES – Materials/Supplies | $575.38 |
| 14042867 | 176 | BSN SPORTS LLC – Materials/Supplies | $9,773.74 |
| 14042868 | 5428 | CONSERV FLAG COMPANY – Materials/Supplies | $198.15 |
| 14042869 | 415 | DELRAY TIRE & RETREADING INC. – Services/Repair | $883.84 |
| 14042870 | 7836 | FOLLETT CONTENT SOLUTIONS LLC – Books | $2,194.37 |
| 14042871 | 827 | LA TAPATIA TORTILLERIA INC. – Food Services-Food | $1,248.00 |
| 14042872 | 4276 | LEARNING A-Z – Other Services | $3,000.00 |
| 14042873 | 1071 | ORIENTAL TRADING CO. INC. – Materials/Supplies | $514.41 |
| 14042874 | 1121 | PERMA-BOUND – Books | $71.41 |
| 14042875 | 1350 | SIGN WORKS – Materials/Supplies | $542.02 |
| 14042876 | 1466 | TERMINIX COMMERCIAL – Services | $512.12 |
| 14042877 | 1466 | TERMINIX COMMERCIAL – Food Services-Other Services | $42.40 |

**Total Amount of All Credit Card Payments:** **$19,555.84**

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 11/21/2025



11/21/2025 7:33:06AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12793480 | 8578 | 300 800 GRILL – Simas Field Trip | $285.00 |
| 12793481 | 8180 | AIRGAS INC. – Materials/Supplies | $493.50 |
| 12793482 | 6957 | SARA ALEXANDER – Advance-Travel/Conference, Mileage | $541.78 |
| 12793483 | 6431 | AMAZON.COM – Materials/Supplies | $2,179.32 |
| 12793484 | 6253 | AT&T – Telephone Communications | $3,204.20 |
| 12793485 | 3947 | ATKINSON ANDELSON LOYA RUUD & ROMO – Other Services | $5,805.19 |
| 12793486 | 7690 | ANDREA MONIQUE AUGUSTO – Materials/Supplies | $375.00 |
| 12793487 | 3505 | CRYSTAL G. AVILA – Reimburse-Materials/Supplies | $199.13 |
| 12793488 | 6112 | JENNIFER BAYS – Reimburse-Materials/Supplies | $53.76 |
| 12793489 | 149 | BLICK ART MATERIALS – Materials/Supplies | $3,950.38 |
| 12793490 | 8479 | CHARTER UP LLC – Other Services | $5,842.86 |
| 12793491 | 8480 | COLUMN SOFTWARE PBC – Other Services | $180.58 |
| 12793492 | 4178 | COOK'S COMMUNICATION – Other Services | $722.00 |
| 12793493 | 8657 | DANNY BOY CHARTER – Other Services | $5,800.00 |
| 12793494 | 502 | ENTERPRISE RENT A CAR – Services/Repair | $68.14 |
| 12793495 | 8489 | JEFFREY RHODEN FABRY – Other Services | $1,700.00 |
| 12793496 | 8709 | FASTENAL COMPANY PURCHASING – Materials/Supplies | $2,589.17 |
| 12793497 | 7730 | FIGUEROA CONCRETE PARTNERS – Services/Repair | $2,500.00 |
| 12793498 | 1393 | GAS COMPANY – Utilities | $406.11 |
| 12793499 | 2157 | YOLANDA GOMES – Reimburse-Mileage | $21.28 |
| 12793500 | 3910 | CHRISTINA GONZALES – Advance-Travel/Conference, Mileage | $541.78 |
| 12793501 | 5813 | HANFORD FOX THEATER – Monroe Field Trip | $1,400.00 |
| 12793502 | 5946 | THE HARTFORD – Health/Welfare Benefits | $1,516.27 |
| 12793503 | 7807 | ANGEL HAWKINS – Advance-Travel/Conference, Mileage | $541.78 |
| 12793504 | 7946 | HCI SYSTEMS INC – Services/Repair | $1,080.00 |
| 12793505 | 5855 | HOBBY LOBBY – Materials/Supplies | $663.54 |
| 12793506 | 2188 | THE HOME DEPOT PRO – Services/Repair | $410.83 |
| 12793507 | 8485 | ICOOK AFTER SCHOOL – Other Services | $5,040.00 |
| 12793508 | 5052 | IMAGINE U CHILDRENS MUSEUM – Simas Field Trip | $900.00 |
| 12793509 | 7056 | JH TACKETT MARKETING – Materials/Supplies | $1,063.62 |
| 12793510 | 2329 | DAMIEN JUAREZ – Reimburse-Materials/Supplies | $199.78 |
| 12793511 | 3494 | KINGS COUNTY BOWL – Simas Field Trip | $285.00 |
| 12793512 | 806 | KINGS COUNTY TROPHY – Materials/Supplies | $4,927.27 |
| 12793513 | 2910 | KINGS DANCE CENTER – Other Services | $1,225.00 |
| 12793514 | 7712 | KIWICO INC – Materials/Supplies | $648.69 |
| 12793515 | 3064 | LITTLE WORLEY'S AUTO ELECTRIC – Services/Repair | $169.45 |
| 12793516 | 8622 | SHAWNA LUIS-ZSIDO – Reimburse-Mileage | $60.48 |
| 12793517 | 2903 | JAIME MARTINEZ – Reimburse-Travel/Conference, Mileage | $50.00 |
| 12793518 | 8525 | PARADISE PLAYLAND LLC – Washington Field Trip | $360.00 |
| 12793519 | 8735 | MAYRA PENA – Reimburse-Other Services | $39.00 |
| 12793520 | 8516 | PLAIN INSANE GRAPHIX – Materials/Supplies | $437.70 |
| 12793521 | 1144 | PORT OF SUBS – Materials/Supplies | $475.00 |
| 12793522 | 6768 | REPTILE RON ANIMAL PRESENTATIONS – Other Services | $250.00 |
| 12793523 | 5027 | ELENA REYES – Reimburse-Other Services | $39.00 |
| 12793524 | 7525 | KAYLA RIVERA – Reimburse-Materials/Supplies | $43.28 |
| 12793525 | 1273 | ROTO ROOTER PLUMBERS – Services/Repair | $7,255.00 |
| 12793526 | 7623 | SAFETYSIGN – Materials/Supplies | $464.03 |
| 12793527 | 5756 | SAN JOAQUIN VALLEY PALEONTOLOGY – Jefferson Study Trip | $660.00 |

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 11/21/2025



11/21/2025 7:33:06AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12793528 | 5904 | CRUZ SANCHEZ-LEAL – Advance-Travel/Conference | $118.00 |
| 12793529 | 1303 | SAVE MART SUPERMARKETS – Food Services-Food | $549.87 |
| 12793530 | 8095 | SKYLINE BUS CHARTER LLC – Other Services | $16,800.00 |
| 12793531 | 1374 | SMART & FINAL STORES (HFD DO) – Materials/Supplies | $199.99 |
| 12793532 | 1801 | SMART & FINAL STORES (HFD KIT) – Food Services-Food | $62.66 |
| 12793533 | 1392 | SOUTHERN CALIFORNIA EDISON CO. – Utilities | $25,653.92 |
| 12793534 | 6921 | GREG STRICKLAND – Advance-Travel/Conference, Mileage | $560.30 |
| 12793535 | 8509 | MELANIE TATCO – Other Services | $1,000.00 |
| 12793536 | 5130 | DAVID TREVINO – Reimburse-Materials/Supplies | $167.18 |
| 12793537 | 4114 | TULARE COUNTY OFFICE OF EDUCATION – Other Services | $55,454.00 |
| 12793538 | 1503 | TULARE-KINGS MUSIC ED. ASSOC. – Membership Dues | $300.00 |
| 12793539 | 6861 | ISABEL VEGA – Reimburse-Other Services | $240.00 |
| 12793540 | 21 | VISALIA ADVENTURE PARK – READY Field Trip | $533.00 |
| 12793541 | 8156 | ZONAR SYSTEMS INC – Materials/Supplies | $402.61 |

**Total Amount of All Warrants:** $169,705.43

13 Hanford Elementary School District

# Credit Card Register For Payments
# Dated 11/21/2025



11/21/2025 7:33:24AM

| Document Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 14042922 | 176 | BSN SPORTS LLC – Materials/Supplies | $3,063.30 |
| 14042923 | 7836 | FOLLETT CONTENT SOLUTIONS LLC – Books | $1,482.98 |
| 14042924 | 831 | LAKESHORE LEARNING MATERIALS – Materials/Supplies | $3,702.72 |
| 14042925 | 1121 | PERMA-BOUND – Books | $466.32 |
| 14042926 | 2524 | ROCHESTER 100 INC. – Materials/Supplies | $80.49 |
| 14042927 | 5397 | SCHOLASTIC EDUCATION – Books | $153.67 |
| 14042928 | 1322 | SCHOOL HEALTH CORPORATION – Materials/Supplies | $459.89 |
| 14042929 | 598 | WINGFOOT COMMERCIAL TIRE SYS – Services/Repair | $580.00 |

**Total Amount of All Credit Card Payments:** $9,989.37

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 12/01/2025



12/3/2025 9:47:23AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12794334 | 6431 | AMAZON.COM – Materials/Supplies | $4,663.62 |
| 12794335 | 6253 | AT&T – Telephone Communications | $126.38 |
| 12794336 | 91 | AUTOMATED OFFICE SYSTEMS – Services/Repair | $7,503.02 |
| 12794337 | 8740 | ANEL AVALOS – Advance-Mileage | $30.66 |
| 12794338 | 7988 | BALLOONS BY MITZI – Materials/Supplies, Services/Repair | $386.86 |
| 12794339 | 7942 | BARNES & NOBLE – CLASSWORK – Books | $28.19 |
| 12794340 | 8729 | ROBERTO BARRERA – Other Services | $1,353.13 |
| 12794341 | 8739 | CASSIDY BERNARDINO – Reimburse-Other Services | $25.00 |
| 12794342 | 6658 | BRICKS4KIDZ – Other Services | $630.00 |
| 12794343 | 236 | STATE OF CALIFORNIA – Other Services | $3,160.00 |
| 12794344 | 8104 | STATE OF CALIFORNIA – Other Services | $123,763.24 |
| 12794345 | 6942 | CARMEN CALLERES – Advance-Mileage | $30.66 |
| 12794346 | 7120 | KELSEY CANTRELL – Reimburse-Materials/Supplies | $28.67 |
| 12794347 | 355 | CDT INC. – Other Services | $100.00 |
| 12794348 | 304 | NICK CHAMPI ENTERPRISES INC. – Materials/Supplies | $46.53 |
| 12794349 | 1393 | GAS COMPANY – Utilities | $673.78 |
| 12794350 | 592 | DAVID GOLDSMITH – Reimburse-Travel/Conference | $963.84 |
| 12794351 | 631 | CITY OF HANFORD – Woodrow Field Trip | $1,250.00 |
| 12794352 | 8661 | JAZZY'S SWEET TREATS – Other Services | $3,840.00 |
| 12794353 | 3494 | KINGS COUNTY BOWL – Jefferson Field Trip | $310.00 |
| 12794354 | 796 | KINGS COUNTY OFFICE OF ED – Other Services | $151,788.44 |
| 12794355 | 8081 | LEON'S – Other Services | $380.00 |
| 12794356 | 7248 | MEGAN LETSON – Reimburse-Materials/Supplies | $188.17 |
| 12794357 | 8737 | RAFAEL LUPERCIO – Reimburse-Other Services | $39.00 |
| 12794358 | 5329 | MARISCO COLIMA TACOS – Other Services | $2,598.00 |
| 12794359 | 8728 | CHRISTOPHER MARTINEZ – Reimburse-Travel/Conference | $876.36 |
| 12794360 | 977 | ORAL MICHAM INC – Monroe TK/K Project | $108,724.22 |
| 12794361 | 994 | MOBILE MODULAR MGMT. CORP. – Services/Repair | $1,440.00 |
| 12794362 | 1004 | MORRISON'S SILKSCREEN – Materials/Supplies | $625.14 |
| 12794363 | 2909 | MARCELA NICOLE NASH – Reimburse-Mileage | $200.00 |
| 12794364 | 7203 | PARADIGM HEALTHCARE SERVICES LLC. – Other Services | $501.71 |
| 12794365 | 5934 | PEARSON - CLINICAL ASSESSMENT – Other Services | $330.00 |
| 12794366 | 8613 | MARISSA PERALES – Advance-Mileage | $30.66 |
| 12794367 | 1125 | PETUNIA'S PLACE – Books | $9,529.68 |
| 12794368 | 1285 | SAFETY-KLEEN SYSTEMS INC. – Other Services | $3,014.16 |
| 12794369 | 5170 | SCORE SPORTS – Materials/Supplies | $648.84 |
| 12794370 | 1374 | SMART & FINAL STORES (HFD DO) – Materials/Supplies | $595.11 |
| 12794371 | 1403 | STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits | $1,913.40 |
| 12794372 | 7599 | SWRCB – Monroe TK/K Project | $619.00 |
| 12794373 | 1558 | VERIZON WIRELESS – Telephone Communications | $1,427.01 |

**Total Amount of All Warrants:** **$434,382.48**

13 Hanford Elementary School District

# Credit Card Register For Payments
## Dated 12/01/2025



12/3/2025 9:47:39AM

| Document Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 14042969 | 176 | BSN SPORTS LLC – Materials/Supplies | $2,917.07 |
| 14042970 | 1071 | ORIENTAL TRADING CO. INC. – Materials/Supplies | $140.94 |

**Total Amount of All Credit Card Payments:** $3,058.01

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 12/05/2025



12/5/2025 7:32:28AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12794801 | 6306 | KAREN ALVARADO – Reimburse-Mileage | $119.91 |
| 12794802 | 7377 | DANIELLE ALVAREZ – Reissue Refund Payroll | $112.73 |
| 12794803 | 6431 | AMAZON.COM – Materials/Supplies, Books, Warehouse Inventory | $3,718.37 |
| 12794804 | 7062 | YADIRA ARCIGA CASTREJON – Reimburse-Materials/Supplies | $95.94 |
| 12794805 | 6253 | AT&T – Telephone Communications | $53.55 |
| 12794806 | 7399 | BIMBO BAKERIES USA – Food Services-Food | $74.00 |
| 12794807 | 8406 | BRIGAID LLC – Food Services-Other Services | $14,958.34 |
| 12794808 | 7731 | CASSANDRA BUSTAMANTE – Reissue Refund Payroll | $64.91 |
| 12794809 | 6552 | CHILDREN'S STORYBOOK GARDEN – Study Trips | $2,160.00 |
| 12794810 | 7891 | CINTAS CORPORATION NO. 2 – Materials/Supplies | $73.20 |
| 12794811 | 3973 | DANIELLE DARPLI – Reimburse-Mileage | $50.26 |
| 12794812 | 8281 | DAWN ELECTRIC INC. – Services/Repair | $4,025.00 |
| 12794813 | 4512 | DIV. OF STATE ARCHITECT – Washington Repairs Project | $3,600.00 |
| 12794814 | 8719 | JANELLE EVANS – Food Services-Reimburse Mileage | $3.15 |
| 12794815 | 8652 | FABER COMMUNICATIONS CORP. – Services/Repair | $2,000.00 |
| 12794816 | 2477 | FRESNO CITY COLLEGE – Entry Fee | $325.00 |
| 12794817 | 2687 | JONI R. GARNER – Reimburse-Materials/Supplies | $177.50 |
| 12794818 | 1393 | GAS COMPANY – Utilities | $936.13 |
| 12794819 | 591 | GOLD STAR FOODS – Food Services-Food | $40,247.98 |
| 12794820 | 604 | GRAINGER – Equipment | $11,598.67 |
| 12794821 | 8742 | DASNE GRANADOS-CASTILLO – Reimburse-Other Services | $20.00 |
| 12794822 | 620 | GRISWOLD LASALLE COBB DOWD – Other Services | $875.00 |
| 12794823 | 8741 | KAYLANI GUERRERO – Reimburse-Other Services | $39.00 |
| 12794824 | 7673 | STEPHEN L. HAHN INSPECTIONS – Monroe TK/K Project | $2,700.00 |
| 12794825 | 5813 | HANFORD FOX THEATER – MLK, Roosevelt Field Trip | $1,463.00 |
| 12794826 | 646 | HANFORD GLASS INC. – Services/Repair | $98.00 |
| 12794827 | 632 | CITY OF HANFORD – Utilities | $34,686.06 |
| 12794828 | 8246 | MANDI HANSEN – Reimburse-Materials/Supplies | $140.85 |
| 12794829 | 2427 | HOME DEPOT CREDIT SERVICES – Materials/Supplies | $1,813.13 |
| 12794830 | 8736 | HSI EMERGENCY CARE SOLUTIONS INC. – Materials/Supplies | $633.69 |
| 12794831 | 8257 | IMPERIAL BAG & PAPER CO LLC – Food Services-Food, Materials/Supplies | $5,314.05 |
| 12794832 | 796 | KINGS COUNTY OFFICE OF ED – Other Services | $687.50 |
| 12794833 | 2910 | KINGS DANCE CENTER – Other Services | $1,050.00 |
| 12794834 | 838 | LAWRENCE TRACTOR COMPANY – Materials/Supplies | $642.00 |
| 12794835 | 8239 | AMY LESLIE – Reimburse-Materials/Supplies | $199.06 |
| 12794836 | 8725 | MINDWORKS RESOURCES INC – Materials/Supplies | $7,940.15 |
| 12794837 | 8015 | MISSION BANK – Monroe TK/K Project | $8,762.71 |
| 12794838 | 7404 | MADISON MORAN – Reissue Reimburse-Materials/Supplies | $199.84 |
| 12794839 | 8422 | MUSIC THEATRE INTERNATIONAL – Materials/Supplies, Other Services | $629.68 |
| 12794840 | 2909 | MARCELA NICOLE NASH – Reimburse-Mileage | $63.98 |
| 12794841 | 1058 | ODP BUSINESS SOLUTIONS LLC – Materials/Supplies | $738.98 |
| 12794842 | 8210 | PACIFIC SHREDDING – Services | $258.00 |
| 12794843 | 3689 | PIONEER VALLEY ED. PRESS – Materials/Supplies | $190.76 |
| 12794844 | 1168 | PRODUCERS DAIRY PRODUCTS – Food Services-Food | $13,222.58 |
| 12794845 | 5620 | ANGELA PROTZMAN – Reimburse-Mileage | $72.03 |
| 12794846 | 7580 | PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services | $408.00 |
| 12794847 | 1188 | QUILL LLC – Warehouse Inventory | $858.64 |
| 12794848 | 1303 | SAVE MART SUPERMARKETS – Food Services-Food | $117.14 |

13 Hanford Elementary School District

# Warrant Register For Warrants
# Dated 12/05/2025



12/5/2025 7:32:28AM

| Warrant Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 12794849 | 1356 | SILVAS OIL COMPANY INC. – Materials/Supplies | $394.03 |
| 12794850 | 6826 | SITELOGIQ – Other Services | $29,708.00 |
| 12794851 | 1374 | SMART & FINAL STORES (HFD DO) – Materials/Supplies | $197.43 |
| 12794852 | 1801 | SMART & FINAL STORES (HFD KIT) – Food Services-Food | $199.97 |
| 12794853 | 1392 | SOUTHERN CALIFORNIA EDISON CO. – Utilities | $25,709.24 |
| 12794854 | 1404 | STANISLAUS FOUNDATION – ADMIN – Health/Welfare Benefits | $3,021.98 |
| 12794855 | 1403 | STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits | $3,079.60 |
| 12794856 | 5622 | JOANNA STONE – Reimburse-Mileage | $64.47 |
| 12794857 | 4541 | STONEY'S CONCRETE LLC – Materials/Supplies | $1,539.73 |
| 12794858 | 1444 | SYSCO FOODSERVICES OF MODESTO – Food Services-Food | $41,666.17 |
| 12794859 | 6776 | TULARE CITY SCHOOL DISTRICT – Entry Fee | $250.00 |
| 12794860 | 1554 | SONIA VELO – Reimburse-Mileage | $78.40 |
| 12794861 | 1619 | WILBUR-ELLIS COMPANY LLC – Materials/Supplies | $3,898.86 |

**Total Amount of All Warrants:** $278,026.35

13 Hanford Elementary School District

# Credit Card Register For Payments
## Dated 12/05/2025



12/5/2025 7:32:47AM

| Document Number | Vendor Number | Vendor Name | Amount |
|---|---|---|---|
| 14042997 | 415 | DELRAY TIRE & RETREADING INC. – Food Services-Services/Repair | $2,797.85 |
| 14042998 | 415 | DELRAY TIRE & RETREADING INC. – Services/Repair | $780.10 |
| 14042999 | 509 | EWING IRRIGATION PRODUCTS – Materials/Supplies | $218.81 |
| 14043000 | 3336 | HOBART CORPORATION – Food Services-Materials/Supplies | $179.05 |
| 14043001 | 827 | LA TAPATIA TORTILLERIA INC. – Food Services-Food | $1,906.80 |
| 14043002 | 831 | LAKESHORE LEARNING MATERIALS – Materials/Supplies | $1,211.91 |
| 14043003 | 1802 | MEDALLION SUPPLY – Materials/Supplies | $1,012.01 |
| 14043004 | 1071 | ORIENTAL TRADING CO. INC. – Materials/Supplies | $579.02 |
| 14043005 | 1214 | REALLY GOOD STUFF – Materials/Supplies | $120.11 |

**Total Amount of All Credit Card Payments:** $8,805.66

# Hanford Elementary School District
## *Minutes of the Regular Board Meeting*
## *November 12, 2025*

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees held on November 12, 2025, in the District Office Board Room, 714 N. White Street, Hanford, CA.

**Call to Order** Vice-President Garner called the meeting to order at 5:30 p.m. Clerk Hernandez, Trustees Revious and Strickland were present. President Garcia was absent.

**HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, Kelly Bekedam, David Endo, Javier Espindola, Amy Fochetti, Matt Gamble, Cristy Goins, David Goldsmith, Linsey Hastings, Robert Heugly, Jennifer Levinson, Chris Martinez, Jaime Martinez, Miranda Mendoza, Daniel Pierotte, Jennifer Pitkin, Cynthia Pursell, Jill Rubalcava, Cruz Sanchez-Leal, and Jay Strickland.

**PRESENTATION, REPORTS AND COMMUNICATIONS**

**Public Comments** No public comments were received.

**Board and Staff Comments** Trustee Revious stated that Lindsay Hastings and Joy Gabler did a great job handling the Washington incident. He added that Daniel Pierotte then took over and also did a nice job. He thanked everyone who assisted.

**Dates to Remember** Vice-President Garner reviewed dates to remember: Soccer Game – November 17th; Parent Teacher Conference – November 24th & 25th; Thanksgiving Break – November 26th through November 28th.

**CONSENT ITEMS**

Trustee Revious made a motion to take consent items "a" through "d" together. Trustee Hernandez seconded; motion carried 4-0:

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

Trustee Hernandez then made a motion to approve consent items "a" through "d". Trustee Revious seconded; motion carried 4-0:

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

The items approved are as follows:

a) Warrant listings dated October 15, 2025; October 17, 2025; October 24, 2025 October 29, 2025 and October 31, 2025.
b) Minutes of the Regular Board Meeting held on October 22, 2025.
c) Interdistrict transfers as recommended.
d) Donation:
    - $1,500.00 from First Reformed Church of Hanford for Monroe Elementary

Vice President Garner thanked First Reformed Church for their donation.

**INFORMATION ITEMS**

**Hanford Elementary Online Charter**

a) Joy Gabler, Superintendent, presented for information the draft charter for the Hanford Elementary Online Charter. She stated that the packet includes a draft of the charter for the Hanford Elementary Online Charter School. The item will return at the December meeting for approval. Once approved, it will be submitted to the State Board of Education with the goal of being placed on their agenda for the March Board meeting.

The charter will be named the Hanford Elementary Online Charter, serving students in grades K–8, and will be located at 823 W. Lacey Blvd. A Memorandum of Understanding with Hanford High will be brought forward to establish the agreement. The program will have a separate LCAP and budget.

Trustee Strickland asked whether there will be a fiscal impact associated with sharing the building with Hanford High. Superintendent Gabler responded yes, nothing that costs such as custodial services, electricity, and other facility-related expenses.

**Federal Equipment Inventory**

b) Robert Heugly, Director of Program Development, Assessment & Accountability, presented for information the Federal Equipment Inventory. He noted that, in order to receive funding, the LEA must conduct a physical inventory of federally funded property, and the results must be reconciled with property records at least once every two years. He confirmed that the inventory has been completed.

**Monthly Financial Report**

c) David Endo, Chief Business Official, presented for information the Monthly Financial Reports for the period of July 1, 2025, through October 31, 2025. He stated that everything is proceeding according to plan. At the time the report was run, LCFF sources had not yet been posted; once posted, those amounts will be higher than what is currently reflected in the report.

**BP/AR 3310**

d) David Endo, Chief Business Official, presented for information the deleted Board Policy and Administrative Regulation 3310 – Purchasing.

**AR 3542**

e) Daniel Pierotte, Director of Facilities & Operations, presented for information revised Administrative Regulation 3542 – School Bus Drivers.

**BP 6142.91** f) Jill Rubalcava, Assistant Superintendent of Curriculum, presented for information the revised Board Policy 6142.91 – Reading/Language Arts Instruction.

**E 5145.6** g) Robert Heugly, Director of Program Development, presented for information the revised Board Policy and Exhibit 5145.6 – Parent/Guardian Notifications.

**BOARD POLICIES AND ADMINISTRATION**

The following board agenda item requires immediate action. The Brown Act allows for the Board to act on an item if the need to act came to the agency's attention after the agenda for this regular meeting was posted. Prior to the Board taking action on the item, the Board must approve to consider the item by a 2/3 vote.

- Item: Consider for approval Resolution No. 15-26 Emergency Bid Resolution to repair the exterior ceilings at George Washington Elementary School.

Trustee Strickland made a motion to hear and take action on Resolution No. 15-26. Trustee Revious seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**Resolution No. 15-26** a) Trustee Strickland made a motion to adopt Resolution No. 15-26: Emergency Bid Resolution to repair the exterior ceilings at George Washington Elementary School. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**Mangini & Associates, Inc.** b) Trustee Strickland made a motion to approve the professional services agreement with Mangini & Associates, Inc. for new electrical service at Central Kitchen (Architect's Project No. 25040). Trustee Hernandez seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**Resolution #14-26** c) Trustee Revious made a motion to adopt Resolution No. 14-26: Regarding Absent Board Member Compensation for L. Hernandez. Trustee Strickland seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes

Revious – Yes
Strickland – Yes

**BP/AR 6141.2** d) Trustee Hernandez made a motion to approve the revised Board Policy 3516.5 – Emergency Schedules. Trustee Revious seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**BP/AR 6142.1** e) Trustee Hernandez made a motion to approve the revised Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan. Trustee Strickland seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**BP/AR 6142.8** f) Trustee Revious made a motion to approve the revised Board Policy and Administrative Regulation 6142.8 – Comprehensive Health Education. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

**PERSONNEL**

Trustee Strickland made a motion to take Personnel items "a" through "e" together. Trustee Hernandez seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

Trustee Strickland then made a motion to approve Personnel items "a" through "e". Trustee Hernandez seconded; motion carried 4-0:
Garcia – Absent
Garner – Yes
Hernandez – Yes
Revious – Yes
Strickland – Yes

The following items were approved:

***Item "a" – Employment***

Certificated

- Lacie Horsting, Special Education Teacher, Roosevelt School - effective 11/03/2025

Classified

- Valeria Covarrubias, READY Program Tutor – 4.5 hrs., Monroe, effective 10/21/25
- Kadence Latham, Special Education Aide – 5.0 hrs., Monroe, effective 10/16/25
- Miyan Mendoza, Special Circumstance Aide – 5.75 hrs., Kennedy, effective 10/20/25
- Yarely Torres, READY Program Tutor – 4.5 hrs., Richmond, effective 10/17/25

Temporary Employees/Substitutes

- Issele Arciga, Athletic Coach, effective 11/10/25
- Ryan Allen, Substitute Licensed Vocational Nurse, effective 10/21/25
- Francisco Armenta, Substitute Custodian I, effective 10/17/25
- Lamis Chahla, Substitute Yard Supervisor, effective 10/27/25
- Danica DeLoza, Athletic Coach, effective 11/17/25
- Heather Goyer, Substitute Administrative Secretary II, effective 10/23/25
- Raul Mata, Substitute Yard Supervisor, effective 10/27/25

Promotion/Transfer

- Rylyn Burnett, from READY Program Tutor – 4.5 hrs., Monroe to READY Site Lead – 5.0 hrs., Simas, effective 10/20/25

Voluntary Transfer/Reduction of Hours

- Diana Gannon, from Food Service Worker I – 3.25 hrs., King to Food Service Worker I – 3.0 hrs., Jefferson, effective 10/20/25

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

- Issele Arciga, 7th Girls Soccer, Kennedy, effective 11/10/25-02/28/26
- Luis Botello, 8th Boys Basketball, Kennedy, effective 11/10/25-02/28/26
- Devin Collins, 7-8th Boys Wrestling, Wilson, effective 11/10/25-02/28/26
- Mark Corfman, 4-6th Boys Basketball, Roosevelt, effective 11/17/25-02/06/26
- Danica DeLoza, 4-6th Girls Basketball, Roosevelt, effective 11/17/25-02/06/26
- Stephanie Felix, 8th Girls Soccer, Wilson, effective 11/10/25-02/28/26
- Eric Jones, 4-6th Boys Basketball, Washington, effective 11/17/25-02/06/26
- James Joyce, 4-6th Boys Basketball, Richmond, effective 11/17/25-02/06/26
- Neveah Lopez, 8th Girls Soccer, Kennedy, effective 11/10/25-02/28/26
- Michael Quiñones, 4-6th Girls Basketball, Washington, effective 11/17/25-02/06/26
- Julius Rojas, 4-6th Girls Basketball, Lincoln, effective 11/17/25-02/06/26
- Aaron Sparks, 4-6th Girls Basketball, King, effective 11/17/25-02/06/26
- Taylor Vasquez, 4-6th Girls Basketball, Richmond, effective 11/17/25-02/06/26

***Item "b" – Job Description***

- Supervisor - Warehouse/Reprographic and Mail Services – Revised Job Description

***Item "c" – Resignations***

Classified

- Brittany Archuleta, READY Program Tutor – 4.5 hrs., Jefferson, effective 10/24/25
- Lilly Goins, Special Education Aide – 5.0 hrs., Wilson, effective 11/20/25

- Sheila Medina Ramirez, Food Service Worker II – 2.5 hrs., Wilson, effective 10/24/25

***Item "d" – Retirements***

Classified

- Steven Morales, Groundskeeper II – 8.0 hrs., DSF, effective 12/30/25

***Item "e" – Volunteers***

| Name | School |
|---|---|
| Cristal Andrade | Hamilton |
| Issele Arciga | Hamilton |
| Victoria Avila | Hamilton |
| Brenda Garcia Cayente | Hamilton |
| Anyssah Maldonado | Hamilton |
| Krystal Rios | Hamilton |
| Isabel Amado Leal | Jefferson |
| Yarelly Gonzalez Valtierra | Jefferson |
| Jose Jesus Govea Puga | Jefferson |
| Jose Gurrola (HESD EE) | Jefferson |
| Alexandra Magallon Garcia | Jefferson |
| Erika Ramirez | Jefferson |
| Courtney Villagomez | Jefferson |
| Bryan Wolfe | Jefferson |
| Nadia Lopez | Kennedy |
| Sandra Vasquez-Santiago | King |
| Tami Carlsen (HESD EE) | Monroe |
| Kevin Hernandez | Monroe |
| Maria Sanabria Lopez | Monroe |
| Tina Lopez | Richmond |
| Berenice Zavala-Almaraz | Richmond |
| Monica Cuevas Mendez | Roosevelt |
| Michele Banuelos | Simas/Jefferson |
| Rocky Castillo | Simas |
| Savannah Juarez (HESD EE) | Simas |
| Maira Morales | Simas |
| Anita Valdez | Simas |
| Jessica Bueno | Washington |
| Ana G Garcia | Washington |
| Shawn Harrah | Washington |
| Amy Segoviano | Washington |
| Mark Vargas | Washington |
| Nathaly Vargas | Washington |
| Shane Cunha | Wilson |

**FINANCIAL**

**1st Interim Report 2025-26**

David Endo, Chief Business Official, presented the District's First Interim Report. He reviewed the 2025–2026 budget reporting timeline and explained that the Local Control Funding Formula (LCFF) has two major components: average daily attendance (ADA) by grade level and ADA for unduplicated students (free/reduced-price meal eligible, foster youth, and English learner students). ADA generates all of the District's general funding.

David reviewed two graphs. The first graph illustrated enrollment ADA, and funded ADA. Since COVID, the District has been funded based on a three-year ADA average. As we move forward, the goal is for enrollment and ADA to close the current gap. The second graph showed the unduplicated pupil percentage for the current year and the three-year average. The percentage has been declining, which results in reduced LCAP funding. Lower funding limits available resources.

He then reviewed the census day enrollment by site, noting an overall decline of 11 students from 2024–25 to the current year. The District added 78 Transitional Kindergarten students due to age-eligibility expansion; however, the TK student–teacher ratio changed from 10:1, which significantly increased costs.

David reviewed the General Fund budget comparison between the revised budget and the First Interim Report, which reflected a change of $1,550,947. He also reviewed the comparison of unrestricted and restricted General Fund totals, as well as the status of the District's other funds. Proposition 28 funds are expected to be fully spent within the next two years.

Multi-year projection assumptions were presented, including:

- Projected ADA of 5,305 (including KCOE ADA)
- 3.02% COLA in 2026–27 and 3.42% COLA in 2027–28
- $1,155,000 in step-and-column cost increases
- STRS and PERS rates assumed to remain stable
- 0.4% increase in workers' compensation
- Textbook adoption scheduled for 2027–28
- Smartboard installations
- $83,000 for state building project audits and energy tax returns

He also reviewed the Districtwide LCFF funding chart and the multi-year projection. Highlighting the following considerations moving forward:

- Enrollment declined by 11 students from the prior year census day
- ADA continues to improve, with an absentee rate of approximately 3.7%
- Three-year average ADA helps "protect" funded ADA
- Uncertainty around future federal funding
- Projected annual step and column increases
  – $839,000 for certificated staff
  – $316,000 for classified staff
  – $1,155,000 total annual increase
- Over $3 million in one-time grant revenues anticipated in 2025–26

a) Trustee Strickland made a motion to approve the District's 1st Interim Report for the 2025-2026 Fiscal Year. Trustee Hernandez seconded; motion carried 4-0:
   Garcia – Absent
   Garner – Yes
   Hernandez – Yes
   Revious – Yes
   Strickland – Yes

**Resolution #13-26**

b) Trustee Strickland made a motion to adopt Resolution #13-26: 2025-2026 Budget Revisions – 1st Interim Report. Trustee Hernandez seconded; motion carried 4-0:

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

**Kings Treasurer's Quarterly Report**

c) Trustee Strickland made a motion to approve the Kings County Treasurer's Quarterly Compliance Report with an interest rate of 3.75%. Trustee Hernandez seconded; motion carried 4-0:

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

**FUTURE ITEMS**

**Annual Organizational Meeting**

a) Trustee Strickland made a motion to approve the date for the Annual Organizational Meeting: December 17, 2025. Trustee Hernandez seconded; motion carried 4-0:

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

**Adjournment**

There being no further business, Vice-President Garner adjourned the meeting at 6:23 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-252 | A | Washington | Pioneer | 12/09/2025 |
| I-253 | A | Washington | Pioneer | 12/09/2025 |
| I-254 | A | Washington | Pioneer | 12/09/2025 |
| I-255 | A | Roosevelt | Pionner | 12/09/2025 |
| I-256 | A | Roosevelt | Pionner | 12/09/2025 |

| No | A/D | Sch Req'd | Home Sch | Date |
|---|---|---|---|---|
| O-195 | A | Lakeside | Washington | 12/09/2025 |
| O-196 | A | Selma | Simas | 12/09/2025 |
| O-197 | A | Kit Carson | Wilson | 12/09/2025 |
| O-198 | A | Kit Carson | Simas | 12/09/2025 |
| O-199 | A | Lemoore | Lincoln | 12/09/2025 |
| O-200 | A | Lemoore | Lincoln | 12/09/2025 |
| O-201 | A | Lemoore | Lincoln | 12/09/2025 |
| O-202 | A | Pioneer | King | 12/09/2025 |
| O-203 | A | Pioneer | King | 12/09/2025 |
| O-204 | A | Lemoore | Kennedy | 12/09/2025 |

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Lindsay Hastings

DATE: 12/3/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/25

**ITEM:** Consider approval of donations to HESD-Washington School from: Washington PTC, total donation of $6,512.55

**PURPOSE:** Classroom supplies/student rewards and incentives

**FISCAL IMPACT:** 0100-1100-0-1110-1000-430000-028-0000

**RECOMMENDATIONS:** Approve donations

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Javier Espindola

DATE: December 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 17, 2025

**ITEM:** Donation of $1,406.35 from Jefferson Parent Teacher Club to Jefferson Academy.

**PURPOSE:** To be used to cover study trip costs and cultural events.

**FISCAL IMPACT:** Increase of $1,406.35 to Jefferson Budget as follows:

| | |
|---|---|
| 0100-1100-0-1110-1000-571020-021-0000 | $529.40 |
| 0100-1100-0-1110-1000-580000-021-0000 | $637.00 |
| 0100-1100-0-1110-1000-430000-021-0000 | $239.95 |

**RECOMMENDATIONS:** Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 12/08/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 09/24/25

**ITEM:** Donation of 100 Winter Wonderland tickets from the City of Hanford

**PURPOSE:** Bradley Albert, Parks and Community Services Director for the City of Hanford, reached out to share that the City was giving HESD 100 tickets to Hanford's Winter Wonderland for district students.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 11/10/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/17/25

**ITEM:** 2025-26 Annual Williams Report

**PURPOSE:** The Kings County Office of Education has provided the district with the 2017-2018 Annual Williams Report for Hamilton Elementary, Lincoln Elementary and Roosevelt Elementary. **All three schools did not have any exceptions or findings.** California Education Code section 1240 requires that the County Office visit identified schools to evaluate the sufficiency of standards-aligned instructional materials, the conditions of the facilities, teacher assignments and the accuracy of the data published in the School Accountability Report Card in the aforementioned areas. This annual report is required by Education Code section 1240(c)(2)(B) pursuant to the Williams and Valenzuela Settlements.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** None

1144 West Lacey Boulevard, Hanford, CA 93230

Kings County Office of Education
Todd Barlow · Superintendent of Schools

Telephone: 559.584.1441 Fax: 559.589.7000

October 31, 2025

RECEIVED
NOV 06 2025
Superintendent's Office

Joy Gabler, Superintendent
Hanford Elementary School District
714 N. White Street
Hanford, CA 93230

Re: **2025-2026 Annual Williams Report for**
Hamilton Elementary School
Lincoln Elementary School
Roosevelt Elementary School

Dear Ms. Gabler:

**Background:**
California *Education Code (EC)* section 1240 requires that the county office visit schools identified within the county, review information in the areas noted below, and report to you the results of the visits and reviews. This Annual Report for Fiscal Year **2025-2026** is provided for submission to your governing board at a regularly scheduled meeting as required by *Ed Code* section 1240. This report presents the results of visits and reviews of Hamilton Elementary on **September 10, 2025**, and of Lincoln Elementary and Roosevelt Elementary Schools on **September 2, 2025**.

**Williams Requirements:**
The purpose of the visits as specified in California *Education Code* Section 1240 was to ensure:

1. That students have access to "**sufficient instructional materials** in the four core subject areas (English language development\English language arts, mathematics, history/social science and science) and, as appropriate, science laboratory equipment, world languages, and health";

2. To determine if there is any facility condition that "**poses an emergency or urgent threat** to the health or safety of pupils and/or staff"; and

3. To determine if the school has provided accurate data on the annual **School Accountability Report Card (SARC)** related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignment and vacancies;

2. Receive quarterly reports on complaints filed with the school district concerning insufficient instructional materials, teacher vacancies and misassignment; and emergency or urgent facilities issues under the Uniform Complaint Procedure; and

1144 West Lacey Boulevard, Hanford, CA 93230

Telephone: 559.584.1441 Fax: 559.589.7000

3. Review audit exceptions under expanded authority in the areas of use of instructional materials program funds, teacher misassignments, and information reported on the SARC and determine whether the exceptions are either corrected or an acceptable plan of correction has been developed.

While the Uniform Complaint data and audit findings are not mandated to be a part of this report to you, they are being included so that the citizens of our community will have a complete understanding of the environment in which the **elementary schools in Hanford** are functioning.

Before proceeding with the report some basic terms are defined here:

1. "Sufficient textbooks or instructional materials" means each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.

2. A school facility condition that poses an "emergency or urgent threat" is a "condition that poses a threat to the health or safety of pupils or staff while at school." [Note: this definition and quote is drawn from EC 17592.72(c)(1) because it is incorporated by reference in EC 1240(c)(2)(E)(ii).]

3. "Good repair" means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

The school's evaluation report follows this letter. If exceptions are found, they will be shown under the section of the evaluation.

In conclusion, be assured each of you receiving this report and, especially the **Hanford Elementary School District** Board, administration, staff and students that the Kings County Office of Education is readily available to support actions needed to address any needs identified in this report.

Sincerely,

Todd Barlow
Kings County Superintendent of Schools
Kings County Office of Education

1144 West Lacey Boulevard, Hanford, CA 93230

Telephone: 559.584.1441 Fax: 559.589.7000

***Hamilton Elementary School***

**Review Areas and Findings:**
A review of the school includes many areas as prescribed by the law. County office staff performed a site visit at **Hamilton Elementary School** to review instructional materials, facilities, and the School Accountability Report Card (SARC) on **September 10, 2025**. Additional areas of review include teacher assignments/misassignments, teacher vacancies, review and findings, and Uniform Complaint Procedures.

**Instructional Materials:**
In the sampling of classroom instructional materials we surveyed **5** of the **17** total classrooms (*based upon the required visit to at least 25% of each K-8 grade level classroom and 20% of all core subjects taught in grades 9-12*). The amount of materials must meet the sufficiency requirement so that each pupil has instructional materials to use in class and to take home for required homework, if needed. ***It was ultimately found from the review and supplemental documentation that Hamilton Elementary School has sufficient textbooks and materials available to support the school's instructional program.***

**School Facilities Conditions:**
Under school facilities, the county office is to ensure that there are no emergency conditions that threaten the students or staff, the SARC includes information on the maintenance of the facility, and the facility is in "good repair." Good repair is defined as having facilities that are clean, safe, and functional. ***During the site review, the grounds and facilities were found to be in good condition.***

**School Facility Repair Status:**
The State of California Office of Public School Construction (OPSC) developed the Facility Inspection Tool (FIT) which provides an overall summary of the conditions at each school on a scale of "Exemplary," "Good," "Fair," or "Poor." At the beginning of each school year, the district maintenance staff completes the Facility Inspection Tool (FIT). ***The FIT Overall Rating for Hamilton Elementary School was an average of 90% and a School Rating of "Good."***

**School Accountability Report Card (SARC):**
For the 2009-10 school year a worksheet was designed to assist the county superintendents in determining the accuracy of the data reported on the school SARC's as required by *Education Code* section 1240(c)(2)(i)(iii). The worksheet provides the specific statutory requirements to be reported in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools. (Ed Code § 33126.1(c) (2)). School districts are not required to use the standardized template, but must report data in a manner that is consistent with the data definitions. (Ed Code § 33126.1(j)).

A priority of the review when visiting Williams schools is "the accuracy of data reported on the School Accountability Report Card with respect to the availability of sufficient textbooks and instructional materials as defined by Section 60119 and the safety, cleanliness, and adequacy of school facilities, including good repair as required by Sections 17002 (d), 17014, 17032.5, 17070.75, and 17089."

1144 West Lacey Boulevard, Hanford, CA 93230

Telephone: 559.584.1441 Fax: 559.589.7000

***Hamilton Elementary School (continued)***

Consequently, the objective is to review the SARC to see if the required elements are included and if the SARC accurately reflects the state of the school. A review of the school's SARC was compared to the required elements as adopted by the State Board of Education. It also compared the statements under School Facilities, School Facility Conditions, and Curriculum Development and Instructional Materials. ***From the review, it was found the SARC had the required elements and accurately reflected the state of Hamilton Elementary School.***

**Teacher Assignment/Misassignment:**
Out of an enrollment of **434** students taken on **September 10, 2025**, the county office has verified that all **17** teachers hold the appropriate English Learner (EL) authorization, with no misassignments**.** Vacancies are now being reported via the California Statewide Assignment Accountability System (CalSAAS). ***No exceptions were found.***

**Williams Uniform Complaint Procedure:**
In reference to the Uniform Complaint information, the quarterly complaint reports indicate that there have been ***no complaints filed*** with the **Hanford Elementary School District**.

**Review and Findings:**
Kings County Office of Education's review of **Hamilton Elementary School** found ***no exceptions*** related to: instructional materials, facilities, School Accountability Report Card, teacher assignments/ misassignments, teacher vacancies, and Uniform Complaint Procedures.

1144 West Lacey Boulevard, Hanford, CA 93230

Telephone: 559.584.1441 Fax: 559.589.7000

***Lincoln Elementary School***

**Review Areas and Findings:**
A review of the school includes many areas as prescribed by the law. County office staff performed a site visit at **Lincoln Elementary School** to review instructional materials, facilities, and the School Accountability Report Card (SARC) on **September 2, 2025**. Additional areas of review include teacher assignments/ misassignments, teacher vacancies, review and findings, and Uniform Complaint Procedures.

**Instructional Materials:**
In the sampling of classroom instructional materials we surveyed **5** of the **18** total classrooms (*based upon the required visit to at least 25% of each K-8 grade level classroom and 20% of all core subjects taught in grades 9-12*). The amount of materials must meet the sufficiency requirement so that each pupil has instructional materials to use in class and to take home for required homework, if needed. ***It was found from the review and supplemental documentation that Lincoln Elementary School has sufficient textbooks and materials available to support the school's instructional program.***

**School Facilities Conditions:**
Under school facilities, the county office is to ensure that there are no emergency conditions that threaten the students or staff, the SARC includes information on the maintenance of the facility, and the facility is in "good repair." Good repair is defined as having facilities that are clean, safe, and functional. ***During the site review, the grounds and facilities were found to be in good condition.***

**School Facility Repair Status:**
The State of California Office of Public School Construction (OPSC) developed the Facility Inspection Tool (FIT) which provides an overall summary of the conditions at each school on a scale of "Exemplary," "Good," "Fair," or "Poor." At the beginning of each school year, the district maintenance staff completes the Facility Inspection Tool (FIT). ***The FIT Overall Rating for Lincoln Elementary School was an average of 90% and a School Rating of "Good."***

**School Accountability Report Card (SARC):**
For the 2009-10 school year a worksheet was designed to assist the county superintendents in determining the accuracy of the data reported on the school SARC's as required by *Education Code* section 1240(c)(2)(i)(iii). The worksheet provides the specific statutory requirements to be reported in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools. (Ed Code § 33126.1(c) (2)). School districts are not required to use the standardized template, but must report data in a manner that is consistent with the data definitions. (Ed Code § 33126.1(j)).

A priority of the review when visiting Williams schools is "the accuracy of data reported on the School Accountability Report Card with respect to the availability of sufficient textbooks and instructional materials as defined by Section 60119 and the safety, cleanliness, and adequacy of school facilities, including good repair as required by Sections 17002 (d), 17014, 17032.5, 17070.75, and 17089."

1144 West Lacey Boulevard, Hanford, CA 93230

Telephone: 559.584.1441 Fax: 559.589.7000

***Lincoln Elementary School (continued)***

Consequently, the objective is to review the SARC to see if the required elements are included and if the SARC accurately reflects the state of the school. A review of the school's SARC was compared to the required elements as adopted by the State Board of Education. It also compared the statements under School Facilities, School Facility Conditions, and Curriculum Development and Instructional Materials. ***From the review, it was found the SARC had the required elements and accurately reflected the state of Lincoln Elementary School.***

**Teacher Assignment/Misassignment:**
Out of an enrollment of **372 students** taken on **September 2, 2025**, the county office has verified that all **16** teachers hold the appropriate English Learner (EL) authorization, with no misassignments**.** Vacancies are now being reported via the California Statewide Assignment Accountability System (CalSAAS). ***No exceptions were found.***

**Williams Uniform Complaint Procedure:**
In reference to the Uniform Complaint information, the quarterly complaint reports indicate that there have been ***no complaints filed*** with the **Hanford Elementary School District**.

**Review and Findings:**
Kings County Office of Education's review of **Lincoln Elementary School** found ***no exceptions*** related to: instructional materials, facilities, School Accountability Report Card, teacher assignments/ misassignments, teacher vacancies, and Uniform Complaint Procedures.

1144 West Lacey Boulevard, Hanford, CA 93230

Telephone: 559.584.1441 Fax: 559.589.7000

***Roosevelt Elementary School***

**Review Areas and Findings:**
A review of the school includes many areas as prescribed by the law. County office staff performed a site visit at **Roosevelt Elementary School** to review instructional materials, facilities, and the School Accountability Report Card (SARC) on **September 2, 2025**. Additional areas of review include teacher assignments/ misassignments, teacher vacancies, review and findings, and Uniform Complaint Procedures.

**Instructional Materials:**
In the sampling of classroom instructional materials we surveyed **6** of the **19** total classrooms (*based upon the required visit to at least 25% of each K-8 grade level classroom and 20% of all core subjects taught in grades 9-12*). The amount of materials must meet the sufficiency requirement so that each pupil has instructional materials to use in class and to take home for required homework, if needed. ***It was found from the review and supplemental documentation that Roosevelt Elementary School has sufficient textbooks and materials available to support the school's instructional program.***

**School Facilities Conditions:**
Under school facilities, the county office is to ensure that there are no emergency conditions that threaten the students or staff, the SARC includes information on the maintenance of the facility, and the facility is in "good repair." Good repair is defined as having facilities that are clean, safe, and functional. ***During the site review, the grounds and facilities were found to be in good condition.***

**School Facility Repair Status:**
The State of California Office of Public School Construction (OPSC) developed the Facility Inspection Tool (FIT) which provides an overall summary of the conditions at each school on a scale of "Exemplary," "Good," "Fair," or "Poor." At the beginning of each school year, the district maintenance staff completes the Facility Inspection Tool (FIT). ***The FIT Overall Rating for Roosevelt Elementary School was an average of 90% and a School Rating of "Good."***

**School Accountability Report Card (SARC):**
For the 2009-10 school year a worksheet was designed to assist the county superintendents in determining the accuracy of the data reported on the school SARC's as required by *Education Code* section 1240(c)(2)(i)(iii). The worksheet provides the specific statutory requirements to be reported in the SARC, as well as data definitions from the standardized SARC template adopted by the State Board of Education. The data definitions are designed to enable schools to furnish contextual or comparative information to assist the public in understanding the information in relation to the performance of other schools. (Ed Code § 33126.1(c) (2)). School districts are not required to use the standardized template, but must report data in a manner that is consistent with the data definitions. (Ed Code § 33126.1(j)).

A priority of the review when visiting Williams schools is "the accuracy of data reported on the School Accountability Report Card with respect to the availability of sufficient textbooks and instructional materials as defined by Section 60119 and the safety, cleanliness, and adequacy of school facilities, including good repair as required by Sections 17002 (d), 17014, 17032.5, 17070.75, and 17089."

1144 West Lacey Boulevard, Hanford, CA 93230

Telephone: 559.584.1441 Fax: 559.589.7000

***Roosevelt Elementary School (continued)***

Consequently, the objective is to review the SARC to see if the required elements are included and if the SARC accurately reflects the state of the school. A review of the school's SARC was compared to the required elements as adopted by the State Board of Education. It also compared the statements under School Facilities, School Facility Conditions, and Curriculum Development and Instructional Materials. ***From the review, it was found the SARC had the required elements and accurately reflected the state of Roosevelt Elementary School.***

**Teacher Assignment/Misassignment:**
Out of an enrollment of **490 students** taken on **September 2, 2025**, the county office has verified that all **19** teachers hold the appropriate English Learner (EL) authorization, with no misassignments**.** Vacancies are now being reported via the California Statewide Assignment Accountability System (CalSAAS). ***No exceptions were found.***

**Williams Uniform Complaint Procedure:**
In reference to the Uniform Complaint information, the quarterly complaint reports indicate that there have been ***no complaints filed*** with the **Hanford Elementary School District**.

**Review and Findings:**
Kings County Office of Education's review of **Roosevelt Elementary School** found ***no exceptions*** related to: instructional materials, facilities, School Accountability Report Card, teacher assignments/ misassignments, teacher vacancies, and Uniform Complaint Procedures.

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Kristina Baldwin

DATE: December 8, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: December 10, 2025

**ITEM:** Tulare County Superintendent of Schools Migrant Education Program, Region VIII, will offer Study Trip opportunities for select 7th & 8th grade HESD Migrant Students. Two trips have been planned to include a Civics & Leadership Trip to San Francisco and Sacramento and an ELA & Science Camp at Three Rivers.

The Civics & Leadership Trip will be for select 8th graders, planned for Wednesday, December 17th - Sunday, December 21st for travel to San Francisco and Sacramento. School days affected will be December 17th, 18th, and 19th. Independent Study will be offered for attendance and work completion credit for these school days.

The ELA & Science Camp will be for select 7th and 8th graders, planned for Saturday, December 27th-Monday, December 29th. School days are not affected (as students will be on Winter Break). Transportation, lodging, and supervision will be provided for the duration of the trip.

**PURPOSE:** Identified students are involved in a Civics and Leadership Migrant class led by Javier Gonzalez, the Migrant Area Administrator. This study trip is a culminating activity where students will visit San Francisco and Sacramento (popular locations in California, with rich history) where they will experience all modes of travel, to include flying in an airplane, the BART (subway system), and then riding the Amtrack/Train to travel home.

Identified students for the ELA and Science Camp will be provided 20 hours of supplemental reading and writing supported with Integrated ELD, while exploring the world through "words and Science".

# Migrant Education Program
# Case Management Study Trip
# To San Francisco & Sacramento

**Chaperones: Javier González, Susana Gomez**

**Departing: Fresno Yosemite International Airport**
**Dates: December 17-21, 2025**

**Day 1 (December 17, 2025)**
**Fly from Fresno (FAT) → San Francisco (SFO) | Civic Introduction**

- **Morning:**
  - Arrive at Fresno Yosemite International Airport (FAT).
  - Breakfast if available options at airport.
  - Flight to San Francisco International Airport (SFO) (approx. 1 hour).
  - Upon arrival, transfer to hotel and check in.
- **Afternoon:**
  - Light lunch near hotel or in Civic Center area.
  - Orientation session: Overview of civic engagement & leadership themes for the trip.
  - Visit GLIDE Memorial Church or the SF Human Rights Commission – explore grassroots leadership and advocacy.
- **Evening:**
  - Walk around the Embarcadero or Union Square.
  - Group dinner + reflection: "What does leadership look like in everyday life?"

---

**Day 2 (December 18, 2025)**
**San Francisco – Civic Engagement & Local Leadership**

- **Morning:**
  - Breakfast @ Embassy Suites Hotel San Francisco
  - Guided tour of San Francisco City Hall.
  - Optional Q&A with a city official or civic advocate.
- **Afternoon:**
  - Lunch: San Francisco
  - Visit to Museum of the African Diaspora or Asian Art Museum – focus on identity, voice, and civic impact.

    - Alcatraz Island Tour – discussion around justice, incarceration, and moral leadership.
- **Evening:**
    - Dinner & Reflection circle or journaling session: "What are the traits of an ethical leader?"

---

**Day 3 (December 19, 2025)**
**San Francisco → Sacramento via BART/Amtrak**

- **Morning:**
    - Breakfast @ Embassy Suites Hotel San Francisco
    - Take BART to Richmond - Transfer to Richmond Amtrak Station.
    - Board train to Sacramento (approx. 2 hours).
- **Afternoon:**
    - Check into hotel in downtown Sacramento – Hyatt Regency Hotel.
    - Lunch nearby.
    - Tour the California State Capitol + potential visit with a state legislator or staffer.
- **Evening:**
    - Optional: Attend a local public meeting or community-led civic event.
    - Dinner nearby.

---

**Day 4 (December 20, 2025)**
**Sacramento – State Leadership & Civic Action**

- **Morning:**
    - Breakfast nearby.
    - Workshop or leadership session with speakers from civic or nonprofit organizations.
- **Afternoon:**
    - Visit the California Museum – especially the Unity Center exhibit on activism and civil rights in CA.
    - Lunch – nearby or at Old Sacramento
    - Explore Old Sacramento – take a historical walking tour focused on state development and civic milestones.
- **Evening:**
    - Group dinner & discussion: "What leadership role will I play in my community?"

---

**Day 5 (December 21, 2025)**
**Return to Hanford via AMTRAK**

- **Morning:**
  - Breakfast nearby.
  - Check-out of Hotel
- **Afternoon:**
  - Lunch – nearby
  - Board Amtrak from Sacramento to Hanford (approx. 4–5 hours).
  - Optional: Debrief or final leadership activity (community reflection, journaling, or student-led discussion).
  - Arrive in Hanford – late afternoon or early evening.
- **Evening:**
  - Program concludes.

# 2025 Winter
## ELA & Science Camp

***Exploring the World Through Words and Science: Where Curiosity Meets Knowledge!***

## DECEMBER 27 - 29, 2025

Including a Virtual Day to be held:
December 30, 2025

**20 Hours of Supplemental Reading and Writing Supported with Integrated ELD**

- Reading instruction utilizing multiple expository texts
- Argumentative essay writing instruction accompanied by a student-friendly rubric
- Self- and cultural pride celebration activities

*$2,195 per student*
*food, lodging, activities, and transportation included*

LODGING
Sta. Teresita Youth Conference
43816 Sierra Drive
Three Rivers, CA 93271

PARENT UPDATES
We document every special moment and update parents via WhatsApp.

CULINARY DELIGHTS
Learners savor their favorite meals and snacks, available daily.

TRANSPORTATION
We provide transportation and supervise students while they travel.

## BOOK NOW

Mayra Helo, Ed.D.
559-667-7974
https://ncecconnect.com

The 2025 Winter ELA & Science Camp includes:

3 days/2 nights @ Sta. Teresita - Three Rivers, CA

Transportation via charter bus – departing and returning to Tulare County Office of Education, 6200 S. Mooney Blvd., Visalia, CA

Staff – Fully Credentialed & Experienced Teachers who are fingerprinted and background check cleared.

Meals & Accommodations (Each student will have their own bed - females & males will be separated)

Medical Staff

The following displays a tentative schedule of events per day:

**December 27th**

Depart TCOE Parking Lot 10:00 am

Arrive Sta. Teresita, Three Rivers, CA 11:00 am

Orientation (snacks/beverages) 11:00 am – 12:00 pm

Lunch & Music @ Dining Hall 12:00 pm – 1:00 pm

Unpack, Bed Selection, Relax 1:00 pm – 1:45 pm

Sta. Teresita Campus Tour 1:45 pm – 2:30 pm

Transition 2:30 pm – 2:40 pm

ELA/Writing 2:40 pm – 4:40 pm

Dorms (prepare for dinner) 4:40 pm – 4:55 pm

Dinner (dining hall) 5:00 pm – 5:30 pm

Self & Cultural Pride/ELA Project 5:30 pm – 7:00 pm

Smores/Snacks & Music (fire pit) 7:00 pm – 8:00 pm

Journal/ELA 8:00 pm – 8:30 pm

Prepare for Bed 8:30 pm – 9:30 pm

Lights Out 9:30 pm

**December 28th**

Breakfast (student check-in) 8:00 am – 9:00 am

ELA/Writing 9:00 am – 11:00 am

Transition 11:00 am – 11:10 am

ELA/Reading 11:10 am – 12:00 pm

Lunch (dining hall) 12:00 pm – 1:00 pm

ELA/Reading 1:00 pm – 2:20 pm

Enrichment Activities (snacks) 2:20 pm – 3:00 pm

ELA/Journal 3:00 pm – 3:30 pm

Self & Cultural Pride/ELA Project 3:30 pm – 4:30 pm

Dinner (dining hall) 5:30 pm – 6:30 pm

Leadership Activities/ELA/Journal (hike) 6:30 pm – 7:30 pm

Leadership Activities (snacks) 7:30 pm – 8:30 pm

ELA/Journal (smores – fire pit) 8:30 pm – 9:15 pm

Prepare for Bed 9:15 pm – 10:00 pm

Lights Out 10:00 pm

**December 29th**

Breakfast (student check-in) 8:00 am – 9:00 am

ELA/Writing 9:10 am – 11:10 am

Transition 11:10 am – 11:20 pm

ELA/Reading 11:20 am – 12:00 pm

Lunch (Award Ceremony) 12:00 pm – 1:00 pm

ELA/Journal (+pack & clean) 1:00 pm – 2:00 pm

Depart Sta. Teresita 2:00 pm

Arrive @ TCOE 3:00 pm

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/08/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:**
Receive for information monthly financial reports for the period of 07/01/2025-11/30/2025.

**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 November 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

November 2025

12/8/2025 7:15:47AM

Fund: 0100 General Fund

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $59,258,044.78 | $59,258,044.78 | | |
| **REVENUES** | | | | | | |
| 1) LCFF Sources | 8010-8099 | $0.00 | $22,021,703.22 | $78,715,613.00 | 27.98 | 72.02 |
| 2) Federal Revenues | 8100-8299 | $4,440.97 | $875,193.21 | $3,513,300.09 | 24.91 | 75.09 |
| 3) Other State Revenues | 8300-8599 | $0.00 | $10,865,330.61 | $17,898,882.66 | 60.70 | 39.30 |
| 4) Other Local Revenues | 8600-8799 | $0.00 | $1,750,713.75 | $7,049,927.17 | 24.83 | 75.17 |
| **5) Total, Revenues** | | **$4,440.97** | **$35,512,940.79** | **$107,177,722.92** | **33.13** | **66.87** |
| **EXPENDITURES** | | | | | | |
| 1) Certificated Salaries | 1000-1999 | $3,783,059.96 | $15,240,785.39 | $41,991,250.00 | 36.30 | 63.70 |
| 2) Classified Salaries | 2000-2999 | $1,476,684.72 | $6,777,740.45 | $17,055,676.09 | 39.74 | 60.26 |
| 3) Employee Benefits | 3000-3999 | $2,176,629.06 | $8,307,810.85 | $28,597,073.46 | 29.05 | 70.95 |
| 4) Books and Supplies | 4000-4999 | $202,527.25 | $1,849,148.34 | $5,838,587.36 | 31.67 | 68.33 |
| 5) Services, Oth Oper Exp | 5000-5999 | $359,409.71 | $3,685,179.24 | $9,863,394.75 | 37.36 | 62.64 |
| 6) Capital Outlay | 6000-6999 | $1,471.14 | $138,438.94 | $2,706,210.16 | 5.12 | 94.88 |
| 7) Other Outgo(excl. 7300`s) | 7100-7499 | $0.00 | $378,808.00 | $4,211,055.48 | 9.00 | 91.00 |
| 8) Direct/Indirect Support | 7300-7399 | $0.00 | $0.00 | ($100,000.00) | 0.00 | 100.00 |
| **9) Total Expenditures** | | **$7,999,781.84** | **$36,377,911.21** | **$110,163,247.30** | **33.02** | **66.98** |
| **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 | $203,426.00 | $303,426.00 | $300,000.00 | 101.14 | (1.14) |
| 3) Contributions | 8980-8999 | $0.00 | $0.00 | $0.00 | 0.00 | 100.00 |
| **4) Total, Other Financing Sources/Uses** | | **($203,426.00)** | **($303,426.00)** | **$500,000.00** | **27.58** | **72.42** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | | **($8,198,766.87)** | **($1,168,396.42)** | **($2,485,524.38)** | | |
| **ENDING FUND BALANCE** | | | **$58,089,648.36** | **$56,772,520.40** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 0800 Student Activity Special Revenue Fund

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

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 0900 Charter Schools Fund

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

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 1300 Cafeteria Fund

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $5,353,802.66 | $5,353,802.66 | | |
| **REVENUES** | | | | | | |
| 2) Federal Revenues | 8100-8299 | $462,606.23 | $781,425.20 | $4,070,000.00 | 19.20 | 80.80 |
| 3) Other State Revenues | 8300-8599 | $128,601.66 | $215,644.59 | $1,086,764.00 | 19.84 | 80.16 |
| 4) Other Local Revenues | 8600-8799 | $3,231.75 | $43,331.86 | $222,830.57 | 19.45 | 80.55 |
| **5) Total, Revenues** | | **$594,439.64** | **$1,040,401.65** | **$5,379,594.57** | **19.34** | **80.66** |
| **EXPENDITURES** | | | | | | |
| 2) Classified Salaries | 2000-2999 | $137,193.98 | $621,179.91 | $1,644,392.00 | 37.78 | 62.22 |
| 3) Employee Benefits | 3000-3999 | $62,991.80 | $252,283.15 | $717,420.00 | 35.17 | 64.83 |
| 4) Books and Supplies | 4000-4999 | $121,720.54 | $788,683.77 | $2,568,981.00 | 30.70 | 69.30 |
| 5) Services, Oth Oper Exp | 5000-5999 | $15,509.39 | $23,674.83 | ($340,780.00) | (6.95) | 106.95 |
| 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** | | **$337,415.71** | **$1,685,821.66** | **$4,918,013.00** | **34.28** | **65.72** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | | **$257,023.93** | **($645,420.01)** | **$461,581.57** | | |
| **ENDING FUND BALANCE** | | | **$4,708,382.65** | **$5,815,384.23** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 1400 Deferred Maintenance Fund

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $158,178.29 | $158,178.29 | | |
| **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 | $1,379.03 | $2,696.38 | 51.14 | 48.86 |
| **5) Total, Revenues** | | **$0.00** | **$301,379.03** | **$302,696.38** | **99.56** | **0.44** |
| **EXPENDITURES** | | | | | | |
| 5) Services, Oth Oper Exp | 5000-5999 | $0.00 | $8,350.00 | $43,360.27 | 19.26 | 80.74 |
| 6) Capital Outlay | 6000-6999 | $23,593.15 | $354,974.00 | $417,514.40 | 85.02 | 14.98 |
| **9) Total Expenditures** | | **$23,593.15** | **$363,324.00** | **$460,874.67** | **78.83** | **21.17** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | | **($23,593.15)** | **($61,944.97)** | **($158,178.29)** | | |
| **ENDING FUND BALANCE** | | | **$96,233.32** | **$0.00** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 1500 Pupil Transportation Equip

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $338,073.19 | $338,073.19 | | |
| **REVENUES** | | | | | | |
| 4) Other Local Revenues | 8600-8799 | $0.00 | $2,908.70 | $13,351.08 | 21.79 | 78.21 |
| **5) Total, Revenues** | | **$0.00** | **$2,908.70** | **$13,351.08** | **21.79** | **78.21** |
| **EXPENDITURES** | | | | | | |
| 6) Capital Outlay | 6000-6999 | $0.00 | $0.00 | $131,402.28 | 0.00 | 100.00 |
| **9) Total Expenditures** | | **$0.00** | **$0.00** | **$131,402.28** | **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** | **$102,908.70** | **($18,051.20)** | | |
| **ENDING FUND BALANCE** | | | **$440,981.89** | **$320,021.99** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 2000 SPECIAL RESERVE FUND FOR OTHER F

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $14,578,739.07 | $14,578,739.07 | | |
| **REVENUES** | | | | | | |
| 4) Other Local Revenues | 8600-8799 | $0.00 | $109,887.32 | $382,016.61 | 28.77 | 71.23 |
| **5) Total, Revenues** | | **$0.00** | **$109,887.32** | **$382,016.61** | **28.77** | **71.23** |
| **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** | **$109,887.32** | **($417,983.39)** | | |
| **ENDING FUND BALANCE** | | | **$14,688,626.39** | **$14,160,755.68** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 2140 Building Funds - Local 4

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $7,303,504.56 | $7,303,504.56 | | |
| **REVENUES** | | | | | | |
| 4) Other Local Revenues | 8600-8799 | $0.00 | $55,050.20 | $144,981.17 | 37.97 | 62.03 |
| **5) Total, Revenues** | | **$0.00** | **$55,050.20** | **$144,981.17** | **37.97** | **62.03** |
| **OTHER FINANCING SOURCES/USES** | | | | | | |
| 1) Transfers | | | | | | |
| B) Transfers Out | 7610-7629 | $0.00 | $3,000,000.00 | $7,000,000.00 | 42.86 | 57.14 |
| **4) Total, Other Financing Sources/Uses** | | **$0.00** | **($3,000,000.00)** | **($7,000,000.00)** | **42.86** | **57.14** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | | **$0.00** | **($2,944,949.80)** | **($6,855,018.83)** | | |
| **ENDING FUND BALANCE** | | | **$4,358,554.76** | **$448,485.73** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 2145 Building Funds - Local 5

| | | November 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

November 2025



Fund: 2150 Building Funds - Local 6

| | | November 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

November 2025

12/8/2025 7:15:47AM

Fund: 2500 CapitalFacilities Fund

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $2,856,316.57 | $2,856,316.57 | | |
| **REVENUES** | | | | | | |
| 4) Other Local Revenues | 8600-8799 | $0.00 | $152,713.56 | $595,580.52 | 25.64 | 74.36 |
| **5) Total, Revenues** | | **$0.00** | **$152,713.56** | **$595,580.52** | **25.64** | **74.36** |
| **EXPENDITURES** | | | | | | |
| 5) Services, Oth Oper Exp | 5000-5999 | $0.00 | $51,328.44 | $68,448.44 | 74.99 | 25.01 |
| 6) Capital Outlay | 6000-6999 | $0.00 | $206,916.22 | $201,177.52 | 102.85 | (2.85) |
| **9) Total Expenditures** | | **$0.00** | **$258,244.66** | **$269,625.96** | **95.78** | **4.22** |
| **OTHER FINANCING SOURCES/USES** | | | | | | |
| 1) Transfers | | | | | | |
| B) Transfers Out | 7610-7629 | $0.00 | $0.00 | $0.00 | 0.00 | 100.00 |
| **4) Total, Other Financing Sources/Uses** | | **$0.00** | **$0.00** | **$0.00** | **0.00** | **100.00** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | | **$0.00** | **($105,531.10)** | **$325,954.56** | | |
| **ENDING FUND BALANCE** | | | **$2,750,785.47** | **$3,182,271.13** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 3500 SCHOOL FACILITY PROGRAM

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $621,063.78 | $621,063.78 | | |
| **REVENUES** | | | | | | |
| 3) Other State Revenues | 8300-8599 | $0.00 | $3,360,231.00 | $3,360,231.00 | 100.00 | 0.00 |
| 4) Other Local Revenues | 8600-8799 | $0.00 | $810.54 | $12,047.41 | 6.73 | 93.27 |
| **5) Total, Revenues** | | **$0.00** | **$3,361,041.54** | **$3,372,278.41** | **99.67** | **0.33** |
| **EXPENDITURES** | | | | | | |
| 6) Capital Outlay | 6000-6999 | $105,793.79 | $1,336,891.80 | $10,506,682.46 | 12.72 | 87.28 |
| **9) Total Expenditures** | | **$105,793.79** | **$1,336,891.80** | **$10,506,682.46** | **12.72** | **87.28** |
| **OTHER FINANCING SOURCES/USES** | | | | | | |
| 1) Transfers | | | | | | |
| A) Transfers In | 8910-8929 | $0.00 | $3,000,000.00 | $7,000,000.00 | 42.86 | 57.14 |
| 3) Contributions | 8980-8999 | $0.00 | $0.00 | $0.00 | 0.00 | 100.00 |
| **4) Total, Other Financing Sources/Uses** | | **$0.00** | **$3,000,000.00** | **$7,000,000.00** | **42.86** | **57.14** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | | **($105,793.79)** | **$5,024,149.74** | **($134,404.05)** | | |
| **ENDING FUND BALANCE** | | | **$5,645,213.52** | **$486,659.73** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 4000 Special Reserve - Capital Outlay

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $8,044,103.64 | $8,044,103.64 | | |
| **REVENUES** | | | | | | |
| 4) Other Local Revenues | 8600-8799 | $0.00 | $60,746.43 | $184,559.62 | 32.91 | 67.09 |
| **5) Total, Revenues** | | **$0.00** | **$60,746.43** | **$184,559.62** | **32.91** | **67.09** |
| **EXPENDITURES** | | | | | | |
| 6) Capital Outlay | 6000-6999 | $0.00 | $116,841.26 | $124,417.46 | 93.91 | 6.09 |
| **9) Total Expenditures** | | **$0.00** | **$116,841.26** | **$124,417.46** | **93.91** | **6.09** |
| **OTHER FINANCING SOURCES/USES** | | | | | | |
| 1) Transfers | | | | | | |
| A) Transfers In | 8910-8929 | $203,426.00 | $203,426.00 | $200,000.00 | 101.71 | (1.71) |
| 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** | | **$203,426.00** | **$203,426.00** | **$200,000.00** | **101.71** | **(1.71)** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | | **$203,426.00** | **$147,331.17** | **$260,142.16** | | |
| **ENDING FUND BALANCE** | | | **$8,191,434.81** | **$8,304,245.80** | | |

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

# Fiscal Position Report

November 2025

12/8/2025 7:15:47AM

Fund: 6720 Self-Insurance/Other

| | | November Amount | YTD Amount | Revised Budget | % of Budget | % Remain |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | 9791-9795 | | $1,125,246.34 | $1,125,246.34 | | |
| **REVENUES** | | | | | | |
| 4) Other Local Revenues | 8600-8799 | $100.00 | $127,266.13 | $236,701.58 | 53.77 | 46.23 |
| **5) Total, Revenues** | | **$100.00** | **$127,266.13** | **$236,701.58** | **53.77** | **46.23** |
| **EXPENDITURES** | | | | | | |
| 5) Services, Oth Oper Exp | 5000-5999 | $6,106.31 | $189,621.59 | $216,250.00 | 87.69 | 12.31 |
| **9) Total Expenditures** | | **$6,106.31** | **$189,621.59** | **$216,250.00** | **87.69** | **12.31** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | | **($6,006.31)** | **($62,355.46)** | **$20,451.58** | | |
| **ENDING FUND BALANCE** | | | **$1,062,890.88** | **$1,145,697.92** | | |

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/08/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:**
Receive the Budget Calendar for the 2026-2027 budget.

**PURPOSE:**
Attached is the timeline the District will follow for the preparation of the 2026-2027 school district budget.

**FISCAL IMPACT:**
None.

**RECOMMENDATIONS:**
Receive the Budget Calendar.

| ***2026*** | | |
|---|---|---|
| *January* | 12 | Site Allocation Planning. Determine School/Department planning figures for 2026-27 Personnel and Supply allocations. |
| | 28 | Budget and Local Control Accountability Plan (LCAP) calendar presented to Board of Trustees. |
| *February* | 2 | Parent surveys to be issued |
| | 3 | Parent Advisory Committee Meeting (including LCAP Consultation) |
| | 5 | DELAC meeting (including LCAP consultation) |
| | 12 | Annual Staff Planning – Meeting #1 |
| | 20 | Parent surveys to be returned |
| | 23 | Annual Staff Planning – Meeting #2 |
| | 27 | Annual Staff Planning – Meeting #3 |
| | 27 | Distribute budget materials to Schools and Departments (Pupil Allocation) |
| *March* | 1-30 | Superintendent to review Department budgets with managers at briefings. Review budget memos with managers. |
| | 1-30 | Principals/Department Heads develop budgets |
| | 9 | Annual Staff Planning – ADA/enrollment projections for calculation of income (Exec. Council) |
| | 9 | Review Personnel (Exec. Council) |
| | 10 | 2026-27 Certificated Pre-Staffing |
| | 11 | LCAP Student Focus Group (5th- 8th grade students) to be held at JFK Jr. High School |
| | 17 | Parent Advisory Committee Meeting (including LCAP Consultation) |
| | 19 | DELAC meeting (including LCAP consultation) |
| | 24 | 2026-27 Annual Staff Planning – Certificated |
| | 31 | 2026-27 General Purpose, Categorical, Food Services and Special Ed budgets due to Fiscal Services. |
| *April* | 7 | Establish Budget Committee |
| | 17 | Review 2026-27 proposed income and expenditures. Make any necessary adjustments to balance. |

| | | |
|---|---|---|
| | 22 | HESD sets dates for Public hearings for proposed 2026-27 LCAP and Budget. Superintendent notifies members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. |
| *May* | 5 | LCAP consultation at HETA Meet & Consult including preview of Draft 2026-27 LCAP |
| | 12 | Superintendent review of school plans (EC 64001) to ensure that the specific actions included in the LCAP are consistent with strategies included in the school plans. |
| | 12 | Parent Advisory Committee Meeting including presentations of Draft LCAP for review and comment. The Superintendent will respond in writing to any comments received. |
| | 14 | 2026-27 Classified Staffing |
| | 14 | DELAC meeting including presentation of Draft LCAP for review and comment. The Superintendent will respond in writing to any comments received. |
| | 18 | LCAP consultation at CSEA Meet & Consult including review of the Draft 2026-27 LCAP |
| | 27 | Public Notice re: 2026-27 LCAP and Budget (at least 14 days prior to hearing) |
| | 27 | Release Draft of LCAP for public review and comment and submit to KCOE for review. |
| | *28* | *Tentative Budget Committee meeting* |
| *June* | 10 | Board Meeting Public Hearings to solicit recommendations and comments of members of the public regarding 2026-27 LCAP and Budget |
| | 24 | Board Meeting<br>Review local indicators<br>ADOPT 2026-27 LCAP and Budget. |
| | *24* | *Post LCAP on District's website* |
| *August* | 14 (*deadline dependent on budget signing)* | Adopt within 45 days after the Governor signs the budget, revisions to reflect changes in income or expenditures stemming from the State budget legislation |

# HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly
DATE: December 5, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: December 17, 2025

**ITEM:** Receive for Information BP/AR 5020 Parents Rights and Responsibilities

**PURPOSE:** Policy updated to more closely align with law, the Governing Board's belief that the district's relationship with parents/guardians is one of mutual support and respect, and that the partnership with parents/guardians is specific to their children. Additionally, policy updated to clarify that the notification parents/guardians receive regarding their rights, includes, but is not limited to, rights under the Family Educational Rights and Privacy Act (FERPA), in accordance with Board Policy/Exhibit (1) 5145.6 - Parent/Guardian Notifications. In addition, 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. Policy also updated to include that the Superintendent or designee may establish a parent center at a school with a substantial number of students with a home language other than English, to encourage parent/guardian understanding of and participation in their children's educational programs.

Regulation updated to add that parent/guardian rights include notification of the opportunity to opt their child out of certain instruction, as required by state law, and 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, regulation updated to clarify that parents/guardians have the right to receive notice and information about and to opt out of (1) any psychological testing involving their child and (2) any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life. In addition, regulation updated to add that (1) parents/guardians of English learners be given any required written notification in English and the student's home language, and (2) that the rights of parents/guardians be exercised in accordance with applicable Board policy and administrative regulation. Regulation also updated to expand that parents/guardians may support the learning environment of their child by monitoring and prohibiting or regulating the use of social media and other forms of online entertainment viewed by their child.

**FISCAL IMPACT:** The district receives a series of federal grants which are impacted by this policy.

**RECOMMENDATION:** N/A Information Only

## Policy 5020: Parent Rights And Responsibilities

**Status:** ADOPTED

**Original Adopted Date:** 05/16/2001 | **Last Revised Date:** 12/02/2025 | **Last Reviewed Date:** 12/02/2025

The Governing Board~~ of Trustees~~ recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their children.

The Board believes that the ~~education of the~~ district's ~~students~~relationship with parents/guardians is ~~a shared responsibility~~one of mutual support and respect. The Superintendent or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians~~, school staff and students~~ for continuing the intellectual, physical, emotional, and social development and well-being of their students~~ at each school site~~, including the means by which the ~~schools~~district and parents/guardians can help their students achieve academic and other standards of the ~~school.~~district.

Within this framework, the ~~school's~~district's primary responsibility shall be to provide a high~~-~~-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the ~~school.~~district.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school.~~ (Education Code 51100)~~ (Education Code 51100)

The Superintendent or designee shall ensure that district staff understand the rights of parents/guardians afforded by law, Board policy, and administrative regulation, and follow acceptable practices that respect those rights.

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights~~ in accordance with law.~~, including, but not limited to, their rights in accordance with 20 USC 1232g and 34 CFR 99.1-99.8, the federal Family Educational Rights and Privacy Act (FERPA), and as specified in Board Policy/Exhibit (1) 5145.6 - Parent/Guardian Notifications.

When required by law, Board policy, or administrative regulation, the district shall notify parents/guardians that they may request to opt their student out of certain instruction. Students for whom the district has approved the opt out shall be offered an alternative activity of similar educational value.

The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language, of the rights and opportunities available to them pursuant to Education Code 48985. (Education Code 51101.1)

The Superintendent or designee may establish a parent center at a school with a substantial number of students with a home language other than English, to encourage parent/guardian understanding of, and participation in, their children's educational programs. (Education Code 51101.1)

## Regulation 5020: Parent Rights And Responsibilities

**Status:** ADOPTED

**Original Adopted Date:** 05/16/2001 | **Last Revised Date:** 12/02/2025 | **Last Reviewed Date:** 12/02/2025

### Parent/Guardian Rights

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code 51101)

   Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by ~~parents/guardians~~a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code 49091.10)

2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal ~~of the school in which their child is enrolled~~ (Education Code 51101)

3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code 51101)

4. To be notified on a timely basis if their child is absent from school without permission (Education Code 51101)

5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (Education Code 51101)

   For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test. (Education Code 51101.1)

6. To request a particular school for their child and to receive a response from the district (Education Code 51101)

7. To have a school environment for their child that is safe and supportive of learning (Education Code 51101)
   -

8. To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code 51101; 20 USC 1232h)

   Parents/guardians may inspect, in a reasonable time frame, all primary supplemental

instructional materials and assessments ~~stored by the classroom teacher,~~ including textbooks, teacher's manuals, films, ~~tapes~~audio and video recordings, and software~~.~~, stored by the classroom teacher. (Education Code 49091.10)

Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code 49091.14)

The school may charge an amount not to exceed the cost of duplication if a hardcopy is created. (Education Code 49091.14)

~~8.~~9. To be notified of the opportunity to opt their child out of certain instruction, as required by law (Education Code 51240, 51938)

~~9.~~ To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child ~~(Education Code 51101)~~

10. ~~To have access to the school records of their child~~ (Education Code 51101)

11. For parents/guardians of English learners, to support their child's advancement toward literacy (Education Code 51101.1)

    The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510. (Education Code 51101.1)

12. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts~~.~~ (Education Code 51101.1)

13. To have access to the student records of their child (Education Code 51101)

~~13.~~14. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish (Education Code 51101)

~~14.~~15. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes, and procedures for visiting the school (Education Code 51101)

~~15.~~16. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention, and of their right to consult with ~~school~~district personnel responsible for a decision to promote or retain their child and to appeal such a decision (Education Code 51101)

~~16.~~17. To receive notice and information about and to opt out of any psychological testing ~~the school does~~ involving their child ~~and to deny permission to give the test~~ (Education Code 51101)

~~17.~~18. To ~~refuse to submit or to participate in~~ receive notice and information about and to opt out of any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life~~;~~, any form of ~~parental~~parent/guardian screening or testing~~;~~, any nonacademic home-based counseling program~~;~~, parent/guardian training~~;~~, or any prescribed

family education service plan, and to inspect any survey collecting personal information~~.~~ (Education Code 49091.18~~)~~; 20 USC 1232h)

~~18.~~19. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)

~~19.~~20. To question anything in their child's student record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code 51101)

~~20.~~21. To provide informed, written parental consent before ~~testing any student~~their child is tested for a behavioral, mental, or emotional evaluation~~.~~

A general consent, including medical consent used to approve admission to or involvement in~~,~~ a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code 49091.12)

22. For parents/guardians of English learners, to be given any required written notification, under any applicable law, in English and the student's home language pursuant to Education Code 48985 (Education Code 51101.1)

These rights shall be exercised in accordance with applicable Board policy and administrative regulation.

**Parent Responsibilities**

Parents/guardians may support the learning environment of their ~~children~~child by: (Education Code 51101)

1. Monitoring attendance of their ~~children~~child
2. Ensuring that homework is completed and turned in on time
3. Encouraging their ~~children~~child to participate in extracurricular and cocurricular activities
4. Monitoring and prohibiting or regulating the ~~television~~use of social media and other forms of online entertainment viewed by their ~~children~~child
5. Working with their ~~children~~child at home in learning activities that extend the classroom learning
6. Volunteering in their ~~children's~~child's classroom(s) or for other school activities
7. Participating in decisions related to the education of their own ~~children~~child or the total school program, as appropriate

# HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly
DATE: December 5, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: December 17, 2025

**ITEM:** Receive for Information BP/AR 6020 Parent Involvement

**PURPOSE:** Policy updated to reference the U.S. Department of Education's June 2025 Dear Colleague Letter which provides school choice guidance and explains how states can use federal funds to both expand education choice and turn around underperforming schools. Additionally, policy updated to ensure compliance with the California Department of Education's federal program monitoring instrument. In addition, policy updated to add material related to the establishment and convening of a parent advisory committee (PAC) and, as applicable, an English learner parent advisory committee (ELPAC), which was moved from the accompanying administrative regulation, as it is more appropriately placed in Board policy. Policy also updated to add that the Superintendent or designee annually attend a regular meeting of the PAC or ELPAC, if applicable.

Regulation updated to ensure compliance with the California Department of Education's Federal Program Monitoring. Additionally, regulation updated to delete material related to the establishment and convening of a parent advisory committee and, as applicable, an English learner parent advisory committee, which was moved to the accompanying Board policy for more appropriate placement. In addition, regulation updated to include that (1) the district may utilize department leaders and district instructional coaches to provide parent/guardian training on topics that include, English language development, state academic standards and assessments, and specific strategies to support the student in the home, and (2) the Superintendent or designee may utilize professional development sessions to train teachers, administrators, and staff on ways to effectively engage parents/guardians, with each school site sharing best practices that others may learn from.

Following CDE's Compensatory Education Program Instrument, the policy was reviewed, and reflects the current CDE requirements. The local governing board of the LEA receiving Title I, Part A funding shall develop jointly with, agree on with, and distribute to, parents and family members of participating children, a written parent and family engagement policy which shall be incorporated into the LEA level plan, and establish the agency's expectations and objectives for meaningful parent and family involvement.

**FISCAL IMPACT:** The district receives a series of federal grants which are impacted by this policy.

**RECOMMENDATION:** N/A Information Only

## Policy 6020: Parent Involvement

**Status:** ADOPTED

**Original Adopted Date:** 06/16/1996 | **Last Revised Date:** 12/02/2025 | **Last Reviewed Date:** 12/02/2025

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment.

The Superintendent or designee shall work with parents/guardians and family members to jointly develop and ~~agree upon policy and strategies to~~implement this policy, and the programs established by this policy, and to propose revisions to this policy, as needed. Additionally, the Superintendent or designee shall meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home. (Education Code 11500-11504, 51101; 20 USC 6318)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available ~~to them to do so~~for them to do so, in accordance with Board Policy/Administrative Regulation 5020 - Parents Rights and Responsibilities.

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. ~~(Education Code 42238.02, 52060)~~ (Education Code 42238.02, 52060)

The Board shall establish and convene a parent advisory committee (PAC), and, as applicable, an English learner parent advisory committee (ELPAC) to review and comment on the LCAP, in accordance Board Policy 0460 - Local Control and Accountability Plan, including the use of federal funds and how funds will be allocated for parent/guardian involvement activities as well as activities related to increasing student achievement.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of parent/guardian involvement opportunities and on barriers that may inhibit participation.

**Title I Schools**

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding~~,~~; developing strategies that describe how the district will carry out each activity listed in 20 USC 6318~~, as contained in the accompanying administrative~~

~~regulation,~~; and implementing and evaluating such programs, activities, and procedures. The Superintendent or designee shall implement these obligations in accordance with the accompanying administrative regulation. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and ~~shall~~ distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

Expenditures of such funds shall be consistent with the activities specified in this Board policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school

3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members

4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy-

~~If the district also receives funds under federal Title IV, Part E, to~~
To coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an

understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. ~~(20 USC 6318~~ (20 USC 6318)

As required by law, the Superintendent or designee shall annually attend a regular meeting of the PAC or ELPAC, if applicable, to receive input and feedback on topics that support student achievement and programs that reach parents/guardians and family members at home, in the community, and at school. (20 USC 6318)

**Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

## Regulation 6020: Parent Involvement

**Status:** ADOPTED

**Original Adopted Date:** 02/21/2007 | **Last Revised Date:** 12/02/2025 | **Last Reviewed Date:** 12/02/2025

### District Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

   The Superintendent or designee may:

   ~~a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the district's local control and accountability plan (LCAP) in accordance with the review schedule established by the Governing Board~~

   ~~b.~~a. Invite input on the plan from other district committees and school site councils

   ~~c.~~b. Communicate with parents/guardians through the district newsletter, website, or other methods regarding the plan and the opportunity to provide input

   ~~d.~~c. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand

   ~~e.~~d. Ensure that there is an opportunity at a public Governing Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan

   ~~f.~~e. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

The Superintendent or designee may:

a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues

~~b.~~a. Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs

~~c.~~a. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities

~~d.~~a. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements

~~e.~~a. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

   The Superintendent or designee may:

   a. Identify overlapping or similar program requirements

   ~~b.~~a. Involve district and school site representatives from other programs to assist in identifying specific population needs

   ~~c.~~a. Schedule joint meetings with representatives from related programs and share data and information across programs

   ~~d.~~a. Develop a cohesive, coordinated plan focused on student needs and shared goals

4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)

   a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background

   ~~b.~~a. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers

   ~~c.~~a. Strategies to support successful school and family interactions

   The Superintendent or designee may~~:~~:

a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications

b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged

~~c.~~ Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

c.

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

~~5.~~ 5. Use the findings of the evaluation conducted pursuant to ~~item~~Item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)-

~~The Superintendent or designee may:~~

The Superintendent or designee may:

a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians

b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups

c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration

~~6.~~ 6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

~~The Superintendent or designee may:~~

The Superintendent or designee may:

a. Include information about school activities in district communications to parents/guardians and family members

b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members

c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

~~In addition~~Additionally, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in ~~item~~Item #7 of ~~the section~~ "School-Level Policies for Title I Schools~~"~~," below. (20 USC 6318)

**School-Level Policies for Title I Schools**

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. The school policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved

2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

   The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:

   ~~a.~~

   a. Timely information about Title I programs

   ~~b.~~

   b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the state academic standards

   ~~c.~~

   ~~4.~~c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education. The district shall respond to any such suggestions as soon as practicably

possible.

5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
-

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

   This compact shall address:

   a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards

   ~~b.~~a. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

   ~~c.~~a. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

      i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

      ii. Frequent reports to parents/guardians on their children's progress

      iii. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

      iv. Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:

   a. Assist parents/guardians, as appropriate, in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

   ~~b.~~a. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as

appropriate, to help them work with their children to improve their children's achievement

~~c.~~a. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

~~d.~~b. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education

~~e.~~c. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

~~f.~~d. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

In addition, the school plan may include strategies to:

a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training

b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions

d. Train parents/guardians to enhance the involvement of other parents/guardians

e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation

f. Adopt and implement model approaches to improving parent/guardian involvement

g. Establish a parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs

h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities

i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families

j. Provide a master calendar of district/school activities and meetings

k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, ~~web site~~website, or other written or electronic means

l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed

n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops

p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement

q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

~~8.~~ If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. ~~(20 USC 6318)~~ (20 USC 6318)

## District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

---

1. -Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

   The district may utilize department leaders and district instructional coaches to provide parent/guardian training on topics that include, English language development, state academic standards and assessments, and specific strategies to support the student in the home.

   The Superintendent or designee may:

   a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education

   b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter

   c. Provide parents/guardians with information about students' class assignments and homework assignments

2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits

   b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing

   c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees

3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

   The Superintendent or designee may:

a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students

b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's website, and other written or electronic communications

d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand

e. Develop mechanisms to encourage parent/guardian input on district and school issues

f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background

g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care

4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

   b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications

   c. Utilize professional development sessions to train teachers, administrators, and staff on ways to effectively engage parents/guardians, with each school site sharing best practices that others may learn from

5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

   The Superintendent or designee may:

   a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives

   b. Involve parents/guardians and family members in school planning processes

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: December 9, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 17, 2025

**ITEM:** Consider adopting Resolution #16-26: Regarding Absent Board Member Compensation.

**PURPOSE:** Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Robert Garcia was unable to attend the November 12, 2025 meeting due to illness.

**FISCAL IMPACT:** Not to exceed $316.13.

**RECOMMENDATIONS:** Adopt Resolution #16-26.

**HANFORD ELEMENTARY SCHOOL DISTRICT**
**RESOLUTION # 16-26**

**Board of Trustees**
**Hanford Elementary School District**

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

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

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

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

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

**PASSED AND ADOPTED THIS 17th day of November, 2025** at a regular meeting, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

| | |
|---|---|
| Jeff Garner, Vice-President | Lupe Hernandez, Clerk |

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 12/04/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/25

**ITEM:** Consider approval for out-of-state travel

**PURPOSE:** Hanford Elementary School District is transitioning to Focus School Software as our new Student Information System (SIS) starting in the 2026-2027 school year. The 17th Annual Focus Users' Conference is taking place January 12 – 15, 2026, in St. Pete Beach, Florida, and Focus is covering the cost of conference registration for HESD attendees.

The Conference offers technical courses on implementation and integration features, numerous expert-led sessions, hands-on labs, and opportunities to build stronger relationships with the Focus Software team.
Chris Martinez, Chief Technology Officer, and Preston Cooper, Database Specialist, will attend the conference to support our transition and implementation of Focus SIS.

**FISCAL IMPACT:** Approximately $5,000.00 for travel, accommodations, and meals.

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 12/04/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/25

**ITEM:** Consider for approval the Charter Petition for the Hanford Elementary Online Charter

**PURPOSE:** Hanford Elementary School District is seeking approval of a non-classroom-based charter to begin serving students in August 2026. The charter will be called the Hanford Elementary Online Charter, serving students in Kindergarten to 8th grade, and will be located at 823 W. Lacey Blvd.

Upon approval of charter petition by the Hanford Elementary Board of Trustees, the document will be submitted to California State Board of Education for a Charter School Number. Below is the tentative timeline for this process:

- November 12, 2025 — Board Meeting Information Item – Hanford Elementary Online Charter Petition
- December 17, 2025 — Public Hearing & seeking approval of the Hanford Elementary Online Charter Petition
- January 5, 2026 — Deadline to submit to the Hanford Elementary Online Charter Petition to the Charter Schools Department for inclusion on California State Board of Education agenda
- March 11- 12, 2026 — California State Board of Education Meeting – Hanford Elementary Online Charter Petition
- April 2026 — Hanford Elementary Online Charter receives approval/charter school Number
- August 2026 — Hanford Elementary Online Charter opens

**FISCAL IMPACT:** $627,228

**RECOMMENDATIONS:** Approve.

# PUBLIC HEARING NOTICE

## Charter Petition – Hanford Elementary Online Charter
## A Nonclasssroom Based Charter

The Hanford Elementary School District will hold a public hearing regarding the charter petition for HESD's district-sponsored nonclassroom-based charter school, Hanford Elementary Online Charter, to be established for the 2026-2027 academic year.

Place: Hanford Elementary School District
Board Room
714 N. White Street
Hanford, CA 93230

Date: December 17, 2025

Time: 5:30 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will receive information about the Charter Petition and, later in the meeting, consider its approval.

Inquiries regarding this matter should be directed to:

Joy Gabler
Superintendent
Hanford Elementary School District
714 N. White Street
P.O. Box 1067
Hanford, CA 93230
(559) 585-3604

Date to Publish: December 5, 2025
Paper to Publish: Hanford Sentinel
Contact: Jessica Valencia

# Petition for the Establishment of the Hanford Elementary Online Charter School

**Charter Document 11-2025**

*Grades K–8 Nonclassroom-Based/Independent Study Program*

| | |
|---|---|
| Submitted to: | Hanford Elementary School District Board of Trustees |
| Submitted by: | Hanford Elementary School District |
| Proposed Opening Date: | August 11, 2026 |
| Term of Charter: | Five Years (July 1, 2026 – June 30, 2031) |
| Administrative Offices: | 714 N. White Street, Hanford, CA 93230 |
| Student Resource & Testing Center: | 823 W. Lacey Blvd, Hanford, CA 93230 |

---

## INTRODUCTION

This petition is submitted by Hanford Elementary School District ("District") pursuant to California Education Code (EC) §§ 47600–47663 to establish the Hanford Elementary Online Charter School ("Hanford Elementary Online Charter"), a district-operated, dependent charter providing a nonclassroom-based (NCB) instructional program under EC §§ 51744–51749.6 and Title 5 CCR §§ 11700–11705.

The Hanford Elementary Online Charter will expand learning opportunities for students in grades K–8 who reside within the district's boundaries and contiguous counties, providing high-quality, standards-aligned instruction through an online platform supported by credentialed teachers, individualized learning plans, and comprehensive student support services.

## MISSION & VISION

To deliver equitable, rigorous, and personalized online learning experiences that empower K–8 students to meet or exceed California academic standards, develop essential life skills, and thrive as engaged, self-directed learners.

Vision Statement: The Online Academy will be recognized as a leader in flexible, technology-enhanced education, offering a safe, inclusive, and innovative environment that meets the needs of diverse learners.

Hanford Elementary Online Charter will be open to all elementary students in grades K – 8 and will be nonsectarian in its programs, admission policies, employment practices, and all other operations. Hanford Elementary Online Charter will specifically target students seeking a non-traditional educational setting in which students can achieve their individual learning goals. The ethnic and racial diversity of Kings, Fresno, and Tulare Counties will be reflected in the student population. By serving families that are interested in an online, virtual setting, the school provides a new choice to underserved students in the region. Hanford Elementary Online

Charter will not charge tuition, and shall not discriminate against any pupil or applicant on the basis of ethnicity, gender, religion, national origin, sexual orientation, disability, or place of residence. In the event there are more applicants than available spaces, a lottery process will be used to fill the available spots.

## ELEMENT A: THE EDUCATIONAL PROGRAM

### A. Target Population

The program is designed for:

- Students who benefit from flexible scheduling
- Students with health needs or mobility limitations
- Students seeking acceleration or remediation
- Families desiring personalized pacing and learning environments

The program will be inclusive, serving English Learners (EL), students with disabilities, foster youth, and socioeconomically disadvantaged students in compliance with all state and federal laws.

### B. Grade Levels & Enrollment

| | | |
|---|---|---|
| Opening Year (2026–27): | K–8, projected | 25 - 50 students |
| Year 5: | K–8, projected | 250 students |

Enrollment Policy per EC § 47605(e)(2):

- Open to all eligible students within the district boundaries and contiguous counties
- No tuition
- A lottery process will be established if oversubscribed

### C. Curriculum & Instruction

Students enrolled in the Hanford Elementary Online Charter School will follow district-established pacing calendars for each grade level. All district pacing calendars are aligned to state adopted standards.

Standards Alignment:

- California Common Core State Standards (CCSS)
- Next Generation Science Standards (NGSS)
- California History–Social Science Standards
- Physical Education
- Visual and Performing Arts

Delivery Model:

- Synchronous: Daily live sessions via secure video conferencing
- Asynchronous: Self-paced assignments and adaptive learning modules in Microsoft Teams and/or Apex
- Core Subjects: English Language Arts, Mathematics, Science, Social Studies, Physical Education, Visual and Performing Arts

- Differentiation: Tiered supports for intervention/enrichment; embedded English Language Development (ELD) services
- Special Education: Services delivered per Individualized Education Programs (IEPs)

**D. Instructional Minutes**

In compliance with EC §§ 46207, 51747.3:

- K: 36,000 annual minutes
- 1–3: 50,400 annual minutes
- 4–8: 54,000 annual minutes

Minutes will be tracked via daily synchronous attendance, asynchronous work submission, and teacher verification.

**E. Independent Study Compliance**

- Hanford Elementary School District Master Agreement for Independent Study (SCH-049) will be signed by the student, parent/guardian, and teacher before participation. (§ 51747(c))
- Students are expected to consistently complete and submit all assignments, engage in live instruction and live interactions.
- Students are expected to make satisfactory learning progress.
- One or more of the following will result in tiered re-engagement process (§ 51747.5):
    - Less than 50% participation in provided live instruction and/or live interaction and/or 3 missing assignments in a week, or student has not generated more than 10% attendance for required instructional time over four continuous weeks of the instructional calendar.
    - Violation of the written agreement.
    - Unsatisfactory progress on foundational learning concepts as determined by the assigned teacher.

## ELEMENT B: MEASURABLE PUPIL OUTCOMES

Measurable pupil outcomes are defined as the extent to which all students of Hanford Elementary Online Charter attain the skills and knowledge specified as goals in the school's educational program. Students will demonstrate competency in academic areas that are aligned to the California Common Core State Standards.

Students will demonstrate progress by:

- Demonstrate continual progress toward grade-level standards in the core academic areas
- Complete grade-specific tasks aligned to district assessments
- Complete required assignments to demonstrate development, growth, and understanding of grade-level requirements
- Academic:
    - CAASPP growth in ELA/Math/Science will mirror district results
    - Student performance on district assessments will mirror district results
- EL Progress:

    - Students will advance at least one proficiency level annually
- Engagement:
    - 95% weekly participation rate

## ELEMENT C: METHODS FOR MEASURING PUPIL PROGRESS

- California Assessment of Student Performance and Progress (CAASPP)
- California Science Test (CAST)
- English Learner Proficiency Assessments for California (ELPAC)
- Hanford Elementary Assessments as per the HESD Assessment Calendar
- Monthly work sample audits
- Weekly teacher progress notes

Hanford Elementary Online Charter staff make extensive use of data to drive Hanford Elementary Online Charter's instructional practices and course structure to evaluate and improve curriculum and to allocate resources. During collaboration meetings, Hanford Elementary Online Charter faculty members analyze both formative and summative assessments to ensure Hanford Elementary Online Charter is using appropriate instructional strategies to meet the needs of all students. Some examples of formative data used by Hanford Elementary Online Charter faculty include performance-based assessments, anecdotal records, and classroom grades. Based on formative assessments, staff will work together to modify online content and present information to students using different strategies in an effort to differentiate instruction. Staff will also take advantage of individual or group tutoring, open lab time, and alternative materials to re-teach information to students who are in need of additional assistance.

Data will be collected on all students from state assessments, local assessments, grades, physical fitness tests, and observations. Hanford Elementary Online Charter also uses summative assessments, such as CAASPP and ELPAC to help shape how staff assign student academic support.

## ELEMENT D: GOVERNANCE STRUCTURE

| | |
|---|---|
| Type: | Dependent charter operated by Hanford Elementary School District |
| Governing Board: | Hanford Elementary School District Board of Trustees |
| Administrative Oversight: | HESD Superintendent & Hanford Elementary Charter Administrator |
| Advisory Committee: | HESD Parent Advisory Committee, HESD District English Learners Advisory Committee, Hanford Elementary Online Charter School Site Council |

As a dependent charter, the Hanford Elementary School District Board of Trustees and District Superintendent will govern Hanford Elementary Online Charter consistent with applicable state and federal laws, established policies, regulations, and the provisions of collective bargaining agreements. School budgetary and personnel actions will be approved by the Board of Trustees following review and recommendation by the Hanford Elementary Online Charter Council. The current election process for the Hanford Elementary School District Board of Trustees, as governed by state and local statute, will remain in place. Policies will continue to be reviewed and enacted at semi-monthly public board meetings.

The Hanford Elementary Online Charter and the Authorizing Agency recognize that the purpose of the charter school is to allow exemption from significant state and local rules that inhibit the flexible operation and management of the school, while also acknowledging that Hanford Elementary Online Charter operates under direct public supervision and direction in meeting the educational objectives established in the charter document.

A Charter Council consisting of parents, Charter School staff members, and at least one District Administrator will have direct oversight of the Charter School and advise the Board of Trustees regarding the operation of the school. The responsibilities of the Charter Council are to recommend revisions to the charter, assist with the selection of school staff, directly oversee the school's budget, and provide input to administration with respect to the goals and management of the school. Direct Charter Council oversight ensures that the Charter School has flexibility in operations and a high level of autonomy from the Charter Authorizer.

Additionally, parent input shall be solicited through parent meetings, conferences, advisory councils, discussion groups, committees and/or district surveys. Such input may include, but not be limited to, issues regarding instructional programs, curriculum, school goals, and other school-related issues. As required by specific categorical programs, a portion of the Charter Council will also function as the School Site Council. Federal and State requirements concerning student records will be maintained.

## ELEMENT E: EMPLOYEE QUALIFICATIONS

| | |
|---|---|
| Teachers: | Appropriate CA credentials & EL authorization |
| Administrators: | Administrative Services Credential |
| All staff: | Fingerprinting (§ 44237) & TB clearance (§ 49406) |

It is the intent of Hanford Elementary Online Charter to employ the most competent and capable staff, and for that reason, all students will be assigned to coursework in all core subject areas that are taught by a credentialed teacher. Job descriptions shall be maintained on file at the Hanford Elementary School District Office.

## ELEMENT F: HEALTH & SAFETY

Hanford Elementary Online Charter shall comply with all of the requirements of EC§ 44237 to ensure the safety of employees and students. Hanford Elementary Online Charter will comply with all applicable laws concerning immunization, health and safety, mandated reporting and related issues for both employees and students. All employees, student interns, and student teachers will furnish criminal record summaries in accordance with Education Code requirements.

The District will adhere to existing school board policy pertaining to the safety and health of all employees and students. The District will maintain policies and procedures conducive to school safety, responses to natural disasters and emergencies, and blood-borne pathogens, as well as appropriate policies related to student behavior, technology use, and the administration of prescription drugs and other medicines. The District will maintain policies as a drug, alcohol, and tobacco-free workplace. All information related to the aforementioned policies will be included in

the parent/student and employee handbooks and will be reviewed on an ongoing basis, as determined by the District and/or Governing Board policies.

## ELEMENT G: BALANCED ENROLLMENT

Hanford Elementary Online Charter will have an open enrollment process to achieve a racial and ethnic balance among its students that is reflective of the general population residing within the Hanford Elementary School District. The District will maintain strategies that ensure non-discrimination for all students, including policies granting admission preference to students who live within the current boundaries of the District.

The Hanford Elementary School District will maintain and review information concerning the ethnicity of all Hanford Elementary Online Charter students. If the balance is not reflective of that of the District, Hanford Elementary Online Charter Council will meet to discuss the imbalance and explore available options, and make recommendations to the Board of Trustees to resolve the situation.

## ELEMENT H: ADMISSIONS POLICIES AND PROCEDURES

Hanford Elementary Online Charter will accept applications from a diverse student population from Kings County and contiguous counties who understand and value the school's mission and are committed to the school's instructional and operational philosophy.

Informational materials regarding Hanford Elementary Online Charter will be distributed to parents within the District's attendance boundaries, as well as any other interested parents and schools, to indicate the open enrollment policy for all students. Admission will not be determined according to the place of residence of the student or parents so long as they live in Kings County or counties contiguous with Kings County, except as provided for in Education Code § 47605 (2)(B).

Students will be considered for admission without regard to ethnicity, national origin, gender, sexual orientation, disability, or language status. Hanford Elementary Online Charter's course of study and the requirement to take online, virtual content dictate a minimum level of competency among its students. The services of qualified personnel to assess the achievement, abilities, interests, aptitudes, and needs of participating pupils will be provided to determine whether full-time independent study is the most appropriate alternative for the pupil. (EC§ 51746) Before admission, all parents shall sign a compact indicating they will adhere to the elements of the Charter Master Agreement. Parents must renew this agreement by signing an annual parent/student agreement and compact regarding Hanford Elementary Online Charter outcomes, program, and any other applicable requirements.

All students' continued enrollment shall depend upon fulfilling the terms of the annual parent/student compact and charter. In the event that the number of students who wish to attend the school, exceed the school's capacity, a lottery system will be used to determine those selected to attend. Admission preference will be given to:

- Students attending a Hanford Elementary school in which an online option is the best choice for their educational success.
- Children of permanent Hanford Elementary School District employees.

- Applicants who live within the Hanford Elementary attendance boundaries shall be given preference in the lottery by a ratio of 2 to 1, meaning that these students will have twice the chance of gaining entry over non-district applicants (as provided for in Education Code 47605 (2)(B).

This preference is given to qualifying students who apply before the initial enrollment window and subsequent lottery. After the initial enrollment period, preferences are not applied to waitlists.

Students with preference, who choose not to attend Hanford Elementary Online Charter after their applications have been accepted, will not have rights to their "spot" if they choose to return to Hanford Elementary Online Charter at a later point. They will be placed at the bottom of the waitlist as any other new applicant.

Any student who successfully gains enrollment status through the lottery must meet the date and work requirements established in the charter in order to maintain their enrollment status. These requirements include:

- Completing registration process by the established and published due date.
- Attending an orientation meeting on the established and published date (unless pre-approved for an alternative date by the Hanford Elementary Charter Administrator).

Continued enrollment in the charter school is conditioned upon a signed agreement by the parent and student.

## ELEMENT I: ANNUAL FINANCIAL AUDITS & FINANCIAL PLAN

An annual financial audit of Hanford Elementary Online Charter will be conducted by an independent auditor, who shall employ accepted accounting principles and the standards applicable to financial audits. The District will adhere to policies and administrative regulations adopted by the Hanford Elementary School District Board of Trustees. The District will comply with Kings County Office of Education audit and accountability practices, though it will retain its rights under the parameters of Charter School law. Any disputes regarding the resolution of audit exceptions and /or deficiencies will be resolved using the adopted dispute resolution processes.

## Multi Year Projection

| | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | | | | | | |
| Net Beginning Balance | $ - | $ 67,626 | $ 481,405 | $ 1,139,110 | $ 1,774,446 | $ 2,387,415 |
| **REVENUES** | | | | | | |
| LCFF Sources | $ 681,933 | $ 1,052,507 | $ 1,449,101 | $ 1,449,101 | $ 1,449,101 | $ 1,449,101 |
| Federal Revenues | $ - | $ - | $ - | $ - | $ - | $ - |
| Other State Revenues | $ 12,920 | $ 19,941 | $ 27,455 | $ 27,455 | $ 27,455 | $ 27,455 |
| Other Local Revenues | $ - | $ - | $ - | $ - | $ - | $ - |
| **Total, Revenues** | **$ 694,853** | **$ 1,072,448** | **$ 1,476,556** | **$ 1,476,556** | **$ 1,476,556** | **$ 1,476,556** |
| **EXPENDITURES** | | | | | | |
| Certificated Salaries | $ 300,000 | $ 312,000 | $ 424,000 | $ 440,000 | $ 456,000 | $ 472,000 |
| Classified Salaries | $ 45,000 | $ 47,000 | $ 49,000 | $ 51,000 | $ 53,000 | $ 55,000 |
| Employee Benefits | $ 151,650 | $ 155,094 | $ 181,149 | $ 185,517 | $ 189,885 | $ 194,252 |
| Books and Supplies | $ 46,895 | $ 59,395 | $ 71,895 | $ 71,895 | $ 71,895 | $ 71,895 |
| Services, Oth Oper Exp | $ 54,000 | $ 54,000 | $ 54,000 | $ 54,000 | $ 54,000 | $ 54,000 |
| Capital Outlay | $ - | $ - | $ - | $ - | $ - | $ - |
| Other Outgo(excl. 7300`s) | $ - | $ - | $ - | $ - | $ - | $ - |
| Direct/Indirect Support | $ 29,683 | $ 31,180 | $ 38,807 | $ 38,807 | $ 38,807 | $ 38,807 |
| **Total Expenditures** | **$ 627,228** | **$ 658,668** | **$ 818,851** | **$ 841,219** | **$ 863,587** | **$ 885,955** |
| **OTHER FINANCING SOURCES/USES** | | | | | | |
| Transfers | | | | | | |
| Transfers In | $ - | $ - | $ - | $ - | $ - | $ - |
| Transfers Out | $ - | $ - | $ - | $ - | $ - | $ - |
| Other Sources/Uses | | | | | | |
| Sources | $ - | $ - | $ - | $ - | $ - | $ - |
| Contributions | $ - | $ - | $ - | $ - | $ - | $ - |
| **Total, Other Financing Sources/Uses** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |
| **NET INCREASE (DECREASE) IN FUND BALANCE** | **$ 67,626** | **$ 413,780** | **$ 657,704** | **$ 635,337** | **$ 612,969** | **$ 590,601** |
| **ENDING FUND BALANCE** | **$ 67,626** | **$ 481,405** | **$ 1,139,110** | **$ 1,774,446** | **$ 2,387,415** | **$ 2,978,016** |
| **COMMITTED / RESTRICTED RESERVES** | **$ -** | **$ 2,117** | **$ 6,498** | **$ 10,880** | **$ 15,262** | **$ 19,644** |
| **UNRESTRICTED RESERVE LEVELS** | **$ 67,626** | **$ 479,289** | **$ 1,132,611** | **$ 1,763,566** | **$ 2,372,153** | **$ 2,958,372** |
| **UNRESTRICTED RESERVE LEVELS %** | **10.8%** | **72.8%** | **138.3%** | **209.6%** | **274.7%** | **333.9%** |

## ELEMENT J: SUSPENSION AND EXPULSION PROCEDURES

Hanford Elementary Online Charter will maintain student discipline policies reflective of those adhered to by Hanford Elementary School District. These policies will be printed and distributed as part of the Parent/Student Handbook and will describe the expectations of Hanford Elementary Online Charter for attendance, mutual respect, substance abuse, violence, safety, and work habits. Each parent and student will be required to verify, by signature, that they have reviewed and understand the policies.

Students may be suspended and/or expelled if the student or parent violates the elements of the Hanford Elementary Online Charter Parent/Student Compact and/or for violations of the California Education Code 48900 and other provisions of State and Federal statutes regarding student safety issues.

Students who fail to demonstrate adequate and appropriate behavior and academic progress toward the standards, as determined by the professional judgment of the certificated staff and the Parent/Student Compact, will be subject to dismissal from the school and will be returned to that student's appropriate elementary school, junior high school, or local school district.

Students not meeting the academic requirements of Hanford Elementary Online Charter attendance, activity, and course progress shall be subject to dismissal. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before their due date. When any student misses assignments or meetings, as per Hanford Elementary policy, an evaluation to determine whether it is in the student's best interest to remain in independent study or be referred to an alternative program, which may include a regular school program. Evaluation findings shall be kept in the student's permanent record. Students must demonstrate they can meet satisfactory educational progress to remain in independent study.

Students who are in Special Education or 504 will have due process and procedural safeguards under the law. These procedural safeguards will be followed to conform to applicable federal law regarding students with exceptional needs. Hanford Elementary Online Charter will follow Section 504, the IDEA, and all applicable Federal and State laws, including but not limited to the Education Code when imposing suspensions/expulsions. Hanford Elementary Online Charter will notify the district of the suspension of any SPED/504 student or suspected student of disability before an expulsion.

The due process for suspension and expulsion will follow District policies and regulations as adopted by the District Board of Trustees. Policies and regulations will conform to applicable federal law. All students being considered for expulsion may be suspended pending the hearing before the Hanford Elementary Administrative Panel. The Administrative Panel will make a recommendation to the Board of Trustees. District policies and regulations regarding suspension and expulsion appeal procedures will be followed.

## ELEMENT K: EMPLOYEE RETIREMENT SYSTEMS

All new and existing employees of Hanford Elementary Online Charter will participate in STRS, PERS, and Social Security, as appropriate. The District will continue to make appropriate contributions to the relative accounts and programs.

## ELEMENT L: PUBLIC SCHOOL ATTENDANCE ALTERNATIVES

Enrollment at Hanford Elementary Online Charter is entirely voluntary on the part of the students who enroll. Attendance at the student's neighborhood school or district of residence public school shall be an option for all students who do not choose to attend Hanford Elementary Online Charter.

## ELEMENT M: RIGHTS OF DISTRICT EMPLOYEES

Charter employees will work under the provisions of the Collective Bargaining agreements established with the district, the Hanford Elementary Teachers Association (HETA) and the Hanford Elementary California School Employees Association (CSEA), along with the contract exceptions for charter employees as outlined in the CBAs. All new employees will be informed, before hiring, of the charter school status.

Teachers & Classified Employees will have all of the rights under their respective Collective Bargaining Agreements (CBA), the California Education Code, and Hanford Elementary School District Board Policy, except where outlined in the CBA.

In the event of a dispute between the District and any employee related to this provision of the Charter, the dispute resolution process that follows this section shall be implemented.

## ELEMENT N: MANDATORY DISPUTE RESOLUTION

Any disputes that arise from the provisions of this Charter shall be resolved by District policy. Should a dispute arise at the staff level, a Hanford Elementary Administrator will meet with the staff member in an informal setting to discuss and attempt to resolve the dispute at the lowest possible level.

## ELEMENT O: DECLARATION AS EXCLUSIVE EMPLOYER

The Hanford Elementary School District shall be deemed the exclusive public school employer of the employees of the District for the purposes of the Education Employment Relations Act.

## ELEMENT P: CHARTER SCHOOL CLOSURE PROCEDURES

In the event of closure or dissolution of Hanford Elementary Online Charter School, the Hanford Elementary School District Board of Trustees shall delegate to the Hanford Elementary Charter School Administrator the responsibility to manage the dissolution process. Dissolution of the school would take place over a period of time through a process of freezing enrollment and allowing current students to complete the current school year, unless continuing the charter is deemed catastrophic to the district by the Charter Council. This process shall include a final audit to determine the disposition of all assets and liabilities of the school, and notification to parents of children enrolled in the school. Hanford Elementary Online Charter School shall transfer student records to Hanford Elementary School District, and the parents of the enrolled students shall be notified of the transfer of records. The remaining assets of Hanford Elementary Online Charter, after satisfaction of outstanding debts, shall be transferred to Hanford Elementary School District.

## AMENDMENTS OF THE CHARTER

The Charter Council may accomplish minor refinements or clarifications of the proposed Charter during State review for approval and with the consensus of Hanford Elementary Online Charter certificated employees. Substantive changes, required by changes in State regulations and/or needs of the District, must be approved by a majority of Hanford Elementary Online Charter's certificated teachers and the Hanford Elementary Governing Board of Trustees. These changes will be forwarded to the Superintendent of Public Instruction and the State Board of Education. Material revisions and amendments shall be made pursuant to the standards, criteria, and timelines in Education Code 46705.

# Petition for the Establishment of the Hanford Elementary Online Charter School

We the undersigned believe that the attached Charter petition merits consideration and hereby petition the Governing Board of the Hanford Elementary School District to grant approval of the Charter pursuant to Education Code Section 47605 to enable the creation of the Hanford Elementary Online Charter School. The petitioners listed below are the Executive Board of the Hanford Elementary Teachers Association (HETA) and represent the teachers of the district.

| | |
|---|---|
| April Silva, HETA President | 12/02/25<br>Date |
| Gina Young, HETA Vice President - Negotiations | 12/2/25<br>Date |
| Kerry Pierotte, HETA Vice President - Grievance | 12/2/25<br>Date |
| Sara Alexander, HETA Secretary | 12·2·25<br>Date |
| Crystal Avila, HETA Treasurer | 12·2·25<br>Date |

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 12/08/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/25

**ITEM:** Consider rejection of Claim of Damages: AA-664290, a minor

**PURPOSE:** The District has received a Claim for Damages for injuries sustained by a student at Washington Elementary on the afternoon of November 10, 2025. The District's claims administrator (Keenan & Associates) recommends that the Board reject the Claim. Following rejection of the Claim, the claims administrator will proceed with potential resolution of this Claim on the District's behalf.

**FISCAL IMPACT:** None at this time.

**RECOMMENDATIONS:** Reject Claim of Damages: 664290, a minor

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 12/10/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/25

**ITEM:** Consider rejection of Claim of Damages: JH, a minor

**PURPOSE:** The District has received a Claim for Damages for injuries sustained by a student at Washington Elementary on the afternoon of November 10, 2025. The District's claims administrator (Keenan & Associates) recommends that the Board reject the Claim. Following rejection of the Claim, the claims administrator will proceed with potential resolution of this Claim on the District's behalf.

**FISCAL IMPACT:** None at this time.

**RECOMMENDATIONS:** Reject Claim of Damages: JH, a minor

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Miranda Mendoza

DATE: 11/5/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 17, 2025

**ITEM:** Consider ratification of a Consultant Contract with Urbanist Collective

**PURPOSE:** Urbanist Collective worked with Roosevelt School on November 13th & 14th presnting student workshops. November 15th & 16th they sketched the mural on the wall, November 17th & 18th students participated in the mural on ground level only and November 19-25th artist continued to work on details and above eye level work to create a mural that will reflect the climate, culture, and vision of the school sites. The company, through Each One Teach One, will work on developing student's creative and critical thinking skills through hands-on learning experiences and helping students achieve their full potential through art-driven projects. Based on Parent Input at our Parent Advisory and English Learner Advisory committees, parents have requested students have the opportunity to participate in after-school enrichment activities. This agreement will line up with parent feedback and the requirements of our Expanding Learning Opportunities Program.

**FISCAL IMPACT:** $18,200.00 Using Expanding Learning Opportunities Program (ELOP) funding for Roosevelt Elementary School. 0100-2600-0-1110-4000-580009-026-0050

**RECOMMENDATIONS:** Approve a contract with Urbanists Collective for After-School enrichment.

U PAINT?
ART SUPPLIES WITH A PURPOSE

U PAINT SPC
45 W Cortez Drive # 21152
Sedona AZ 86341
www.urbanistscollective.com

# Roosevelt Elementary Mural
# INVOICE

11/5/2025

**To:**

Hanford Elementary School District

**Contact:**

Jennifer Bayes
559-585-3629

**Special Terms**

Additional design adjustments are billed separately at $30 (discounted) per edit.
Additional tasks outside of this scope will include a rate of $50 per hour.

| | INVOICE | Unit price | Units/Hours | TERMS |
|---|---|---|---|---|
| **SERVICE DATE** | **DESCRIPTION** | | | **TOTAL** |
| COMPLETE | Design Time<br>No Cost - Consultation completed. Minor draft initiated. BILLED SEPARATELY | $500 | 15 | $0.00 |
| PENDING | 30% Depsoit for materials | $5,310 | X | $5,310 |
| PENDING | Lift equipment | $700 | x | $700 |
| PENDING NOV/10-25/2025 | Includes wall prep, mural time, clear coat materials and clear coating time. | $11,690.00 | 80 | $11,690.00 |
| | | | TOTAL due | $17,700.00 |

Please sign below to agree to all terms listed in this sheet.
Please reply with signed copy to begin project services.

Signature:

**PLEASE MAKE CHECKS PAYABLE TO:**
Urbanists Collective
**MAILED TO:**
45 W Cortez Drive # 21152
Sedona AZ 86341

Bill.com accepted

For zelle: add 408-515-8988 Urbanists Collective

For Cryptocurrency transaction, please inquire directly

"Please prepare to pay your invoice within 15 days of services completed.
After 30 days invoice will accrue late fees, 3% per day. "

THANK YOU

U PAINT?
ART SUPPLIES WITH A PURPOSE

U PAINT SPC
45 W Cortez Drive # 21152
Sedona AZ 86341
www.urbanistscollective.com

# Roosevelt Elementary Mural
# INVOICE

10/1/2025

**To:**

Hanford Elementray School District

**Contact:**

Jennifer Bayes
559-585-3629

**Special Terms**

Additional design adjustments are billed separately at $30 (discounted) per edit.
Additional tasks outside of this scope will include a rate of $50 per hour.

| | INVOICE | Unit price | Units/Hours | TERMS |
|---|---|---|---|---|
| **SERVICE DATE** | **DESCRIPTION** | | | **TOTAL** |
| ACTIVE | Design Time<br>No Cost - Consultation completed. Minor draft initiated. | $500 | X | $500.00 |
| | | | | |
| | | | | |
| | | | TOTAL due | $500.00 |

Please sign below to agree to all terms listed in this sheet.
Please reply with signed copy to begin project services.

Signature:

**PLEASE MAKE CHECKS PAYABLE TO:**
Urbanists Collective
**MAILED TO:**
45 W Cortez Drive # 21152
Sedona AZ 86341

Bill.com accepted

For zelle: add 408-515-8988 Urbanists Collective

For Cryptocurrency transaction, please inquire directly

"Please prepare to pay your invoice within 15 days of services completed.
After 30 days invoice will accrue late fees, 3% per day. "

THANK YOU

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Jay Strickland

DATE: 11/21/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:** Memorandum of Understanding between the Ana Soto Grant "Live the Life you Create LLC" and the Hanford Elementary School District.

**PURPOSE:** Ana Soto Grant will provide clinical supervision for Associate Social Workers.

**FISCAL IMPACT:** $7,600

**RECOMMENDATIONS:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on July 1 ,20 2025 , between the Hanford Elementary School District and Ana Soto Grant "Life the Life You Create LLC" (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:

LCSW to provide clinical supervision for Associate Social Workers

The Consultant, and the agents and employees of the Consultant, in the performance of this agreement shall act in an independent capacity and not as officers or employees or agents of the Hanford Elementary School District.

Consultant agrees to indemnify, defend and save harmless the Hanford Elementary School District, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this agreement.

The Hanford Elementary School District agrees to pay Ana Soto Grant "Life the Life You Create LLC" the sum of One hundred Dollars ($ 100.00/hour ) for such services.

Consultant Signature

Ana Soto Grant
Consultant Name

| 3017 W Payson Ave | Visalia | CA | 93291 |
|---|---|---|---|
| Consultant's Address | City | State | Zip Code |

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number: 0100-9064-0-0000-3130-580009-039-0000

Board Approved:

Original Copy: Fiscal Services
One Copy: Consultant
One Copy: School/Department

**DISTRICT USE:**
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / NO
(CIRCLE ONE)

# AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN

# HANFORD ELEMENTARY SCHOOL DISTRICT

# AND

# LCSW - INDEPENDENT CONTRACTOR

This AGREEMENT made on August 12, 2025, between the Hanford Elementary School District, having a principal place of business at 714 N. White Street, CA 93230, hereinafter referred to as the "Client", which employ ACSW's and Ana Soto Grant, LCSW hereinafter referred to as the "Contractor", having a principal place of business at 3017 W. Payson Avenue, Visalia, CA 93291.

1. **Term of the Contract.** This Agreement will become effective on August 12, 2025 - June 12, 2026

2. **Specific Services.** Contractor agrees to provide clinical supervision to ACSW's/AMFT's, which are within the scope of his/her training and experience. These services shall comply with accepted clinical standards and the professional and ethical standards by which the Contractor is bound. The Contractor agrees to abide by the policies and procedures of the Client.

3. **Method of Performing Services.** Contractor and Client will determine the method, details, and means of performing the above-described services in accordance with professional and ethical standards of the Contractor's profession.

4. **Compensation.** Client agrees to pay the Contractor for the services set forth. The Contractor will invoice the Client, on an agreed upon trimester basis, set forth on each November 1st, March 1st, and June 1st, at the rate of $100.00 an hour for services performed.

5. **Hours During Which Services May Be Performed.** Contractor agrees to perform the above-described services on Client premises during the Client's regular business hours.

**Liability Insurance.** Contractor agrees to maintain a policy of malpractice/general liability insurance in the minimum amount of 1,000,000.00 / 3,000,000.00 through NASWRisk Retention Group to cover any negligent acts committed by the Contractor during the performance of any duties under the Agreement. Contractor agrees to provide Client proof of said coverage and to name Client as "other insured" on the policy. Further, the Client, ACSW's/AMFT's, agrees to maintain a policy of malpractice/general liability insurance in the minimum amount of 1,000,000.00 / 3,000,000.00 through NASW Risk Retention Group /CAMFT - CPH & Associates to cover any negligent acts committed by the Client during the performance of any duties under the Agreement. The Client agrees to provide Contractor proof of said coverage and to name the Contractor as "other insured" on the policy.

6. **Assignment.** The Contractor may assign neither this Agreement nor any duties or obligations under the Agreement without the prior written consent of the Client.

7. **Cooperation of Client.** Client agrees to supply to the Contractor necessary space for the Contractor to perform his/her duties, and secured storage for students' records.

8. **Entire Agreement of the Parties.** This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by Contractor for Client and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

9. **Partial Invalidity.** If any 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 without being impaired or invalidated in any way.

10. **Arbitration.** Any controversy or claim arising out of or relating to this Agreement or the breach thereof shall be settled by agreed-upon arbitration.

11. **Student Records.** All students record of the Contractor shall remain the property of the Client upon the termination of the Agreement. The Contractor may obtain copies of said records upon written request of the Contractor. Further, all student records will Adhere to Health Insurance Portability and Accountability Act (HIPPA), Welfare & Institution Code Section 5328, Welfare & Institution Code section 10850, and any other applicable law.

12. **Notice of Termination.** Both parties agree to submit a written notice of termination of this Agreement to the other party at least ninety days prior to the effective termination date.

13. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF the parties have executed this Agreement on August 12, 2025

By: _____
Joy Gabler, Superintendent
Hanford Elementary School District

By: _____
Ana Soto Grant, LCSW

**Ana Soto Grant, LCSW**
3035 West Mineral King Ave
Suite E
Visalia, CA 93291
Phone: 559-737-7506

# INVOICE

DATE: NOVEMBER 2, 2025

**TO:**
Hanford Elementary School District
714 N. White St.
Hanford, CA 93230

**FOR:**
Clinical Supervision for Associate Social Workers

| DESCRIPTION | | HOURS | RATE | AMOUNT |
|---|---|---|---|---|
| 08/06/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 08/06/2025 | Angelica Garcia | 1 | $100 | $100 |
| 08/13/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 08/13/2025 | Angelica Garcia | 1 | $100 | $100 |
| 08/20/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 08/20/2025 | Angelica Garcia | 1 | $100 | $100 |
| 08/27/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 08/27/2025 | Angelica Garcia | 1 | $100 | $100 |
| 09/03/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 09/03/2025 | Angelica Garcia | 1 | $100 | $100 |
| 09/10/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 09/10/2025 | Angelica Garcia | 1 | $100 | $100 |
| 09/17/2026 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 09/17/2026 | Angelica Garcia | 1 | $100 | $100 |
| 09/24/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 09/26/2025 | Angelica Garcia | 1 | $100 | $100 |
| 10/01/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 10/01/2025 | Angelica Garcia | 1 | $100 | $100 |

| | | | | |
|---|---|---|---|---|
| 10/08/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 10/08/2025 | Angelica Garcia | 1 | $100 | $100 |
| 10/15/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 10/15/2025 | Angelica Garcia | 1 | $100 | $100 |
| 10/22/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 10/22/2025 | Angelica Garcia | 1 | $100 | $100 |
| 10/30/2025 | Carmen Alvares-Vargas | 1 | $100 | $100 |
| 10/30/2025 | Angelica Garcia | 1 | $100 | $100 |
| | | | TOTAL | $2,600 |

**Make all checks payable to Ana Soto Grant**

**Thank you for your business!**

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jason Strickland

DATE: 11/5/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/25

**ITEM:** Consultant Contract for Adina Escarsega as Clay Cafe and the READY Expanded Learning Program

**PURPOSE:** To provide ceramics aligned activities and content to TK through 1st grade students in the READY Expanded Learning Program over 3, 1 week sessions per school site for the 2025-2026 school year.

**FISCAL IMPACT:** Total cost of the program at each of the elementary school locations is:
0100-2600-0-1110-4000-580009-021-0000- $1,034.25
0100-2600-0-1110-4000-580009-022-0000- $1,034.25
0100-2600-0-1110-4000-580009-023-0000- $1,716.23
0100-2600-0-1110-4000-580009-024-0000- $1,034.25
0100-2600-0-1110-4000-580009-025-0000- $1,716.23
0100-2600-0-1110-4000-580009-026-0000- $1,034.25
0100-2600-0-1110-4000-580009-027-0000- $1,034.25
0100-2600-0-1110-4000-580009-028-0000- $1,034.25
0100-2600-0-1110-4000-580009-029-0000- $1,034.25

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jason Strickland

DATE: 11/18/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:** Consultant Contract for Eager Studios and the READY Expanded Learning Program

**PURPOSE**: To provide music instruction and enrichment to 1st and 2nd grade students in the READY Expanded Learning Program. The consultant will provide of one hour of ukulele instruction per week for 8 weeks at each school site for the 2025-2026 school year.

**FISCAL IMPACT:**
Cost of the program at each of the elementary school locations is:
0100-2600-0-1110-4000-580009-021-0000: $2,400.00
0100-2600-0-1110-4000-580009-022-0000: $2,400.00
0100-2600-0-1110-4000-580009-023-0000: $2,400.00
0100-2600-0-1110-4000-580009-024-0000: $2,400.00
0100-2600-0-1110-4000-580009-025-0000: $2,400.00
0100-2600-0-1110-4000-580009-026-0000: $2,400.00
0100-2600-0-1110-4000-580009-027-0000: $2,400.00
0100-2600-0-1110-4000-580009-028-0000: $2,400.00
0100-2600-0-1110-4000-580009-029-0000: $2,400.00

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

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

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

Date you wish to have your item considered: December 17, 2025

ITEM: For possible adoption of 2026-2027 and 2027-2028 school calendars

PURPOSE: Presented school calendar reflects the starting and ending dates agreed upon by HESD administration and HETA. The calendar also includes student non-school days, minimum days and holidays.

FISCAL IMPACT (if any): none

RECOMMENDATION (if any): adopt 2026-2027 and 2027-2028 school calendars

# Hanford Elementary School District
## 2026-2027 School Calendar

### July 2026

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

### August 2026

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

### September 2026

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

1st Reg. Month: 08/12-9/04 Days Taught:18

### October 2026

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

2nd Reg. Month: 09/07-10/02Days Taught:19

### November 2026

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

3rd Reg. Month: 10/05-10/30 Days Taught: 19

### December 2026

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

4th Reg. Month: 11/02-11/27 Days Taught: 14

### Important Dates

School Starts: August 12
School Ends: June 4

End of 1st Trimester: November 6
End of 2nd Trimester: March 5
End of 3rd Trimester: June 4

Parent Conferences: November 23-24
*(Non-Workday for 10-Month Classified)*

Minimum Days:
Every Wednesday
*(except one Wednesday in May for Employee Recognition)*

December 18
March 19
May 28
June 4
May 27: JR High Only

### Holidays

Labor Day: September 7
Veteran's Day: November 11 (observed)
Thanksgiving Break: November 25-27
*(Non-Workday for 10/11 Month Certificated and Classified)*
Winter Break: December 21-January 8
*(Non-Workday for 10/11 Month Certificated and Classified)*
Martin Luther King Jr.: January 18
No School: February 8
*(Non-Workday for 10/11 Month Certificated and Classified)*
President's Day: February 15
Spring Break: March 22-March 29
*(Non-Workday for 10/11 Month Certificated and Classified)*
Memorial Day: May 31
Juneteenth: June 19

*Non-workday – All employees*

### Teacher Workday

Welcome Back/Site Meeting: August 7
Teacher Preparation Day: August 11

### Professional Development (District Wide)

August 6
August 10
October 16

### January 2027

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

5th Reg. Month: 11/30-12/25 Days Taught: 15

### February 2027

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

6th Reg. Month: 12/28-01/22 Days Taught: 9

### March 2027

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

7th Reg. Month: 01/25-02/16 Days Taught:18

### April 2027

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

8th Reg. Month: 02/22-03/19 Days Taught:20

### May 2027

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

9th Reg. Month: 03/22-04/16 Days Taught: 14

### June 2027

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

10th Reg. Month 04/19-05/14 Days Taught: 20

11th Reg. Month 05/17-06/04 Days Taught: 14

# Hanford Elementary School District
## 2027-2028 School Calendar

### July 2027

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

### August 2027

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

### September 2027

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

1st Reg. Month: 08/10-9/03 Days Taught:19

### October 2027

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

2nd Reg. Month: 09/06-10/01 Days Taught:19

### November 2026

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

3rd Reg. Month: 10/04-10/29 Days Taught: 19

### December 2027

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

4th Reg. Month: 11/01-11/26 Days Taught: 13

### Important Dates

School Starts: August 10
School Ends: June 2

End of 1st Trimester: November 5
End of 2nd Trimester: March 3
End of 3rd Trimester: June 2

Parent Conferences: November 22-23
*(Non-Workday for 10-Month Classified)*

Minimum Days:
Every Wednesday
*(except one Wednesday in May for Employee Recognition)*

December 17
April 7
May 26
June 2
May 25: JR High Only

### Holidays

Labor Day: September 6
Veteran's Day: November 11
No School: November 12
*(Non-Workday for 10/11 Month Certificated and Classified)*
Thanksgiving Break: November 24-26
*(Non-Workday for 10/11 Month Certificated and Classified)*
Winter Break: December 20-January 7
*(Non-Workday for 10/11 Month Certificated and Classified)*
Martin Luther King Jr.: January 17
No School: February 14
*(Non-Workday for 10/11 Month Certificated and Classified)*
President's Day: February 21
Spring Break: April 10-17
*(Non-Workday for 10/11 Month Certificated and Classified)*
Memorial Day: May 29
Juneteenth: June 19

*Non-workday – All employees*

### Teacher Workday

Welcome Back/Site Meeting: August 5
Teacher Preparation Day: August 9

### Professional Development (District Wide)

August 4
August 6
October 15

### January 2028

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

5th Reg. Month: 11/29-12/24 Days Taught: 15

### February 2028

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

6th Reg. Month: 12/27-01/21 Days Taught: 9

### March 2028

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

7th Reg. Month: 01/24-02/18 Days Taught:19

### April 2028

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

8th Reg. Month: 02/21-03/17 Days Taught:19

### May 2028

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

9th Reg. Month: 03/20-04/14 Days Taught: 15

### June 2028

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

10th Reg. Month 04/17-05/12 Days Taught: 19

11th Reg. Month 05/15-06/02 Days Taught: 14

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Daniel Pierotte

DATE: December 8, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 17, 2025

**ITEM: (Ratify)** Change Order No. 4 – Additional windows (District Office)
Contractor: Garland/DBS, Inc.
Contract: Cooperative Purchasing Agreement (OMNIA Partners, MICPA #PW1925)
Project Contract #: 25-CA-250610

**PURPOSE:** Request approval of Change Order No. 4 for the District Office rooftop additional six (6) windows that were discovered to be cracked behind the flashing/trim after work began in these areas.

**FISCAL IMPACT**: Total Cost of Change Order No. 4: **$5,712.30**

**RECOMMENDATIONS: (Ratify)** Approve Change Order No. 4 (Site: District Office) to Garland/DBS, Inc. under the
Cooperative Purchasing Agreement (OMNIA Partners, MICPA #PW1925), Contract #25-CA-250610.

3800 E 91st Street
Cleveland, OH 44105
Ph : 800-762-8225

# Change Request

**To:** HANFORD ELEMENTARY SCHOOL
PO BOX 1067
HANFORD, CA 93232

**Number:** 4
**Date:** 11/5/25
**Job:** 25-CA-250610 Hanford Elementary WW JH
**Phone:**

**Description:** COR 4 - Additional Glass

We are pleased to offer the following specifications and pricing to make the following changes:

Additional Glass to be installed at skylitght systems and new glass in window system.

The total amount to provide this work is ..... $5,712.30

If you have any questions, please contact me at .

Submitted by: Jarod Miller

Approved by: _____
Date: 11-17-2025

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Daniel Pierotte

DATE: December 8, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: December 17, 2025

**ITEM: (Ratify) Change Order No. 5** – Constructability **Deduct** Against Change Order #3
Contractor: Garland/DBS, Inc.
Contract: Cooperative Purchasing Agreement (OMNIA Partners, MICPA #PW1925)
Project Contract #: 25-CA-250610

**PURPOSE**: Request approval of Change Order No. 5 for the District Office rooftop window replacements Constructability Deduction against change order #3 discovered upon the commencement of work which greatly reduced the previously approved scope of work.

**FISCAL IMPACT**: Total Cost of Change Order No. 5: **$ -22,112.40**

**RECOMMENDATIONS:**
(Ratify) **Approve Change Order No. 5** (Site: District Office) to Garland/DBS, Inc. under the Cooperative Purchasing Agreement (OMNIA Partners, MICPA #PW1925), Contract #25-CA-250610.

3800 E 91st Street
Cleveland, OH 44105
Ph : 800-762-8225

# Change Request

**To:** HANFORD ELEMENTARY SCHOOL
PO BOX 1067
HANFORD, CA 93232

**Number:** 5
**Date:** 11/13/25
**Job:** 25-CA-250610 Hanford Elementary WW JH
**Phone:**

**Description:** COR 5 - Deduct for CO 3

We are pleased to offer the following specifications and pricing to make the following changes:

The total amount to provide this work is ..... $-22,112.40

If you have any questions, please contact me at .

Submitted by:

Approved by: [signature]
Date: 11-17-2025

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Daniel Pierotte

DATE: December 11, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: **December 17, 2025**

**ITEM:**
Receive for Action
Professional Services Agreement with Mangini & Associates, Inc. for New Soffit Panels at Washington Elementary School
Architect's Project No.: 25058

**PURPOSE:**
Architectural services related to replacing the previously removed cement plaster soffit panels with new metal soffit panels. The scope includes necessary framing repairs, installation of attic access doors, upgraded light fixtures, and additional camera locations. The project is subject to full DSA review and may include ADA accessibility improvements.

**FISCAL IMPACT**:

The project cost is estimated at $497,000, and architectural services will be compensated based on the OPSC sliding scale and reimbursable costs, resulting in an estimated fee of approximately **$59,000**. Final compensation may vary depending on the actual construction cost.

**RECOMMENDATIONS:**

Approve Professional Services Agreement with Mangini & Associates, Inc. for New Soffit Panels at Washington Elementary School (Architect's Project No.: 25058).

7/07
ADM-018

MANGINI

MANGINI ASSOCIATES INC.
4320 West Mineral King Avenue
Visalia, California 93291
(559) 627-0530

www.mangini.us

Architect's Project No.: 25058

## AGREEMENT BETWEEN OWNER AND ARCHITECT FOR

# NEW SOFFIT PANELS AT WASHINGTON ELEMENTARY SCHOOL

**AGREEMENT** made as of December 9, 2025

**BETWEEN** the **Owner** (hereafter referred to as Owner):

**HANFORD ELEMENTARY SCHOOL DISTRICT**
714 North White Street
Hanford, CA 93232

and the **Architect** (hereafter referred to as Architect):

**MANGINI ASSOCIATES INC.**
4320 W. Mineral King Avenue
Visalia, CA 93291

For the following **Project:**

**NEW SOFFIT PANELS AT WASHINGTON ELEMENTARY SCHOOL**
2245 Fairmont Drive
Hanford, California 93230

The Owner and the Architect agree as follows:

## ARTICLE 1 - INITIAL INFORMATION

**1.1** This Agreement is based on the Initial Information set forth in this Article 1.

**1.2 THE PROJECT'S PHYSICAL CHARACTERISTICS**

**1.2.1** A modernization project that is limited to replacing the existing cement plaster soffit panels (previously removed by the Owner) with new metal soffit panels at Washington Elementary School in Hanford, California. Some additional related work will also be included: framing repairs, new attic access doors and associated framing, replacing existing exterior soffit light fixtures, adding approximately 6 new exterior soffit light fixtures, rough in for nine existing and two new camera locations and miscellaneous plumbing repairs at failing downspout piping within the attics. The project is subject to full DSA review and may include some ADA accessibility improvements.

**1.3 FINANCIAL INFORMATION**

**1.3.1** The Owner's budget for the Project is $497,000 based on the Architect's preliminary Project Budget Summary dated 12/9/2025.

**1.3.2** The initial Cost of the Work for the Project as defined in Section 6.1 is based on $367,030.42.

**1.3.3** The Owner will fund the Project.

**1.4 SCHEDULE INFORMATION**

**1.4.1** The Owner intends to use the Project when completed.

**1.5 PROCUREMENT INFORMATION**

**1.5.1** The Owner intends to procure the project in a manner to be determined later.

**1.6 OTHER PROJECT INFORMATION**

**1.6.1** The Owner and the Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation.

## ARTICLE 2 - ARCHITECT'S RESPONSIBILITIES

**2.1** The Architect shall provide the professional services as set forth in this Agreement. Architects are licensed and regulated by the California Architects Board located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834.

**2.2** In providing services under this agreement, the Architect shall exercise that degree of professional skill and care ordinarily used by other reputable architects, practicing in the same or similar locality and under similar circumstances. Nothing in this agreement shall be interpreted to require Architect to meet any higher standard or have any obligation in excess of what is required by said standard and this paragraph shall control over any such contrary provision.

**2.3 COMPLIANCE WITH LAW**

**2.3.1** The Architect shall use due professional care to provide services in accordance with applicable Federal, State, and local laws, regulations and directives.

**2.3.2** With respect to Architect's employees, Architect shall comply with all laws and regulations pertaining to wages and hours, state and federal income tax, unemployment insurance, Social Security, disability insurance, workers' compensation insurance, and discrimination in employment.

**2.3.3** The Architect shall be properly licensed as an architect under the laws of the State of California during the term of this Agreement and shall be qualified to provide the services required by the Owner pursuant to this Agreement.

## ARTICLE 3 - SCOPE OF ARCHITECT'S BASIC SERVICES

### 3.1 BASIC SERVICES

**3.1.1** The Architect's Basic Services consist of those described in Article 3, and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in Article 3 are Additional Services.

**3.1.2** The Architect represents that the Architect's drawings and specifications shall comply with the California Building Code and shall be submitted to the Division of the State Architect (DSA) and the California Department of Education (CDE) as required. The Architect shall assist the Owner and its consultants to apply for funding for the Project from OPSC and the Architect shall be responsible for all submittals required of the Architect by the DSA, OPSC and CDE in connection therewith.

**3.1.3** The Architect shall mutually coordinate its services with those services provided by the Owner and the Owner' consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information. Upon the Owner's reasonable request, the Architect and the Architect's consultants shall cooperate with the Owner and the Owner's consultants in verifying that the Architect's plans, specifications, studies, drawings, estimates or other documents relating to the Project are constructible and otherwise comply with the Construction Documents. The Architect has no duty to discover errors, omissions or inconsistencies in the services provided by the Owner, the Owner's consultants or others.

**3.1.4** The Architect shall not be liable for claims resulting from an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made without the Architect's approval.

**3.1.5** The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

**3.1.6** The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for approval of governmental authorities having jurisdiction over the Project. The Architect shall be responsible for any design submittals which are required by said governmental authorities in connection with the Owner's filing of such documents.

### 3.2 SCHEMATIC DESIGN (DATA GATHERING) PHASE SERVICES

**3.2.1** The Architect shall review the program and all other information furnished by the Owner to ascertain the requirements of the Project, and shall review the laws, codes, and regulations applicable to the Architect's services and shall arrive at a mutual understanding of such requirements with the Owner.

**3.2.2** The Architect shall prepare a preliminary evaluation of the Owner's program, schedule and budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall promptly notify the Owner in

writing of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

**3.2.3** The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project that may reduce the cost of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

**3.2.4** Based on the Projects' requirements agreed upon with the Owner, the Architect shall prepare and present for Owner's approval a preliminary design illustrating the scale and relationship of Project components.

**3.2.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents, including a site plan, if appropriate, and preliminary building plans, sections, and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction material shall be noted on the drawings or described in writing.

**3.2.6** The Architect shall submit to the Owner a preliminary Statement of the Probable Cost of the Work prepared in accordance with Section 6.3 and a written schedule for the performance of the Work.

**3.2.7** The Architect shall submit the Schematic Design Documents to the Owner, and request Owner's approval. If Owner incorporates any recommended changes, then Architect shall revise the Schematic Design Documents, including but not limited to the written statement of Probable Cost of the Work and written schedule for the performance of work, as necessary until Owner's governing board approves them. Architect shall attend, and present at, as many meetings of the Owner's governing board as may be necessary to obtain the board's approval of the Schematic Design Documents.

**3.3 DESIGN DEVELOPMENT (SCOPE DEVELOPMENT) PHASE SERVICES**

**3.3.1.** Following the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's review and approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including but not limited to site and floor plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and shall outline the specifications of the entire Project as to kind and quality of materials, and other elements as may be appropriate.

**3.3.2.** The Architect shall update the Statement of Probable Cost of the Work.

**3.3.3** The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the Statement of Probable Cost of the Work, and request Owner's approval.

**3.3.4** The Architect shall provide at no expense to the Owner one complete set of preliminary plans for the review and approval of the Owner and one set for each public agency having approval authority over such plans for their review and approval at no expense to the Owner.

**3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES**

**3.4.1** Following the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe further development of the approved Design Development Documents and shall consist of customary working drawings and specifications setting forth in detail sufficient for construction of the Work to be done and the materials, workmanship,

finishes and equipment required for the architectural, structural, mechanical, electrical system, and other requirements for the construction of the Work. The Owner and the Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including shop drawings, product data, samples, and other submittals, which the Architect shall review in accordance with Section 3.6.4.

**3.4.2** The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

**3.4.3** During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary, and other Conditions). The Architect shall also compile a project manual, which manual shall be subject to the Owner's review and approval, that includes the Conditions of the Contract for Construction and specifications that may include bidding requirements and sample forms.

**3.4.4** The Architect shall update the Statement of Probable Cost of the Work.

**3.4.5** The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the Statement of Probable Cost of the Work, take any action required under Section 6.5, and request Owner's approval.

**3.5 AGENCY APPROVAL PHASE SERVICES**

**3.5.1** The Architect will submit the Construction Documents to DSA and local jurisdictions as may be required and make the necessary corrections to secure approval. The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for approval with CDE, OPSC, and other governmental authorities having jurisdiction over the Project.

**3.6 BIDDING PHASE OR NEGOTIATION PHASE SERVICES**

**3.6.1** Following DSA and the Owner's written approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or proposals, as the owner shall direct; (2) confirming responsiveness of bids or proposals; (3) determining successful bid or proposal, if any; and (4) awarding and preparing contracts for construction.

**3.6.1.2** If, in the Owner's discretion, the Owner will seek total or partial State funding for this Project, then if so requested by the Owner the Architect shall, in addition to the above, publish the invitation to bid in the appropriate regional trade papers and publications devoted to Disabled Veteran Business Enterprises. If so requested by the Owner, the Architect shall also prepare and submit the appropriate documentation to the OPSC.

**3.6.1.3** If the Owner decides to seek competitive bids for construction of the Project, then Section 3.6.2 and following shall apply to Architect's services under the "Bidding Phase or Proposal Phase" of said services. However, if the Owner decides to seek proposals for construction of the Project, then Section 3.6.3 and following shall apply to Architect's services under the "Bidding Phase or Proposal Phase" of said services.

**3.6.2 Competitive Bidding**

**3.6.2.1** Bidding Documents consist of bidding requirements and proposed Contract Documents.

**3.6.2.2** The Architect shall assist the Owner in bidding the Project by (1) procuring the reproduction of Bidding Documents for distribution to prospective bidders; (2) distributing Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and

of the amounts of deposits, if any, received from and returned to prospective bidders; (3) organizing and conducting a pre-bid conference for prospective bidders; (4) preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and (5) organizing and conducting the opening of the bids, and subsequently documenting and distributing bid results, as directed by the Owner.

**3.6.2.3** The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

**3.6.3 Proposals**

**3.6.3.1** Proposal Documents consist of proposal requirements and proposed Contract Documents.

**3.6.3.2** The Architect shall assist the Owner by (1) procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process; (2) organizing and participating in selection interviews with prospective contractors; and (3) participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

**3.7 CONSTRUCTION PHASE SERVICES**

**3.7.1 General**

**3.7.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as forth below and in the General Conditions of the Contract for Construction. In the event of conflicts between this Agreement and the General Conditions of the Contract for Construction, this Agreement shall govern with respect to Architect's responsibilities. Duties, responsibilities and limitations of authority of the Architect shall not be restricted, modified or extended without written agreement of the Owner and Architect.

**3.7.1.2** All instructions to the Contractor shall be forwarded through the Architect. The Architect shall timely provide Owner with copies of all correspondence between the Architect and the Contractor. The Architect shall advise, consult with, and serve as the Owner's representative in the general administration of the Contract for Construction and in the Owner's dealings with the Contractor, however, the Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractor's failure to perform the Work in accordance with the Contract Documents, unless such failure is caused by Architect's negligent acts or omissions in breach of this Agreement, the applicable standard of care, or law. The Architect shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor, or of any other persons performing portions of the Work.

**3.7.1.3** Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services shall commence on the date stated in the official Notice to Proceed and, solely for purposes of payment of the Architect, shall be deemed complete upon the Owner's written approval of the Architect's final Certificate for Payment to the Contractor, provided that such certification and payment shall not constitute an admission by Architect or Owner that the Project has been completed in accordance with the Contract Documents or in conformance with this Agreement.

**3.7.2 Evaluations of the Work**

**3.7.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, both as the Architect deems necessary and as required by the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed will be in accordance with the Contract Documents. On the basis of the site visits, the Architect shall keep the Owner promptly informed of the progress and quality of the portion of the Work

completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, (2) defects and deficiencies observed in the Work, and (3) any default by the Contractor in the orderly and timely prosecution of the Project.

**3.7.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. The Architect shall also recommend substitution of materials or equipment when, in the Architect's reasonable judgment, such action is necessary to the accomplishment of the intent and purpose of the Contract Documents. Such actions as are described in this paragraph shall be taken with reasonable promptness. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.

**3.7.2.3** The Architect shall also make such regular reports as shall be required by agencies having jurisdiction over the Project and keep the Owner informed in writing of the progress of the Project.

**3.7.2.4** The Architect shall provide advice to the Owner on apparent deficiencies in construction during the construction phase.

**3.7.2.5** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness. The Owner will be the final interpreter of the requirements of the Contract Documents and the judge of the performance thereunder by the Contractor. The Owner shall not disregard the Architect's interpretation without good cause.

**3.7.2.6** Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for the results of interpretations or decisions rendered in good faith.

**3.7.2.7** The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**3.7.3 Certificates of Payment to Contractor**

**3.7.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certifications in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's observations at the site as provided in Section 3.7.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Notice of Completion, (2) to results of subsequent tests and inspections, (3) to minor deviations from the Contract Documents correctable prior to completion, and (4) to specific qualifications expressed by the Architect.

**3.7.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work beyond the scope required by Section 3.7.2, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**3.7.4 Submittals**

**3.7.4.1** The Architect shall timely review and take appropriate action upon Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the construction of the Owner or of separate contractors, while allowing sufficient time to permit adequate review.

**3.7.4.2** Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions, or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's review of a specific item shall not indicate approval of an assembly of which the item is a component.

**3.7.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review shop drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon such the accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

**3.7.4.4** Subject to the provisions of Section 4.3, the Architect shall timely review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that includes the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within the time frames agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

**3.7.5 Changes in the Work**

**3.7.5.1** The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time.

**3.7.5.2** The Architect shall prepare change orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**3.7.6 Project Completion**

**3.7.6.1** The Architect shall conduct reviews to determine the date of Notice of Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties, guaranties, instruction books, diagram, chart, and related documents required by the Contract Documents and assembled by the Contractor; and shall issue a final Certificate for Payment based upon a final review indicating the Work complies with the requirements of the Contract Documents.

**3.7.6.2** The Architect's reviews shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**3.7.6.3** When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid to the Contract, including the amount to be retained from the Contract Sum,

if any, for final completion or correction of the Work. The Architect shall also forward to the Owner warranties, operation and maintenance manuals, record drawings and other closeout documents prepared by the Contractor.

**3.7.7 Evaluation of Claims**

**3.7.7.1** Notwithstanding anything else in this Agreement, as a part of its Basic Services, the Architect shall assist the Owner in evaluating and responding to claims, disputes and other matters in question between the Contractor and the Owner, including but not limited to claims made against the Owner as a result of alleged or claimed wrongful acts or omissions, and shall in all instances provide such truthful testimonial assistance as may be required by the Owner.

## ARTICLE 4 - ADDITIONAL SERVICES

**4.1** The Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if authorized or confirmed in writing by the Owner prior to such services being rendered. Compensation for Additional Services shall be as provided in Section 11.3, in addition to compensation for Basic Services.

**4.2** Additional Services may be provided after execution of this agreement, without invalidating the Agreement, provided that such Additional Services are approved by Owner prior to such services being rendered. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Article 4 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

**4.2.1** Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide Additional Services until the Architect receives the Owner's written authorization.

**4.3 Additional Services**

**4.3.1** Services necessitated by a material change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project, including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method.

**4.3.2** Services necessitated by concealed or unknown conditions encountered during the progress of the Work.

**4.3.3** Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws, or regulations or official interpretations subsequent to Owner's approval of the Contract Documents.

**4.3.4** Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner.

**4.3.5** Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique systems designs, in-depth material research, energy modeling, LEED or CHPS certification, or HPI approved unless such alternatives were requested prior to the effective date of this Agreement.

**4.3.6** Providing financial feasibility or other special studies.

**4.3.7** Providing special surveys, environmental studies and submissions required for approval of governmental authorities having jurisdiction over the Project, other than those identified in Article 3.

**4.3.8** Providing services relative to future facilities, systems or equipment.

**4.3.9** Providing services to investigate existing conditions or facilities or to make measured drawings thereof, or to verify the accuracy of drawings or other information furnished by the Owner.

**4.3.10** Making investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing facilities.

**4.3.11** Providing planning surveys, site evaluations or comparative studies of prospective sites.

**4.3.12** Providing services for planning tenant or rental spaces.

**4.3.13** Providing services in connection with the work of a construction manager or separate consultants retained by the Owner, unless said manager or consultant was engaged prior to the effective date of this Agreement.

**4.3.14** Providing detailed estimates (as defined by Section 6.3) of Construction Cost.

**4.3.15** Preparing a set of reproducible record drawings showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect.

**4.3.16** Providing analyses of owning and operating costs.

**4.3.17** Providing coordination of Work performed by separate contractors or by the Owner's own forces.

**4.3.18** Providing on-site project representation during construction beyond Basic Services.

**4.3.19** Providing building commissioning services, including assistance in the utilization of equipment or systems, such as testing, adjustment and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.

**4.3.20** Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.

**4.3.21** Providing detailed quantity surveys or inventories of material, equipment and labor.

**4.3.22** Attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is a party thereto.

**4.3.23** Preparing Drawings, Specifications and supporting data and providing other services in connection with change orders unless such change orders are required due to errors or omissions of the Architect.

**4.3.24** Consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing services as may be required in connection with the replacement of such Work.

**4.3.25** Providing services made necessary by the default of the Contractor, or by major defects or deficiencies in the Work of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction.

**4.3.26** Providing services after issuance to the Owner of the final Certificate for Payment, or in the absence of a final Certificate for Payment, more than sixty days after the Date of Notice of Completion of the Work.

**4.3.27** Providing services of consultants for other than the normal architectural, civil, structural, mechanical and electrical engineering services for the Project.

**4.3.28** Providing services of consultants for electrical load testing of existing site or building infrastructure.

**4.3.29** Providing services of consultants for fire flow testing for city or county infrastructure.

**4.3.30** Providing services for evaluation and design criteria reports of existing facilities as required by governmental agencies and/or the California Administrative Code.

**4.3.31** Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

## ARTICLE 5 - OWNER'S RESPONSIBILITIES

**5.1** Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints, and criteria, including space requirements and relationships, flexibility and expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, or such additional time as may be commercially reasonable under the circumstances, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

**5.2** The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and Architect shall thereafter meet and confer in an effort to modify the Project's scope and quality.

**5.2.1** The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractor to remove and replace previously installed Work. If the Owner selects in writing an accelerated, phased, or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

**5.3** The Owner shall identify a representative authorized to act in the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

**5.4** The Owner shall furnish surveys reasonably necessary to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal description shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wet-lands; adjacent drainage; flood plain designations; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines both public and private, above and below grade, including inverts and depths. All information on the survey shall be referenced to a Project benchmark.

**5.5** The Owner shall furnish the services of geotechnical engineers and other such consultants when such services are reasonably required by the scope of the Project and are requested by the Architect. Such services may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluations, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

**5.6** The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance appropriate to the services provided.

**5.7** The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials, which the Owner shall own.

**5.8** The Owner shall furnish all legal, insurance, and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

**5.9** The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

**5.10** The Owner shall furnish required information and services and shall render approvals and decisions as expeditiously as necessary for the orderly progress of the Architect's services and of the Work.

**5.11** The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

## ARTICLE 6 - COST OF THE WORK

**6.1** For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct of all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

**6.2** The Owner's budget for the Cost of the Work is provided in the Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary statement of the Probable Cost of the Work, and updated Statements of Probable Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or price proposals will not vary from the Project budget for the Cost of the Work or from any Statement of Probable Cost of the Work prepared by the Architect.

**6.3** In preparing Statements of Probable Cost of the Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the scope of the Project; and to include in the Contract Documents alternate bids to adjust the Probable Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's opinion of the Probable Cost of the Work shall be based on current area, volume, or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

**6.4** If the Bidding or Negotiation Phase has not commenced within 90 days after the Owner approves the Construction Documents, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market, if applicable.

**6.5** If at any time the Architect's opinion of the Probable Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality

or budget for the Cost of the Work, and the Owner reasonably shall cooperate with the Architect in making such adjustments.

**6.6** If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or price proposal, the Owner shall:

- **.1** give written approval of an increase in the budget for the Cost of the Work;
- **.2** authorize rebidding or renegotiating of the Project within a reasonable time;
- **.3** terminate in accordance the terms of this Agreement;
- **.4** in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- **.5** implement any other mutually acceptable alternative.

**6.7** If the Owner's budget for the Cost of the Work is exceeded by the lowest bona fide bid or price proposal by more than 10%, and the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. Except for the cost of such modifications, Architect shall not be responsible for any increase in the Cost of the Work.

**6.8** If the Owner's budget for the Cost of the Work is exceeded by the lowest bona fide bid or price proposal by less than 10%, and the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with said bid or proposal, or the budget as adjusted under Section 6.6.1 and be compensated for modifications to the Construction Documents as Additional Services as provided under Section 11.3.

## ARTICLE 7 - OWNERSHIP AND USE OF DOCUMENTS

**7.1** Drawings, specifications and other documents, including those in electronic form, prepared by the Architect and the Architect's consultants are Instruments of Service for use solely with respect to this Project, except as otherwise provided in Section 7.2 below. The Architect's Instruments of Service shall be the property of the Owner as provided by Education Code Section 17316, provided that the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement.

**7.2** This Agreement creates a non-exclusive and perpetual license for Owner to copy, use, modify, reuse, or sub-license any and all copyrights, designs, and other intellectual property embodied in the Architect's Instruments of Service, including drawings, specifications, studies, estimates, and other documents, or any other works of authorship fixed in any tangible medium of expression, including, but not limited to, physical drawings, data magnetically or otherwise recorded on computer disks, or other writings prepared or caused to be prepared by Architect pursuant to this Agreement. This transfer of rights pertains not only to this Project (including but not limited to any repair, maintenance, renovation, modernization or other alterations or revisions to this Project) but as they relate or may relate to other projects, provided that any invalidity of such license in relation to such other projects shall not affect the validity of such license in relation to this Project (including but not limited to any repair, maintenance, renovation, modernization or other alterations or revisions to this Project under Education Code Section 17316. This Agreement is an express transfer of rights as specified in Education Code Section 17316(b).

**7.3** Architect represents and warrants that Architect has the legal right to license any and all copyrights, designs and other intellectual property embodied in the Architect's Instruments of Service that Architect or its consultant's prepares or causes to be prepared pursuant to this Agreement. The Architect shall indemnify and hold the Owner harmless pursuant to Section 7.2 of this Agreement for any breach of this Article 7. The Architect makes no such representation and warranty in regard to previously prepared designs, plans, specifications, studies, drawings, estimates, or other documents or any other works of authorship fixed in any tangible medium of expression, including but not limited to physical drawings, data magnetically or otherwise recorded on computer disks, or other writings, that were prepared by design professionals other than Architect and provided to Architect by the Owner.

**7.4** The parties acknowledge the Architect's Instruments of Service are not represented to be appropriate for re-use without modification. Any reuse by Owner of documents prepared under this Agreement, without employing the services of Architect, shall be at Owner's own risk. In the event the Owner reuses or modifies the Architect's Instruments of Service developed by the Architect pursuant to this Contract for purposes other than that for which they are contemplated, the Owner shall indemnify, defend, and hold harmless the Architect, its employees and consultants for damages and expenses caused by the Owner's use or modification of the Architect's Instruments of Service, and the parties agree that the provisions of this Article shall be the terms and conditions for the reuse as authorized by Education Code Section 17316(c).

**7.5** The Architect will provide the Owner with a customary set of reproducible designs, plans, specifications, studies, drawings, estimates and other documents or any other works of authorship fixed in any tangible medium of expression, including but not limited to physical drawings, data magnetically or otherwise recorded on computer disks, or other writings prepared or caused to be prepared by the Architect pursuant to this Agreement, and will retain, on the Owner's behalf, the original documents or reproducible copies of all such original documents, however stored, in the Architect's files for a period of no less than fifteen (15) years. The Architect shall promptly make available to Owner any original documents it has retained pursuant to this Agreement upon reasonable request by the Owner.

## ARTICLE 8 - CLAIMS AND DISPUTES

### 8.1 GENERAL

**8.1.1** The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or relating to this Agreement within the period specified by applicable law.

**8.1.2**The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, with limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Article 9.

### 8.2 MEDIATION

**8.2.1** If a dispute arises out of or relating to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by non-binding mediation before resorting to litigation or some other dispute resolution procedure, unless the parties mutually agree otherwise. The mediator shall be mutually selected by the parties, but in case of disagreement, the mediator shall be selected by lot from among two nominations provided by each party. All costs and fees required by the mediator shall be shared equally by the parties, otherwise each party shall bear its own costs of mediation. If mediation fails to resolve the dispute within 60 days, either party may pursue litigation to resolve the dispute.

**8.2.2** Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for mediation shall be made within reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such a claim, dispute or other matter in question would be barred by California statues of limitations.

## ARTICLE 9 - TERMINATION OR SUSPENSION

**9.1** The right to terminate this Agreement under this provision may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under the Agreement.

### 9.2 TERMINATION WITHOUT CAUSE

**9.2.1** The Owner may terminate this Agreement upon not less than 7 days' written notice to the Architect for Owner's convenience and without cause. Upon the Owner's request and authorization, the Architect shall perform any

and all Basic Services and Additional Services reasonably necessary to wind up the work performed to the date of termination.

**9.3 SUSPENSION OF THE PROJECT**

**9.3.1** If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. If and when the Project is resumed, the Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**9.3.2** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect or the Architect's consultants, the Architect may terminate this Agreement by giving not less than 7 days' written notice.

**9.4 TERMINATION WITH CAUSE**

**9.4.1** Either party may terminate this Agreement upon not less than 7 days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**9.4.2** Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

**9.4.3** If the Owner fails to make payments to the Architect in accordance with this Agreement, other than those payments withheld pursuant to Section 11.7.1, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give 7 days' written notice to the Owner before suspending services. Before resuming services, the Architect shall be paid all sums due prior to suspension services and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fee for the remaining services and the time schedules shall be equitably adjusted.

**9.5 EFFECTS OF TERMINATION**

**9.5.1** In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

**9.5.2** The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7.

## ARTICLE 10 - MISCELLANEOUS PROVISIONS

**10.1** This Agreement shall be governed by the law of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Kings County, California.

**10.2** The Owner and the Architect, respectively, bind themselves, their partners, successors, permitted assigns and legal representatives to this Agreement. Neither the Owner nor Architect shall assign this Agreement without the written consent of the other.

**10.3** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review within a reasonable period of time prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

**10.4** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

**10.5** Unless otherwise provided in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. Notwithstanding the foregoing, in the event the Owner or the Architect is or becomes aware of the presence of, or exposure of persons to hazardous materials or toxic substances, or the substantial risk thereof, each shall have a duty to immediately notify the other in writing.

**10.6** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

**10.7** If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

**10.8** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties.

**10.9** Each individual executing this Agreement on behalf of the Architect hereby represents and warrants that Architect is a duly formed and existing entity qualified to do business in the state in which the Project is located and that Architect has full right and authority to execute and deliver this Agreement and that each person signing on behalf of Architect is authorized to do so.

**10.10** Owner recognizes that circumstances may occur beyond the reasonable control of either the Owner or the Architect and extensions for such delays shall be made to the schedule. Notwithstanding anything stated herein to the contrary, any time during which the Architect is delayed in the Architect's work by acts of Owner or its employees or those in a direct contractual relationship with Owner or by acts of nature or other occurrences which were not or could not have been reasonably foreseen and provided for, and which are not due to any wrongful acts or omissions, shall be added to the time for completion of any obligations of the Architect.

## ARTICLE 11 - COMPENSATION

### 11.1 BASIC SERVICES

**11.1.1 Percent of Construction Cost:** For the Architect's Basic Services described in Article 3, the Owner shall compensate the Architect on the basis of a percentage of the Cost of the Work, using the OPSC Sliding Scale as follows:

| | | |
|---|---|---|
| 12.0% of the first | $ | 500,000.00 |
| 11.5% of the next | $ | 500,000.00 |
| 11.0% of the next | $ | 1,000,000.00 |
| 10.0% of the next | $ | 4,000,000.00 |
| 9.0% of the next | $ | 4,000,000.00 |
| 8.0% of costs in excess of | $ | 10,000,000.00 |

**11.1.2 Initial Basic Services Compensation:** The calculation of the Initial Basic Services Compensation shall be based on the application of the initial Cost of the Work to the OPSC Sliding Scale as follows:

| COMPENSATION CALCULATION | | | | | |
|---|---|---|---|---|---|
| Fee Basis | % Fee | | Const. Cost | | Fee |
| 500,000 | 12.0% | $ | 367,030.42 | $ | 44,043.65 |
| 500,000 | 11.5% | $ | - | $ | - |
| 1,000,000 | 11.0% | $ | - | $ | - |
| 4,000,000 | 10.0% | $ | - | $ | - |
| 4,000,000 | 9.0% | $ | - | $ | - |
| Remainder | 8.0% | $ | - | $ | - |
| Probable Construction Cost → | | $ | 367,030.42 | | |
| | | | Fee Sub-total → | $ | 44,043.65 |
| | **Initial Basic Services Compensation →** | | | **$** | **44,043.65** |

**11.1.3 Adjustments to Basic Services Compensation:**

**.1** At the end of the Schematic Design, Design Development, Construction Documents, and Agency Approval phases, Initial Basic Services Compensation shall be adjusted to the latest Probable Cost of Construction.

**.2** Initial Basic Services Compensation shall be adjusted after receipt of bids to the amount of the Contract Sum of the awarded construction contract, which shall be the basis for calculating compensation during the construction phase.

**.3** Basic Services Compensation shall be finally adjusted at the completion of the Project to the final Contract Sum of the construction contract, as documented in approved change orders.

**.4** Change Orders items determined to be caused by Architect error or omission shall not increase the Architect's compensation.

**.5** Change Order items which reduce the Contract Sum shall not reduce Compensation.

**.6** When any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.2.1, based on (1) the lowest bona fide bid, or (2) if no such bid or proposal is received, the most recent Statement of Probable Construction Cost for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for services performed whether or not the Construction Phase is commenced.

**.7** When additive alternate bids are provided, and the Owner decides not to accept them after bidding, the Architect shall be compensated based on 75% of 8% of the actual awarded bidders bid for such alternate bids, thereby compensating the architect for design and preparation of the alternate item.

**.8** When deductive alternate bids are provided, and the Owner decides to accept them after bidding, the Architect shall be compensated based on 75% of 8% of the actual difference between the awarded bidder's bid for such alternate bids, thereby compensating the Architect for design and preparation of the alternate item.

**11.2 PROGRESS PAYMENTS**

**11.2.1** Progress payments for each phase of Basic Services shall be as follows:

| | |
|---|---|
| Schematic Design Phase: | 10% |
| Design Development Phase: | 20% |
| Construction Documents Phase: | 40% |
| Bidding Phase: | 5% |

| | |
|---|---|
| Construction Phase: | 25% |
| **Total Basic Compensation:** | **100%** |

**11.3 ADDITIONAL SERVICES**

**11.3.1** For approved Additional Services that may arise during the course of the Project, the Owner shall compensate the Architect on the basis of a stipulated sum agreed to by the parties in advance of the services being performed, or on an hourly basis, plus compensation for reimbursable expenses.

**11.3.2** When compensation for Additional Services is on an hourly basis, compensation for Additional Services of the Architect's consultants will be computed at a rate of 1.10 times the amount billed to the Architect for such services.

**11.3.3** For Reimbursable Expenses incurred in the furnishing of Additional Services, compensation will be computed at a rate of 1.10 times the amount of expenses incurred by the Architect and the Architect's Consultants.

**11.4 HOURLY BILLING RATES**

**11.4.1** The hourly billing rates for services of the Architect are set forth below:

**Standard Hourly Billing Rates Schedule:**

| | |
|---|---|
| Principal Architect | $ 270.00 |
| Architect III | 225.00 |
| Architect II | 195.00 |
| Architect I | 175.00 |
| Construction Administrator III | 225.00 |
| Construction Administrator II | 195.00 |
| Construction Administrator I | 175.00 |
| Business Manager | 205.00 |
| Project Manager | 185.00 |
| Drafting Technician IV | 135.00 |
| Drafting Technician III | 120.00 |
| Drafting Technician II | 105.00 |
| Drafting Technician I | 90.00 |
| Administrative Asst. II | 130.00 |
| Administrative Asst. I | 90.00 |
| Expert Witness | 425.00 |

The above rates are effective through December 31, 2025. Work continuing beyond December 31, 2025, shall be subject to increases in the above noted schedule based on Engineering News Record's, "Cost of Living Index Adjustment", until this agreement is modified.

**11.5 COMPENSATION FOR REIMBURSABLE EXPENSES**

**11.5.1** Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include reasonable expenses incurred by the Architect and Architect's consultants directly related to the Project, as follows:

- **.1** Transportation in connection with the project shall be compensated at the yearly established rate as permitted and published by the Internal Revenue Service for compensated mileage.
- **.2** Expense of out of region meals and lodging in connection with the Project.
- **.3** If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates for non-exempt employees.
- **.4** Expense of renderings, models and mock-ups requested by the Owner.
- **.5** Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that required by Article 12.

.6 Expense of reproductions, postage and handling of Drawings, Specifications, and other documents required for approval, bidding, and construction of the Project in the Owner's interest, excluding reproductions for the office use of the Architect and the Architect's consultants.

**11.5.2** For Reimbursable Expenses, compensation will be computed at a rate of 1.10 times the amount of expenses incurred by the Architect and the Architect's Consultants.

**11.6 PAYMENTS TO THE ARCHITECT**

**11.6.1** For services satisfactorily performed, payment for Basic Services, Additional Services and Reimbursable Expenses shall be made on a monthly basis after receipt and approval by the Owner of the Architect's properly documented and submitted invoices. To be "properly documented and submitted," an invoice shall be timely, be accompanied by all necessary documentation, list all activities performed, and for each activity performed list the person performing it and the person's billing rate. Architect's invoice shall be submitted within ten (10) days of the end of the monthly billing period. Invoices, receipts and other documentation to establish the validity of all Reimbursable Expenses shall be a prerequisite to Owner payment of such expenses. If Owner disputes a portion of a properly submitted invoice, it shall notify Architect of the dispute and, upon Architect's request, arrange for a meeting to confer about, and potentially resolve, the dispute. Prior to this meeting, Architect shall provide all documentation requested to support disputed portions of a properly submitted invoice. Regardless of any such dispute about an invoice or payment, both parties shall continue to provide all services required by this Agreement and law until the end of the Project, even if Owner and Architect cannot resolve all such disputes. Payments of undisputed portions of a properly submitted invoice shall be made within 60 days of receipt of the invoice.

**11.6.2** Amounts unpaid 30 calendar days after the 5th of the month shall bear interest at the rate of 1-1/2%.

**11.7 PAYMENTS WITHHELD**

**11.7.1** The Architect's compensation shall be paid notwithstanding a Contractor-caused delay in completion of the project or reduction of final construction cost by reason of penalties, liquidated damages, or other amounts withheld from the Contractor. However, Owner may withhold from payments to Architect to the extent that Basic and Additional Services remain to be performed, including but not limited to those required for project closeout and payments to Contractor. If the total amount invoiced by Architect reaches the not-to-exceed Basic Services amount before Architect's Basic Services under this Agreement are complete, Architect must complete the Basic Services without submitting additional invoices, or receiving additional payment, for Basic Services.

**11.8 ARCHITECT'S ACCOUNTING RECORDS**

**11.8.1** Architect shall maintain complete and accurate records showing all hours worked with respect to the services rendered and the costs incurred under this Agreement, including but not limited to Reimbursable Expenses and expenses pertaining to Additional Services. In addition, the Architect shall maintain complete and accurate records with respect to any payments to employees or subcontractors. Architect shall also be responsible for Architect's consultants keeping similar records. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Upon request, Architect shall make such records available within Fresno County to the Auditor of Owner and to its agents and representatives, for the purpose of auditing and/or copying such records for a period of 5 years from the date of final payment under this Agreement.

## ARTICLE 12 - INSURANCE PROVISIONS

**12.1 Insurance Requirements**: Architect shall maintain at its own costs and expense the following minimum insurance coverage and shall provide a certificate of insurance and any required endorsements to Owner. The certificate of insurance and required endorsements shall be provided prior to commencement of any work and prior to the expiration of each renewal of the policy. Owner may request and Architect shall, upon request, provide a true and

certified copy of each policy. No payment will be issued until Owner has received acceptable insurance documentation.

**12.2** In addition to the requirements outlined below for each insurance policy, Architect agrees that it will have each insurance policy endorsed to provide:

1. The policy shall be endorsed to provide thirty (30) day notice of cancellation, except ten (10) day notice for nonpayment of premium to Owner.

2. When required, the Commercial General Liability, Automobile Liability, and Aviation Liability insurance policies shall be endorsed to include as additional insured for on-going operations, products completed operations and ownership, operation or use of automobiles and aircraft, Owner and any other person or organization which Architect is required to include as additional insured under an Agreement and their respective owners, directors, officers, employees, agents and volunteers.

3. When required, the Workers Compensation insurance policies shall be endorsed to provide a waiver of subrogation in favor of the Owner and any other person or organization to which Owner is required in a written agreement to provide a waiver of subrogation.

4. If any insurance policy includes a cross suits endorsement or an insured vs. insured exclusion endorsement, the endorsement may not exclude a claim by an additional insured against the named insured or a claim by an additional insured against another additional insured.

**12.3 General Liability Insurance:** Without limiting Architect's indemnification, Architect shall secure and maintain in full force and effect, at its sole cost and expense during the term of this Agreement, a comprehensive general liability insurance policy with combined single limits of $2,000,000.00 per occurrence, with a General Aggregate limit of $4,000,000.00.

**12.3.1** The policy shall include contractual liability. The policy may not include any limitation, exclusion or coverage restriction for explosion, collapse or underground hazards. The policy shall not include an exclusion for job site safety or injury to employees of independent contractors. If the policy includes an exclusion of professional services, the exclusion shall not include job site safety as part of the definition of professional services. The certificate of insurance shall include a statement that the policy does not exclude claims alleging job site safety.

**12.3.2** Should any of the required insurance be provided under a claims-made form, Architect shall maintain coverage continuously throughout the term of this Agreement, and without lapse, for a period of at least ten (10) years beyond this Agreement expiration or the filing of a Notice of Completion (whichever is later), to the effect that, should occurrences during the Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policy. Nothing herein shall in any way limit or diminish Architect's obligations to the Owner under any provision, including any duty to indemnify and defend the District.

**12.4 Worker's Compensation and Employer's Insurance:** Architect shall furnish to the Owner satisfactory proof that the Architect and all engineers, experts, consultants and employees for the period of this Agreement, is providing workers' compensation insurance with $1,000,000.00 coverage for all persons whom they may employ in carrying out the Work contemplated under this Agreement in accordance with the Workers' Compensation Laws of the State of California. If the Architect employs any engineer, expert consultant or subcontractor which it did not intend to employ prior to commencement of services, it must furnish such proof of insurance covering said engineer, expert, consultant or subcontractor to the Owner immediately upon their employment. Such insurance shall be maintained in full force and effect during the period covered by this Agreement including any extensions of time.

**12.5 Professional Liability Insurance:** Architect shall furnish to the Owner satisfactory proof that the Architect has Professional Liability Insurance (errors and omissions) with limits of $1,000,000.00 per claim/$2,000,000.00 annual aggregate. This insurance shall be maintained in force during the entire period of time the Architect renders service to

the Owner under this Agreement. Each of the Architect's professional sub-contractors shall comply with this Section, and Architect shall include such provisions in its contracts with them.

**12.6 Commercial Automobile Liability**: Commercial Automobile Liability Insurance including coverage for all owned, non-owned and hired automobiles. The limit of liability shall not be less than $2,000,000 each accident. The policy shall include contractual liability.

**12.7 Aviation Liability**: To the extent drones are used, Architect will carry liability insuring bodily injury and property damage arising out of the use of owned and non-owned unmanned aircraft.

## ARTICLE 13 - SPECIAL PROVISIONS

### 13.1 INDEMNIFICATION

**13.1.1** The Architect agrees, to the extent permitted by law, to hold harmless and indemnify but not defend the Owner, its Governing Board, each member of the Board, and their officers and employees harmless from any liability for damages to the extent actually caused by the Architect's negligent acts, errors, omissions, or recklessness, or willful misconduct in the performance of professional services arising out of this Agreement and those of his or her officers, employees, consultants or sub-consultants or anyone for whom the Architect is legally responsible (collectively, the "Architect's Parties"). The Architect is not obligated to indemnify the Owner and employees or any other third party in any manner whatsoever for their own negligence.

**13.1.2** This indemnification specifically includes any claims that may be made against Owner or against Architect by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement. The Architect specifically agrees to hold harmless and indemnify the Owner for any and all claims arising out of any injury, disability, or death of the Architect's employees or agents to the extent that the above are caused by the negligent acts, errors, or omissions of the Architect. This indemnification obligation shall continue beyond the term of this Agreement as to any negligent acts or omissions occurring under this Agreement or any extension of this Agreement, subject to the applicable statute of limitations.

### 13.2 FINGERPRINTING

**13.2.1** Pursuant to California Education Code Section 45125.1, before any agents or employees of Architect may enter school grounds where they may have any contact with pupils, Architect shall submit fingerprints of its agents and employees in a manner authorized by the California Department of Justice, together with a fee determined by the Department of Justice. Architect shall not permit any of its agents or employees to come in contact with pupils of the Owner until the Department of Justice has ascertained that the Architect's agents or employees have not been convicted of a felony as defined in Education Code Section 45122.1.

**13.2.2** Architect shall provide Owner with a written list of the names of its agents or employees who may come in contact with pupils before commencement of work. Architect shall certify, in a form provided by Owner, under penalty of perjury, that it has complied with the requirements of Education Code Section 45125.1, and that none of its agents or employees who may come in contact with pupils have been convicted of a felony as defined in Education Code Section 45122.1, based upon the information Architect has received from the Department of Justice.

**13.2.3** If Architect believes that its agents or employees will have only limited contact with pupils and should therefore be exempted from these requirements, Architect must contact the Owner with its request for exemption within 15 days prior to the commencement of work. The request for exemption must specify the grounds for such proposed exemption, considering the totality of circumstances, including but not limited to the length of time Architect will be on school grounds, whether pupils will be in proximity to the site where the Architect's employees are working, and whether the Architect's employees will be working by themselves or with others. Whether to grant or deny the exemption is within the sole discretion of the Owner's governing board.

### 13.3 ASSURANCES OF NON-DISCRIMINATION

**13.3.1** Architect expressly agrees that it will not discriminate in employment or in the provision of services on the basis of any characteristic or condition upon which discrimination is prohibited by state or federal law or regulation.

### 13.4 INDEPENDENT CONTRACTOR STATUS

**13.4.1** This Agreement is entered into by both parties with the express understanding that Architect will perform all services required under this Agreement as an independent contractor. Nothing in this Agreement shall be construed to constitute the Architect or any of its agents, employees or officers as an agent, employee or officer of Owner. Architect agrees to advise everyone it assigns or hires to perform any duty under this Agreement that they are not employees of Owner. Subject to any performance criteria contained in this Agreement, Architect shall be solely responsible for determining the means and methods of performing the specified services and Owner, except to the extent stated otherwise in this Agreement, shall have no right to control or exercise any supervision over Architect as to how the services will be performed. As Architect is not Owner's employee, Architect is responsible for paying all required state and federal taxes. In particular, Owner will not (1) withhold FICA (Social Security) from Architect payments, (2) make state or federal unemployment insurance contributions on Architect's behalf, (3) withhold state or federal income tax from payments to Architect, (4) make disability insurance contributions on behalf of Architect, (5) obtain unemployment compensation insurance on behalf of Architect. Notwithstanding this independent contractor relationship, Owner shall have the right to monitor and evaluate the performance of Architect to assure compliance with this Agreement.

### 13.5 MANUFACTURER'S PRODUCT DATA

**13.5.1** To the extent the Architect collects product manufacturer materials disclosing product contents; the Owner acknowledges that it is not relying on the Architect for any analysis of material composition or the human or environmental health impacts of specific material selections. Any assessments or evaluations of this kind should be conducted by a toxicologist or other trained professionals retained by the Owner.

### 13.6 NOTICE

**13.6.1** All notices, certificates, or other communications hereunder shall be deemed given when personally delivered or mailed by certified mail, postage prepaid, to the parties at the address set forth below:

| | |
|---|---|
| **Owner:** | Hanford Elementary School District<br>Attn: Joy Gabler<br>714 North White Street<br>Hanford, CA 93232 |
| **Architect:** | Mangini Associates, Inc.<br>Attn: Ryan Morrelli<br>4320 W. Mineral King Avenue<br>Visalia, California 93291 |

## ARTICLE 14 - SCOPE OF THE AGREEMENT

**14.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

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

**OWNER**
**HANFORD ELEMENTARY SCHOOL DISTRICT**

By: _____
Joy Gabler, Superintendent

**ARCHITECT**
**MANGINI ASSOCIATES INC.**

By: _____
J. Ryan Morrelli, President, C33128

MANGINI

MANGINI ASSOCIATES INC.
4320 West Mineral King Avenue
Visalia, California 93291
(559) 627-0530

www.mangini.us



# PROJECT BUDGET SUMMARY

**PROJECT:** New Soffit Panels at Washington Elementary School — PROJ. NO.: 25058
**CLIENT:** Hanford Elementary School District — DATE: 12.9.2025
**PHASE:** Schematic Design

| | | | | | |
|---|---|---|---|---|---|
| **A.** | **SITE** | | | | |
| 1. | Geohazard Report | | $ | - | |
| 2. | Phase 1 - Environmental Site Assessment / Phase 2 - Sampling Activities | | $ | - | |
| 3. | Preliminary Endangerment Assessment | | $ | - | |
| 4. | DTSC Fees and Response Action | | $ | - | |
| 5. | Hazardous Material Investigation (asbestos, lead, Pcb, Ocp) | | $ | - | Complete |
| 6. | Geotechnical Investigation / Report | | $ | - | |
| 7. | Topographic Survey | | $ | - | |
| 8. | Utility Connection Fees (power, water, storm drain, gas, sewer, telephone, cable TV) | | $ | - | |
| 9. | Impact Fees | | $ | - | |
| 10. | Eligibility Consultant | | $ | - | |
| 11. | Financial Consultant | | $ | - | |
| 12. | Site Clearing / Demolition | | $ | - | |
| 13. | Bond Costs | | $ | - | |
| 14. | Temporary Housing / Relocation | | $ | - | |
| 15. | Legal Fees | | $ | - | |
| 16. | | | **SITE SUBTOTAL ➔** | | **$ -** |
| **B.** | **DESIGN AND APPROVAL** | | | | |
| 1. | Architect's Fee (Modernization) - Based on OPSC Sliding Scale and Item C.11 below | | $ | 44,043.65 | |
| 2. | Architect's Reimbursable Costs (Mileage, Bidding Documents Reproduction) | | $ | 10,000.00 | |
| 3. | DSA Review Fee | | $ | 5,000.00 | |
| 4. | CDE Review Fee | | $ | - | |
| 5. | CGS Review Fee | | $ | - | |
| 6. | City / County Review / Inspection Fee | | $ | - | |
| 7. | Health Department Review Fee | | $ | - | |
| 8. | | | **DESIGN AND APPROVAL SUBTOTAL ➔** | | **$ 59,000** |
| **C.** | **PROBABLE CONSTRUCTION COST - BY GENERAL CONTRACTOR** | | | | |
| 1. | General Conditions | | $ | 30,000.00 | |
| 2. | Plaster Soffit Demolition - Already Complete | | $ | - | |
| 3. | Framing Repairs (2 framer crew - 1 week - plus materials) | | $ | 17,000.00 | |
| 4. | Frame in New Access Doors | | $ | 5,800.00 | |
| 5. | New 22x36 access panels (4+4+3+3+3 = 17 total) | | $ | 13,600.00 | |
| 6. | New Metal Soffit Panels - Berridge FW-12, 22 ga x 12" x 1-1/2" (10,000 sf x $22/sf) | | $ | 220,000.00 | |
| 7. | New double layer 5/8" gyp board at Building "A" soffit for 1 hr rating | | $ | 29,088.00 | |
| 8. | Replace Existing Soffit Lights with New (36 ea x $275/ea) | | $ | 9,900.00 | |
| 9. | Install Conduit, Boxes and CAT 6 in Attics for Cameras (9 ea x $750/ea) | | $ | 6,750.00 | |
| 10. | Misc. plumbing repairs at drains in attics | | $ | 5,000.00 | |
| 11. | Overhead, Bond, Insurance, Etc. | 9% | $ | 29,892.42 | |
| 12. | | **PROBABLE CONSTRUCTION COST SUBTOTAL ➔** | $ | 367,030.42 | |
| 13. | Construction Contingency | 10% | $ | 36,703.04 | |
| 14. | | **PROBABLE CONSTRUCTION COST W/ CONTINGENCIES SUBTOTAL ➔** | | | **$ 403,733** |
| **D.** | **OWNER PROVIDED CONSTRUCTION AND TESTING** | | | | |
| 1. | Data / Communications by Owner | | $ | - | |
| 2. | Intrusion Alarm by Owner | | $ | - | |
| 3. | Hazardous Materials Removal by Owner | | $ | - | |
| 4. | Construction Testing / Special Inspection | | $ | - | |
| 5. | Inspector of Record | | $ | 8,000.00 | |
| 6. | Commissioning Agent | | $ | - | |
| 7. | SWPPP, Dust Control Plan, Indirect Source Review | | $ | - | |
| 8. | Fixtures, Furniture and Equipment | | $ | - | |
| 9. | Bid Advertising | | $ | 2,500.00 | |
| 10. | | **OWNER PROVIDED CONSTRUCTION AND TESTING SUBTOTAL ➔** | | | **$ 10,500** |
| | | Budget Contingency (5%) ➔ | $ | | 24,000 |
| | | **TOTAL PROJECT BUDGET ➔** | $ | | 497,000 |

Evaluation of the Owner's project budget represents Architect's judgment as a design professional familiar with the construction industry. Architect cannot and does not warrant or represent that actual costs will not vary from this budget summary.

# HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly
DATE: December 5, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: December 17, 2025

**ITEM:** Consider approval of the Theatre Performing Arts Proposal from TCOE OnStage

**PURPOSE**: In an effort to provide a well-rounded education by providing Performing Arts at school sites, the district is seeking a highly qualified community partner to provide school sites with performance-based learning and enrichment in the areas of performing arts instruction and coaching. The consultant will provide Each school will receive roughly 15 days of theatre instruction afterschool. A culminating Theatre performance for parents will be performed by the students. Based on Parent Input at our Parent Advisory and English Learner Advisory committees, parents have requested that students have the opportunity to participate in after-school performing arts enrichment. This agreement will line up with parent feedback and the requirements of our Expanding Learning Opportunities Program.

**FISCAL IMPACT:** Estimated cost of the Proposal is $163,470 using Expanding Learning Opportunities Program (ELOP) funding.

**RECOMMENDATION:** Approve the Theatre Performing Arts Proposal from TCOE OnStage.

Dear Selection Committee,

Tulare County Office of Education - **OnStage Program** is pleased to submit this **Statement of Interest** to partner with Hanford Elementary School District in enhancing students' educational experiences through the performing arts. We are committed to providing a dynamic, inclusive, and educational after-school program designed to nurture creativity, confidence, collaboration, and academic growth among K–6 students.

Our program focuses on **developing students' educational experiences in the performing arts** through structured after-school activities that engage students in artistic expression, teamwork, and goal setting. We will provide trained staff at each participating site to:

- Observe and guide students during performing arts sessions.
- Work with up to **50 students per school site** to produce a fully staged children's production.
- Deliver **15 days of instruction**, consisting of **two-hour rehearsals per day** per elementary site.
- Present a **final performance** for parents and families at the conclusion of the rehearsal process.

**Learning Focus Areas:**
Our program integrates key educational and developmental goals, including:

- **Recreation Activities** – promoting joy, engagement, and physical coordination through expressive movement.
- **Performing Arts** – teaching fundamentals of acting, singing, and stage presence.
- **Goal Setting** – encouraging students to take ownership of their progress and celebrate their achievements.
- **Teamwork and Collaboration** – building community and cooperation through shared artistic creation.

**Program Delivery and Logistics:**
We will provide **two to three qualified instructors** per site to direct and produce the selected children's production. Prior to instruction, we will conduct a **pre-site visit** to ensure all logistical and creative needs are met. Additionally, we will:

- Provide a **basic art project** tied to student character development.
- Supply a **digital parent permission slip** for school distribution.
- Draft a **formal contract** outlining mutual responsibilities, terms, and final pricing.
- Schedule a **parent performance** to showcase student achievement.

**Commitment to Student Safety and Confidentiality:**
We recognize the importance of student safety and confidentiality. All staff members assigned to any on-campus activity, rehearsal, or performance must obtain a valid criminal background check and will report any subsequent criminal or arrest records to Hanford Elementary School District in compliance with the **Michelle Montoya School Safety Act**. Our organization will ensure that all staff are fingerprinted via **Live Scan** and cleared through the **California Department of Justice (DOJ)** prior to engaging with students.

We also commit to maintaining **open communication protocols** with district and site leadership to ensure a smooth, transparent process that prioritizes student safety and program success.

We are excited about the opportunity to collaborate with Hanford Elementary School District in promoting higher education and student development through performance-based learning. Our team is dedicated to creating a memorable, educational, and inspiring experience for every child who participates.

Thank you for considering our statement of interest. We look forward to the opportunity to partner with you and bring this enriching performing arts experience to your students.

Sincerely,

# Organization Description

## TCOE Theatre Company - OnStage Program

The **Tulare County Office of Education (TCOE) Theatre Company** is a performing arts education organization dedicated to promoting creativity, collaboration, and confidence in students through high-quality theatrical experiences. The **OnStage Program** provides elementary school students the opportunity to participate in **KIDS shows**, designed to introduce young learners to the fundamentals of theatre performance and production.

As part of its partnership with participating districts and school sites, the **TCOE Theatre Company OnStage Program** shall provide **two to three qualified instructors** to **direct and produce KIDS shows** according to the established production schedule. These instructors are professional teaching artists trained in directing, choreography, vocal coaching, and youth arts education.

To ensure a seamless production process, the TCOE Theatre Company will:

- **Contact the district/school 60 days prior to the scheduled start date** to confirm the arrival of the MTI show materials (if the district or school has not already confirmed).
- **Coordinate with the district/school two to four weeks prior** to the start date to arrange a **site visit** by a Theatre Company representative. During this visit, rehearsal schedules, performance dates, technical needs, and rehearsal/performance space requirements will be finalized. This meeting will also provide an opportunity to address any questions or special site needs.

Each production includes **15 instructional days** (unless otherwise arranged), consisting of **two-hour rehearsals per day**. The program culminates in a **final evening performance**, with additional rehearsal and dress rehearsal time scheduled on performance day.

At the school's request, the TCOE Theatre Company will also provide a **student assembly performance** to introduce the show and engage the broader student body.

The TCOE Theatre Company is responsible for supplying all materials necessary for a successful production, including:

- **Sets, props, and costume materials** for up to **50 student performers**
- **Rehearsal tracks** distributed via Google Drive or QR code after the first rehearsal
- **Posters, flyers, and show programs** (upon school request)
- **Parent permission slips** for distribution to students and families

Additionally, students will complete a **basic art project** related to **character development**, encouraging personal reflection and creativity as part of their rehearsal process.

**OnStage** staff will work with at least **one representative from the school,** acting as daily, on site support to run a cohesive and productive rehearsal environment.

All instruction and rehearsal activities align with **State and Federal Arts Education Guidelines**, ensuring that students receive a standards-based performing arts education. The primary goal of the **TCOE Theatre Company OnStage Program** is to provide students with a **foundational understanding of theatre**, including what it means to audition, rehearse, and perform in a theatrical production, while fostering teamwork, artistic expression, and self-confidence.

Through this comprehensive, performance-based learning experience, the **TCOE Theatre Company OnStage Program** strives to cultivate a lifelong appreciation for the arts and help students build essential skills in communication, collaboration, self expression and creative problem-solving.

## *TCOE Theatre Company - OnStage Program*
## *Theatre Performing Arts Program*

**TCOE OnStage** brings over 15 years of experience providing high-quality youth theatre education throughout the Central Valley. Since 2008, our team has successfully taught theatre fundamentals and produced KIDS, JR, TEEN, and YOUTH titles for school communities ranging from Porterville to Earlimart, Sanger to Dinuba, Hanford, and Visalia. We have worked with thousands of students from Transitional Kindergarten through 8th grade, helping them become confident performers while learning to sing, dance, and act in an encouraging, developmentally appropriate environment.

Our goal is to help students feel comfortable on stage and in front of their peers by providing clear instruction, positive reinforcement, and engaging project-based learning. Over the years, the **OnStage Program** has intentionally evolved to align more closely with California State Standards. Our 15-day process includes instruction in auditions, rehearsals, ensemble skills, script literacy, choreography, blocking, dress rehearsals, and performance etiquette. We also incorporate arts integration through a character-based visual art project, helping students deepen their understanding of storytelling, emotion, and character development.

**TCOE OnStage** operates under the umbrella of the **TCOE Theatre Company**, a trusted and longstanding arts education institution that has served the Central Valley since 1998. **The Theatre Company** provides professional-level theatre opportunities for youth ages 6–18, including mainstage musicals, straight plays, classes in acting, dance, and voice, and summer camps for all ages. With this rich foundation of expertise, curriculum, and community presence, **TCOE OnStage** is uniquely qualified to deliver a comprehensive, student-centered theatre residency that meets educational goals while fostering creativity, collaboration, and self-confidence in young performers.

## *References*

- Visalia Unified School District
  5000 West Cypress Ave
  Visalia, CA

- Dinuba Unified School District
  1327 E El Monte Way
  Dinuba, CA 93618

- Exeter Unified School District
  215 N Crespi Ave
  Exeter, CA 93221

- Sanger Unified School District
  1905 Seventh Street
  Sanger, CA 93657V

# Approach & Work Plan

## Submitted by: TCOE OnStage / TCOE Theatre Company

### 1. Organizational Overview

**TCOE OnStage** has provided high-quality youth performing arts instruction since **2008**, producing KIDS, JR, TEEN, and YOUTH shows across the Central Valley. We have served students from **TK–8th grade** in communities from Porterville to Dinuba, Hanford, and Visalia, teaching students the fundamentals of acting, singing, and dancing while building confidence and comfort on stage.

**OnStage** operates under the **TCOE Theatre Company**, established in **1998**, which offers professional-level youth productions, non-musicals, and classes in dance, voice, acting, and summer camps. Together, we bring decades of experience in standards-aligned arts education.

### 2. Program Alignment with HESD ELOP

Our work aligns with ELOP's mission to provide students with safe, enriching, after-school opportunities focused on creativity, collaboration, and exploration. We emphasize:

- Confidence-building
- Teamwork
- Goal setting
- Creative expression
- California Arts Standards integration

### 3. Work Plan

**Pre-Implementation**

- Conduct **pre-site visits** to review spaces and logistics.
- Meet with site coordinators to confirm schedules and procedures.
- Provide the district with:
    - Digital parent permission slip
    - Program contract
- Ensure all staff have **Live Scan/DOJ clearance** per the Michelle Montoya School Safety Act.

### 4. Instructional Delivery

**Staffing**

Each school will receive **2–3 trained instructors** experienced in youth performing arts and behavior management.

**Rehearsal Structure**

- **15 days of instruction per site**

- **2-hour rehearsals per day**
- Up to **50 students** per site

Students learn the fundamentals of acting, singing, and dancing through:

- Ensemble-building activities
- Scene and choreography work
- Dress rehearsals
- Character exploration through a simple **art project**

The program culminates in an **evening performance** for families.

**5. Learning Focus Areas**

We will support HESD priority areas through:

- **Recreation activities** (movement & theatre games)
- **Performing arts instruction**
- **Goal setting** through personal and group rehearsal objectives
- **Teamwork and collaboration** in ensemble production work

**6. Communication & Safety**

We maintain clear communication with ELOP coordinators and follow all campus safety protocols, including check-in procedures, mandated reporting, and supervision guidelines. All staff will maintain confidentiality and uphold DOJ clearance requirements.

**7. Program Evaluation**

After each production cycle, we will review outcomes, gather feedback, and implement improvements to ensure continued alignment with HESD expectations and student needs.

**Conclusion**

With more than **16 years of OnStage experience** and **over 25 years of TCOE Theatre Company excellence**, we are prepared to deliver a safe, engaging, standards-aligned performing arts program that supports the goals of the HESD ELOP Program and provides memorable enrichment for all participating students.

## Proposed Work Plan

***15-Day Musical Theatre Residency (Theatre Performing Arts Consultant)***

This project will deliver a structured, high-impact musical theatre residency designed to build student confidence, literacy, collaboration skills, and artistic expression while culminating in a fully produced performance. The following plan outlines the consultant's approach, demonstrating capacity to manage all artistic, logistical, and educational components of the program.

**Phase 1: Program Launch & Auditions (Day 1)**

The residency begins with coordinated site preparation and student orientation. The consultants arrive early to meet with school leadership, confirm schedules, review MTI materials, and assess rehearsal/performance spaces. Students are welcomed with name badges, staff introductions, and clear expectations for the program.
A show synopsis is presented, followed by instruction in a selected audition song and line. Students learn basic music-reading and lyric-interpretation skills before completing individual auditions.
Following dismissal, the consultants gather teacher input (if needed), finalizes casting, prepare a cast list, and create initial rehearsal formations to support behavior management and artistic organization.

**Phase 2: Script Literacy, Casting Integration & Foundational Skills (Day 2)**

Students receive their scripts and learn how to annotate music, highlight lines, and practice at home. Together, the group completes a read-through and begins learning ensemble music. Introductory choreography and simple movement vocabulary are taught to establish a foundation for later dance instruction. Initial formations are evaluated and revised as needed to support learning and positive peer dynamics.

**Phase 3: Core Artistic Development (Days 3–6)**

Rehearsals progress into music, choreography, and blocking. Formations are finalized and the stage is marked for spatial clarity. Students rotate between small-group instruction, including solo coaching and ensemble choreography to maximize instructional time.
Major dance numbers are introduced and developed daily. Students begin character work, exploring physicality, motivation, and emotional expression.
By Day 6, most core choreography is taught, allowing blocking and early run-throughs to begin. An arts-integration project helps deepen creative engagement, character development and ownership of the production.

**Phase 4: Production Elements—Props & Costumes (Days 7–8)**

Students learn safe and intentional use of props and backstage procedures. The consultants review remaining musical or script needs and assign additional at-home practice goals. Costumes are brought on-site for sizing, fitting, and organization. Costume bags are labeled and distributed, and any missing items are sourced. This ensures the cast is performance-ready well before the final week of rehearsals.

**Phase 5: Refinement & Technical Preparation (Days 9–11)**

Blocking is completed, and students focus on polishing choreography, ensemble work, and transitions.
The consultants collaborate with teachers and administrators to finalize technical needs and Show Day logistics, including backstage support roles and family communication.
Backdrops are introduced so students can rehearse entrances, exits, and scene changes within a realistic performance environment.

**Phase 6: Run-Throughs & Performance Readiness (Days 12–14)**

Full show runs begin, with targeted corrections to strengthen pacing, clarity, and confidence. Students are expected to be fully off-book by this stage.
Show Day expectations are reviewed, and the consultants conduct final coordination with staff. A complete dress rehearsal ensures all costumes, props, cues, and transitions are performance-ready. Family reminders are sent, and the consultants prepare materials and equipment for an efficient Show Day setup.

**Phase 7: Culminating Performance (Day 15)**

The residency concludes with a student performance (or assembly + family show). The consultants manage backstage flow, support students emotionally and artistically, and ensure a polished, joyful final presentation.
The program culminates in a celebratory experience designed to uplift student achievement, strengthen school community, and demonstrate the creative outcomes of the residency.

# Cost Proposal

**Service Period:** August 1, 2025 – June 30, 2026

**Total Number of School Sessions:** 17

## Cost Summary

| Description | Amount |
|---|---|
| Staff Wages (2 teams of 2) | **$138,460.00** |
| School Year Mileage | **$7,422.00** |
| Out of County Fee | **$3,000.00** |
| Unanticipated or Additional Costs (Not to Exceed 10%) | **$14,588.00** |
| **Total Estimated Cost** | **$163,470.00** |

## Notes

- **This proposal represents a quote.**
  Final invoices will reflect the actual costs of services rendered during each billing cycle.

- **Invoices** will be issued by **TCOE Theatre Company** at the end of each 15-day instruction cycle.

## Questions / Contact Information

For inquiries regarding this proposal:

**Bethany Rader**
bethany.rader@tcoe.org

**Abigail Cantu**
abigail.cantu@tcoe.org

# HANFORD ELEMENTARY SCHOOL DISTRICT

## REQUEST FOR PROPOSALS

## RFP No. 25-02

## Theatre Performing Arts Consultant

**Hanford Elementary School District**
**714 N. White Street**
**Hanford, California, 93230**
**559-585-3628**

**HANFORD ELEMENTARY SCHOOL DISTRICT**

TABLE OF CONTENTS

SECTION TITLE PAGE NUMBER

NOTICE OF INVITATION....1
RFP SECTIONS:
I. RFP INSTRUCTIONS....2
II. GENERAL TERMS AND CONDITIONS....4
III. INTRODUCTION....7
IV. DESIRED SERVICES....7
V. RFP CONTENT REQUIREMENTS....8
VI. EVALUATION PROCESS....8
VII.EVALUATIONS CRITERIA....10
SUBMITTAL CHECKLIST....11
REQUEST FOR REFERENCES....12
NON-COLLUSION DECLARATION....13
NO PROHIBITED INTEREST/CONFLICTS....14
PROPOSAL SIGNATURE PAGE FORM....15
ATTACHMENT I: CERTIFICATION REGARDING LOBBYING....16
DISCLOSURE OF LOBBYING ACTIVITIES....17
INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE
OF LOBBYING ACTIVITIES....18
DEBARMENT, SUSPENSION, & OTHER RESPONSIBILITY MATTERS....19
EXHIBIT A – SAMPLE INDEPENDENT CONTRACTOR AGREEMENT....20
CIVIL RIGHTS NON-DISCRIMINATION STATEMENT....21

END

# HANFORD ELEMENTARY SCHOOL DISTRICT

## REQUEST FOR PROPOSALS

## **RFP No. 25-02**

## **Theatre Performing Arts Consultant**

## NOTICE OF INVITATION

Notice is hereby given that Hanford Elementary School District (DISTRICT) is soliciting Request for Proposals for **RFP No. 25-02, Theatre Performing Arts Consultant.** The Request for Proposal (RFP) is to select a Consultant to provide theatre performing art services for one (1) year with the option of up to two (2) one-year renewals.

A Pre-conference regarding statement of qualifications submittal is scheduled **Thursday, November 6, 2025 at 11:00 A.M. PST**. The virtual Pre-conference will be hosted via Zoom with options to join in online or over the phone.

Proposals will be received prior to **02:01 P.M. PST** on **November 21, 2025** in the Hanford Elementary School District Fiscal Office at 714 N. White Street Hanford, CA 93230. Qualifications received later than the designated time and date will not be accepted. Facsimile (FAX), mailed or e-mailed copies of submittals will not be accepted. Proposals will not be read out loud as it is based on proposal criteria scoring.

Hanford Elementary School District reserves the right to accept or reject any or all Consultants or any combination thereof.

Copies of the RFP documents may be downloaded from the Hanford Elementary School District website at: **https://www.hanfordesd.org**. Refer any questions to Jennifer Bays at (559) 585-3690.

Distributed: October 24, 2025
Published dates: October 24, 2025
Published dates: October 31, 2025

# I. RFP INSTRUCTIONS

1. **RFP Submittal.** Consultant's RFP submittal shall include the information/documentation addressing each of the minimum requirements outlined in Section IV, DESIRED SERVICES. Proposals will be evaluated on **100-possible points** based on Cover Letter, Organization Description, Qualifications, Approach/Plan of Proposed Work, Schedule of Services/Proposed Timeline, and Expense Summary.

This RFP process and all proposal submitted hereunder shall comply with Title 7 of the Code of Federal Regulations, Subtitle B, Chapter II, Subchapter A, Child Nutrition Programs, and Title 2 of the Code of Federal Regulations, Subtitle A, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Specifically, this award shall be made, if at all in the sole discretion of the District, pursuant to 7 CFR § 200.20(B)(2) and California Government Code § 53060, et seq.

The formal competitive process standards of this solicitation include:

- Securing public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.
- Benefitting the public entity and not the Respondents.
- Full and fair competition as determined by the most responsive and responsible Respondent to the District's requirements, as determined by the District based on the criteria contained herein.
- Evaluation based on full and fair competition under common standards, free of restrictions that might otherwise stifle competition.

Responsive Proposals will present evidence of experience, ability, and fiscal stability necessary to meet the requirements stated in this RFP. The District will determine this by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error(s) in this RFP, the Respondent shall immediately notify the District thereof in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the District thereof prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the purported discrepancy or its later correction.

2. **Pre-Proposal Conference.** If required by listing in the Notice of Invitation, interested Consultants must attend the Pre-proposal conference in order to have their proposal accepted as responsive.

In order to have questions addressed at the Pre-conference, Consultants must submit questions to Jennifer Bays at jbays@hanfordesd.org prior to 48-hours of conference.

All questions regarding this RFP are to be submitted to jbays@hanfordesd.org. Final questions must be submitted by **2:00 P.M. PST on November 13, 2025**, to allow sufficient time for release of any final addendum prior to the bid closing date and time. The DISTRICT will distribute to all Consultants the questions and answers by addendum as deemed appropriate.

In order to control information disseminated and protect the integrity of the bid process of this RFP, Consultants interested in submitting responses are directed not to make personal contact with members of the governing Board, DISTRICT Administration, or staff.

3. **Qualifications.** Submittals must be received prior to the date and time identified in the Notice of Invitation. Facsimile (FAX), mailed or emailed copies of the RFP will not be accepted.

Respondents shall submit qualifications to Hanford Elementary School District ATTN: Theatre Performing Arts Consultant 714 N. White Street Hanford, CA 93230.

The DISTRICT reserves the right to request information for clarification of the information submitted and request additional information from any firm in determining the most responsive, responsible proposal that best meets the DISTRICT's desired services or products.

The DISTRICT reserves the right to conduct discussions with any or all Consultants, but may, at its sole discretion, elect to conduct interviews with highest ranking firm(s).

4. **Accept or Reject Consultant.** The DISTRICT reserves the right to accept or reject any or all Consultant(s) or to negotiate with any or all responsible parties submitting a response to this RFP, and to waive any informality in the RFP process. The cost for developing responses to this RFP are entirely the responsibility of the firm and shall not be chargeable to DISTRICT.

5. **Name and Nature of Consultant's legal Entity.** The Consultant(s) shall specify in the proposal and in the bond, if bond is required, the legal name and nature of its legal entity and any fictitious name under which it does any business covered by the bond. The bid shall be signed under the correct firm name by an authorized officer.

6. **Tentative Timeline.**

| RFP Schedule of Events | Dates |
|---|---|
| RFP release date | 10/24/2025 |
| Questions due for Pre-Proposal conference | 11/6/2025 at 10:00 A.M. PST |
| Pre-Proposal conference | 11/10/2025 at 10:00 A.M. PST |
| Deadline to receive final questions | 11/13/2025 at 02:00 P.M. PST |
| Proposal due date | 11/21/2025, before 02:01 P.M. PST |
| Evaluation of Proposals | 11/21/2025 – 11/28/2025 |
| Opportunity for Panel to ask Questions | 11/21/2025 – 11/28/2025 |
| Anticipated Board Award Date | 12/10/2025 |

7. **Withdraw of Submission.** Submission may be withdrawn at any time prior to the due date of the RFP with written notification to the DISTRICT. Consultants may be relieved through written consent by the DISTRICT.

8. **Exceptions.** All exceptions which are taken in response to this RFP must be stated clearly. The failure to identify exceptions/deviations will constitute an acceptance by the Consultant of the RFP as proposed by the DISTRICT. The DISTRICT reserves the right to reject an RFP containing any deviations, including but not limited to exceptions, additions, qualifiers, or conditions. The taking of RFP exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the proposal. Allowance of exceptions will be determined by the governing board whose decisions shall be final. Any RFP exceptions or additional conditions requested after RFP closure, which are not detailed within the RFP response, may result in disqualification of the proposal. No oral or telegraphic modification of any proposal submitted will be considered and a confirmation of the telegram duly signed by the Consultant was placed in the mail prior to the opening of the RFPs.

9. **Report Fraud, Waste, or Abuse.** Call the Anti-Fraud Hotline, (559) 585-3696, or by completing the fraud, waste, or abuse reporting form online at https://www.hanfordesd.org/hesd-tipline. The anti-fraud, waste, or abuse

reporting hotline is available to report alleged fraud, waste, or abuse in the DISTRICT. The responsibility for monitoring the hotline rests with the for Hanford Elementary School District. A report may be made anonymously.

10. **Prohibited Interests/Conflict of Interest**. BIDDER is responsible for understanding and ensuring adherence to California Government Code section 1090 et seq., with respect to the Project. Pursuant to Government Code section 1090, no DISTRICT officers or employees shall be financially interested in any contract made by them in their official capacity, or by anybody or board of which they are members. Nor shall DISTRICT officers or employees be purchasers at any sale or Consultants at any purchase made by them in their official capacity. No official or employee of DISTRICT who is authorized in such capacity and on behalf of DISTRICT to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting or approving, any architectural, engineering, inspection, construction or material supply contract or any subcontract in connection with construction of the Project, shall become, directly or indirectly, financially interested in the Project or in any part thereof. An officer shall not be deemed to be interested in a contract entered into by the Board if the officer has only a "remote interest" in the contract (as "remote interest" is defined in Government Code section 1091(b)) and if the fact of that interest is disclosed to the Board and noted in its official records, and thereafter the Board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the officer's vote with the remote interest per Government Code 1091.

11. **Public Records Act.** The RFP may be regarded as public records and subject to public records request in accordance to Government Code 6252, with the exception of those elements in each proposal which are defined by the Respondent as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." The DISTRICT shall not be liable or in any way responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary," shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the DISTRICT may not be in a position to establish that the information that a Respondent submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary", the DISTRICT will provide the Respondent who submitted the information with reasonable notice to allow the Respondent to seek protection from disclosure by a court of competent jurisdiction. All information, written, oral, electronic or otherwise prepared or furnished to the DISTRICT by Respondent shall become the property of the DISTRICT and may be used as it deems appropriate.

12. **Restriction on Disclosure and use of Data.** Any portion of the RFP that the Consultant considers confidential or proprietary information, or to contain trade secrets of Consultant, must be marked accordingly. This marking must be explicit as to the designated information. This designation may not necessarily guarantee the non-release of the information under the Public Information Act or as otherwise required by law, but does provide the DISTRICT with a means to review the issues thoroughly and, if justified, request an opinion by the Attorney General's office prior to release of any information requested under the Public Information Act.

## II. GENERAL TERMS AND CONDITIONS

**STATEMENT OF QUALIFICATIONS**. To receive consideration, proposals shall be developed in accordance with the following terms:

1. **THE PROPOSAL** – If applicable by inclusion of a proposal form, all items on the form should be stated in figures, and signatures of all individuals must be in long hand. The completed form should be without

interlineations, alterations, or erasures. Unsigned bids will not be accepted.

2. **DEFINITIONS** – Responsible; a bidding party possessing the skill, judgment, integrity and financial ability necessary to timely perform and complete the contract being solicited by proposal. Responsive; a bid which meets all of the specifications set forth in the request for proposal.

3. **ACCEPTANCE OR REJECTION OF SUBMISSIONS** – The DISTRICT may purchase an individual item or combination of items, whichever is in the best interest of the DISTRICT, provided also that bidder(s) may specify that the DISTRICT's acceptance of one item shall be contingent upon the DISTRICT's acceptance of one or more additional items submitted in the same proposal. Proposals shall remain open and valid and subject to acceptance for ninety (90) calendar days after the bid opening.

4. **EXECUTION OF CONTRACT** – Issuance of a Purchase Order(s) shall evidence the contractual agreement between the bidder(s) and the DISTRICT and the bidder's acceptance of these Bid Instructions and Conditions.

5. **DEFAULT BY CONTRACTOR** – The DISTRICT shall hold the Consultant(s) responsible for any damage which may be sustained because of failure or neglect to comply with any terms or conditions listed herein. It is specifically provided and agreed that time shall be of the essence in meeting the contract delivery requirements. If the successful Consultant(s) fails or neglects to furnish or deliver any of the materials, supplies or services listed herein at the prices named and at the time and place herein stated or otherwise fails or neglects to comply with the terms of the bid, the DISTRICT may, upon written notice to the bidder, cancel the contract/purchase order in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is cancelled in whole or in part, purchase the materials, supplies or services elsewhere without further notice to the Consultant. The prices paid by the DISTRICT at the time such purchases are made shall be considered the prevailing market price. Any extra cost incurred by such default may be collected by the DISTRICT from the Consultant, or deducted from any funds due the Consultant.

6. **INSURANCE** – Without limiting "CONTRACTOR" indemnification, it is agreed that "CONTRACTOR" shall secure and maintain in force during the term of this Agreement. A Commercial General Liability policy (Contractual liability included) utilizing an occurrence policy form, with limits of not less than two million ($2,000,000) dollars per occurrence, four million ($4,000,000) annual aggregate limit. Business automobile Liability Insurance shall be maintained for owned, scheduled, non-owned or hired automobiles with a combined single limit not less than two million ($2,000,000) dollars per occurrence. In the event "CONTRACTOR" is working with students individually or providing professional services to students, "CONTRACTOR" shall maintain a policy providing coverage for sexual molestation and/or abuse claims. In the event that "CONTRACTOR'S" Commercial General liability policy excludes coverage for sexual molestation and/or abuse claims shall be required to procure a separate or supplemental policy providing such coverage. The limits of coverage for the abuse and molestation policy shall be not less than $2,000,000 per claim and $4,000,000 aggregate. If any of the required policies provide coverage on a claims-made basis then the following shall apply; 1) The retroactive date must be shown, and must be before the date of the contract or the beginning of contract work; 2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract work; (3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work. Self-insured retentions must be declared to and approved by DISTRICT. The DISTRICT may require "CONTRACTOR" to provide proof of ability to pay losses and related investigations, claims administration and defense expenses within the retention. The policy shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the DISTRICT. The DISTRICT shall be named as an additional insured on the policies by separate endorsement. A Certificate of Insurance and endorsements shall be attached to the

Agreement as proof of insurance. The "CONTRACTOR" policy shall provide that it is primary such that insurance maintained by the DISTRICT, if any, shall be excess and not co-primary. "CONTRACTOR" shall produce the policy for DISTRICT, upon request.

7. **INVOICES AND PAYMENTS** – Unless otherwise specified, the successful Consultant(s) shall render invoices in duplicate for materials delivered or services performed under the contract, to the Expanded Learning Opportunity Program Department of the DISTRICT, jbays@hanfordesd.org. Invoices shall be submitted under the same firm name as shown on the bid and must include the Purchase Order Number. The successful Consultant(s) shall list separately any taxes PAYABLE BY THE DISTRICT and shall certify on the invoices that Federal Excise Tax is not included in the prices listed thereon. The DISTRICT shall make payment for materials, supplies, or services furnished under the contract within a reasonable and proper time after acceptance thereof and approval of the invoices by the authorized DISTRICT Representative.

8. **MISCELLANEOUS PROVISIONS:**

a) **Assignment of Contracts** – The successful Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the DISTRICT.

b) **Binding Effect** – This Agreement shall inure to the benefit of and shall be binding upon the Consultant and DISTRICT and their respective successors and assigns.

c) **Severability** – If any provisions of this agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

d) **Amendments** – The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties.

e) **Entire Agreement** – This proposal and all attachments thereto constitutes the entire agreement between the parties. There are no understandings, agreements, representations or warranties, express or implied, not specified in the Agreement. Consultant, by the execution of his/her signature on the Proposal Signature Page Form acknowledges that he/she has and read this Agreement, understands it, and agrees to be bound by its terms and conditions stated in the RFP.

f) **Non-Exclusive Contract.** Any resultant contract will be awarded with the understanding and agreement that it is for the sole convenience of the DISTRICT. The DISTRICT reserves the right to obtain like goods or services from another source when necessary.

g) **Hold Harmless Clause** – The successful Consultant agrees to defend, indemnify and hold harmless the DISTRICT, and its officials, agents, volunteers and employees ("indemnified parties") from and against claims, damages, losses and expenses, including but not limited to attorney fees, arising out of the consultant's performance under this contract, regardless of whether such claim, damage, loss or expense is caused in part by an indemnified party. This includes, but is not limited to, claims, damages, losses and expenses arising from injury to, loss of, theft of or unauthorized access to personally identifiable information or documents containing such information, as most broadly defined under state or federal law; or any actual or alleged failure to comply with any provision of law. However, Consultant shall not be obligated to indemnify an indemnified party for liability due to willful misconduct, active negligence, or sole negligence for which that indemnified party is legally responsible.

h) **Law** – In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed under

the proposal shall conform to all applicable requirements of local, state and federal law.

i) **Governing Law and Venue** – In the event of litigation, the bid documents, specifications and related matters shall be governed by and construed only in accordance with the laws of the State of California. Venue shall only be with the appropriate state of federal court located in Kings County.

j) **Permits and Licenses** – The successful Consultant(s) and all of it's employees or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, articles or services herein listed. All operations and materials shall be in accordance with law.

k) **Independent Contractor** – While engaged in carrying out and complying with terms and conditions of the contract, the bidder agrees by his/her signature on the RFP that he/she is an independent contractor and not an officer, employee or agent of the DISTRICT. *If contract is awarded, consultant(s) agrees to utilize the HESD Independent Contract agrees to the terms and conditions set forth in the District's Independent Contractor Services Agreement (Exhibit A).

l) **Termination without Cause** –This Agreement may be terminated by the DISTRICT upon giving sixty (60) calendar days advance written notice of an intention to terminate.

# III. INTRODUCTION

Hanford Elementary School District (HESD) is in the city of Hanford, California, and is the largest public-school district in Kings County, California. HESD provides educational services to a diverse student body of approximately 5,600 students in grades Transitional Kindergarten/Kindergarten through 8. District consists of 8 Elementary schools, 2 Junior High schools, 1 on K-8 magnet school.

HESD intends to award a contract to one Consultant with a contract period of one (1) year with the option of up to two (2) one-year renewals. However, HESD is under no obligation to award a Consultant. The Selection Committee will select the most qualified Consultant and submit to the HESD Board of Education for approval.

Contract rate will be fixed for the first 36-months with an option to increase/decrease pricing during future renewal periods. Written requests for price adjustments must be received by Hanford Elementary School District Fiscal Department prior to 30-calendar days of contract end date. Requests for price adjustments must be supported by justification. The District reserves the right to accept or reject price adjustments. Price adjustments must be approved by the Chief Business Official.

# IV. DESIRED SERVICES

## A. SCOPE OF WORK

The ELOP Program is a grant funded after school expanded learning program that provides students with wonderful enriching activities that are fun and engaging. The HESD ELOP Program operates at 9 elementary school sites. Combined enrollment at these sites is over 4,000 students and opportunity is provided to all students. The program focuses on providing opportunities for students to explore enrichment-based activities in compliance with the Quality Standards for Expanded Learning.

In an effort to provide student and family instruction as well as staff professional development, the district is seeking a community partner to provide school sites with performance-based learning and enrichment in the areas

of performing arts instruction and coaching.

The consultant will:

a. Develop student's educational experience in performing arts.
b. Have staff at sites to work with students in performing art activities after school in the capacity of
   - Observing
   - Working with up to 50 students per school site to produce a kid's production
   - Provide 15 days of instruction/2hr rehearsals per day per elementary site.
   - Provide a performance for parents at the end of the rehearsal process
c. Focus learning areas for experience relating to:
   - Recreation Activities
   - Performing Arts
   - Goal Setting
   - Teamwork/Collaboration
d. Promote higher education K-6, through performance-based learning in the capacity of:
   - Provide TWO to THREE instructors to direct and produce the selected Kids production.
   - Provide a performance for the parents at the end of the rehearsal process at 5:30 pm.
   - Set up a pre-site visit to ensure that our teams and your site have all they need before instruction begins
   - Provide a basic art project centered around student's character development.
   - Provide a digital parent permission slip for school sites to send out to parents.
   - Provide a contract for both parties to sign detailing further responsibilities, terms, and final pricing.
   - Every staff assigned to an on-campus activity/instruction/rehearsal/parent performance/etc., will obtain a valid criminal summary and report subsequent criminal or arrest records to Hanford Elementary School District

e. Confidentiality: To ensure the safety of students, you will agree to adhere to all procedures and protocols that will need to be in place:
   - The Michelle Montoya School Safety Act requires that people having contact with children on a K-12 school site undergo a criminal background check to be "cleared" to be in contact with children. This background check is done through the submission of computerized (digitized) fingerprints via a process called "live scan." The clearance goes through the California Department of Justice (DOJ). You will be responsible for ensuring all staff working with HESD students through this program are fingerprinted via "live scan" and are cleared through the DOJ background check and meet the requirements of the Montoya Act.
   - Your staff and district/site will give clear protocols for student responsibilities to keep open communication between all parties involved.

## V. RFP CONTENT REQUIREMENTS (Maximum of 10 pages not including cover letter)

1. Cover letter with statement of interest
2. Organization description
3. Qualifications – explanation of how the Consultant meets the requirements, list a minimum of three (3) references for prior work, and number of years of experience providing substantially similar programs/services in school nutrition.
4. Approach: Plan that outlines proposed work demonstrating the ability to provide the desired services.
5. Schedule of services/proposed timeline
6. Cost proposal: a cost proposal which may be started either as a fixed sum or a cost plus with a not-to-exceed maximum, which will be regarded as the fixed, with additional points for potential cost savings of a cost plus

with a not-to-exceed.

## VI. EVALUATION PROCESS

A. The process that will be used by the District in identifying the most qualified and best value Consultant to perform services as outlined in this Request for proposals will be as follows:

1. Evaluation Committee – An Evaluation Committee may be made up of District administrators, members and staff, will review and evaluate submittals.

2. The Evaluation Committee will use a scoring matrix method of **100 possible points.** The possible points for each area are provided in Section VII, Evaluation Criteria.

3. The Governing Board – The HESD Board of Education will approve the recommended Consultant.

4. HESD Food Services will ensure the selected Consultant completes the Independent Contractor Agreement and request PO(s) from the Account Payable Department.

## VII. EVALUATION CRITERIA

| Evaluation Criteria | Maximum Points |
|---|---|
| Cover letter with statement of interest | 5 |
| Organization description | 5 |
| Qualifications – explanation of how the organization meets the requirements, list a minimum of three (3) references for prior work, and number of years of experience providing related programs/services | 20 |
| Approach: Plan that outlines proposed work | 25 |
| Schedule of services/proposed timeline | 15 |
| Cost proposal | 30 |
| **Total** | **100 points** |

# SUBMITTAL CHECK LIST

*The listed documents below are required to be provided as part of your submittal rfp*

- ○ RFP response not to exceed 10-pages in accordance with Section V, RFP CONTENT REQUIREMENTS
- ○ Request for References Form
- ○ Non-Collusion Declaration Form
- ○ No Prohibited Interest/Conflicts of Interest Declaration Form
- ○ Proposal Signature Page Form
- ○ Attachment I: Certification Regarding Lobbying
- ○ Debarment, Suspension, and Other Responsibility Matters Form

# REQUEST FOR REFERENCES

All Consultants shall submit with their proposal at least three (3) previous jobs of similar scope and size in the last five years. They must include a contact name and phone number for verification purposes. Failure to provide reference may result in your RFP being determined non-responsive.

Please see Qualifications

1. Name of Reference Contact Person:
Address:
Phone:
Scope of Work:

2. Name of Reference Contact Person:
Address:
Phone:
Scope of Work:

3. Name of Reference Contact Person:
Address:
Phone:
Scope of Work:

**NON-COLLUSION DECLARATION TO BE EXECUTED BY AND SUBMITTED WITH BID**
**Public Contract Code section 7106**

The undersigned declares:

I am the COUNTY SUPERINTENDENT OF SCHOOLS [name/title] of TULARE COUNTY OFFICE OF ED. [company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The Respondent has not directly or indirectly induced or solicited any other Respondent to put in a false or sham bid. The Respondent has not directly or indirectly colluded, conspired, connived, or agreed with any Respondent or anyone else to put in a sham bid, or to refrain from bidding. The Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Respondent or any other Respondent, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Respondent. All statements contained in the bid are true. The Respondent has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Respondent that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Respondent.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 11/21/25 [date], at VISALIA [city], CALIFORNIA [state].

TIM A. HIRE
Printed name of Authorized Company Representative

Signature of Authorized Company Representative

## NO PROHIBITED INTEREST/CONFLICTS OF INTEREST DECLARATION

I hereby certify and declare that the undersigned Respondent has reviewed and understands article 10 Prohibited Interests/Conflict of Interest of the RFP Instructions, and that Respondent has no business relationship with any member of the Board of Education ("BOE") that gives any BOE member a financial interest in any contract between Respondent and the District, other than a financial interest that qualifies as a "remote interest" or a "noninterest," and that no Prohibited Interests/Conflicts of Interest exist which violate this article and thereby preclude Respondent from contracting with the Hanford Elementary School District. Respondent further understands that the provision of a bid/quote to Respondent over 5 years prior to a BOE member's election or appointment, without the goods or services included in the bid actually being furnished to Respondent, i.e., an unaccepted bid/quote, does not qualify to cause a financial interest to be a "remote interest" as that term is defined in California Government Code section 1091(b)(8).

Consistent with the foregoing and with this article, Respondent understands that if Respondent is awarded the contract for this Project and a Prohibited Interests/Conflict of Interest is thereafter discovered, the contract between Respondent and Hanford Elementary School District may be void, and in such event Respondent may be required to disgorge all monies received pursuant to such void contract.

I declare under penalty of perjury under the laws of the State of California that 1) Respondent has reviewed all necessary documents and exercised all due diligence in determining that no Prohibited Interests/Conflicts of Interest exist as set forth above and as described in Section I RFP Instructions, article 10 Prohibited Interests/Conflict of Interest, with respect to the undersigned Respondent, 2) I am authorized by Respondent to execute this form on Respondent's behalf and to make the certifications contained herein, and 3) the representations and certifications set forth herein are true and correct.

Dated: 11/21/25

Tulare County Office of Ed.
[Company Name]

Tim A. Hire, Superintendent
[Name and Title of Respondent's Representative]

[Signature]

# PROPOSAL SIGNATURE PAGE FORM

The undersigned, having carefully examined the RFP and all addenda, proposes and agrees to be bound by all terms and conditions of the complete Contract Documents. I have thoroughly reviewed the Pricing Sheet for RFP No. 25-02, **Theatre Performing Arts Consultant** submitted herewith and agree to provide custom printing services consistent with the terms of the RFP at the prices identified on the Pricing Sheet submitted in my proposal.

"I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct."

To be signed by authorized company agent acknowledging submittal of RFP. Submittals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name and title of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

| | |
|---|---|
| SUPERINTENDENT | (559) 733-6301 |
| Signature/Title | Area Code / Telephone Number |
| TIM A. HIRE | |
| Type or Print Name | Area Code / Fax Number |
| TULARE COUNTY OFFICE OF ED. | TIM.HIRE@TCOE.ORG |
| Name of Company as Licensed | E-Mail Address |
| 6200 S. MOONEY BLVD. | |
| Address | Professional License No. / Type / Exp. Date |
| VISALIA CA 93277 | |
| City State Zip Code | |

# Attachment I: Certification Regarding Lobbying

**The undersigned certifies, to the best of his or her knowledge and belief, that:**

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Organization: Tulare County Office of Ed.

Street address: 6200 S. Mooney Blvd.

City, State, Zip: Visalia, CA 93277

Tim A. Hire

CERTIFIED BY: (type or print)

Superintendent

TITLE:

(Signature)

11/21/25

(Date)

Approved by OMB 0348-0046

## Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure)

| | | |
|---|---|---|
| **Type of Federal Action:**<br>contract<br>b. grant<br>cooperative agreement<br>loan<br>loan guarantee<br>loan insurance | **Status of Federal Action:**<br>bid/offer/application<br>b. initial award<br>c. post-award | **Report Type:**<br>initial filing<br>b. material change<br>**For material change only:**<br>Year_____Quarter_____Date of last report_ |

| | |
|---|---|
| **4. Name and Address of Reporting Entity:**<br>Prime _____Subawardee<br>Tier_____, if Known:<br><br>**Congressional District, if known:** | **If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime:<br><br>**Congressional District, if known:** |
| **6. Federal Department/Agency:** | **7. Federal Program Name/Description:**<br><br>CFDA Number, *if applicable*: _____ |
| **8. Federal Action Number,** *if known:* | **9. Award Amount,** *if known:*<br><br>$ |
| **10. a. Name and Address of Lobbying Registrant** *(if individual, last name, first name, MI):* | **b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):* |
| **11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.** | **Signature:**_____**Print Name:** Tim A Hire **Title:** Superintendent<br>**Telephone No.:** (559)783.6801 **Date:** 11/21/25 |
| **Federal Use Only** | **Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)** |

# INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

---

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

## Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for participants or Consultants in primary covered transactions:

A. The participant or Consultant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

4. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the participant or Consultant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Tulare County Office of Education
Participant or Consultant Company Name

OnStage
Award Number, Contract Number, or Project Name

Tim A. Hire, Superintendent
Name(s) and Title(s) of Authorized Representatives

Signature(s)

11/21/25
Date

# EXHIBIT A – SAMPLE INDEPENDENT CONTRACTOR AGREEMENT

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on _____ ,20 _____ , between the Hanford Elementary School District and _____ (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:

The Consultant, and the agents and employees of the Consultant, in the performance of this agreement shall act in an independent capacity and not as officers or employees or agents of the Hanford Elementary School District.

Consultant agrees to indemnify, defend and save harmless the Hanford Elementary School District, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this agreement.

The Hanford Elementary School District agrees to pay _____ the sum of _____ Dollars ($ _____ ) for such services.

_____ _____
Consultant Signature Consultant Name

_____
Consultant's Address City State Zip Code

_____
Principal/Department Head Signature

_____
Other Authorizing Signature

Budget Account Number: _____

Board Approved: _____

Original Copy: Fiscal Services
One Copy: Consultant
One Copy: School/Department

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?
YES / NO
(CIRCLE ONE)

ADM-009 (Rev. 10/18)

# Civil Rights Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

# HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly
DATE: December 5, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: December 17, 2025

**ITEM:** Receive for Approval: BP & Exhibit 5145.6 Parent/Guardian Notifications

**PURPOSE:**
To update the Board Policy and Exhibit 5145.6 to match CSBA's BP and Exhibit.

Board Policy 5145.6 - Parent/Guardian Notifications Policy updated in conjunction with the accompanying exhibit, with minor stylistic changes.

Exhibit(1) 5145.6 - Parent/Guardian Notifications Exhibit updated to reflect (1) NEW LAW (AB 2179, 2024) which requires notification on local apprenticeship and pre-apprenticeship programs, (2) NEW LAW (AB 1796, 2024) which requires notification of any dual enrollment or International Baccalaureate courses offered by the district, (3) NEW LAW (AB 2690, 2024) which requires notification of the risk of social media platforms being used as a way to market and sell synthetic drugs such as fentanyl, (4) NEW LAW (AB 2473, 2024) which requires districts to comply with specified notice requirements related to transfer of coursework and credits for students participating in a newcomer program, as defined, (5) NEW LAW (AB 2630, 2024) which defines "kindergarten" for purposes of proof of having received an oral health assessment as both transitional kindergarten and kindergarten, (6) NEW LAW (SB 153, 2024) which requires notification regarding the Californiacolleges.edu platform and that student data may be shared with the California College Guidance Initiative, (7) NEW LAW (SB 691, 2024) which requires revised and additional notifications related to truancy, (8) NEW LAW (AB 3262, 2024) which requires students to be notified of the location of all automated external defibrillators on campus, (9) NEW LAW (AB 543, 2024) which requires the district to display a poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5, and (1) the requirement for signage identifying a bathroom facility as being open to all genders and in conformity with Title 24 of the California Code of Regulations, that the bathroom is available during school hours and school functions when students are present, and designated point of contact.

**FISCAL IMPACT:** No to very little Financial Impact

**RECOMMENDATION:** Approval of BP & Exhibit 5145.6

## Policy 5145.6: Parent/Guardian Notifications

**Status:** ADOPTED

**Original Adopted Date:** 05/16/2001 **| Last Revised Date:** ~~01/24/2024~~ 11/3/2025 **| Last Reviewed Date:** ~~01/24/2024~~ 11/3/2025

The Governing Board desires to promote effective communication ~~between~~from the district and/or school ~~and the home and~~to families to keep ~~parents/guardians~~families informed regarding educational programs, school operations, and the legal rights of students and ~~their~~ parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote ~~parental~~familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format ~~and, to the extent practicable, in a language that parents/guardians can understand~~.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large ~~front~~font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than
English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

**Exhibit 5145.6-E(1): Parent/Guardian Notifications** **Status:** ADOPTED

**Original Adopted Date:** 08/09/2006 | **Last Revised Date:** ~~01/24/2024~~ 11/3/2025 | **Last Reviewed Date:** ~~01/24/2024~~ 11/3/2025

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of ~~2022~~2024 (AB ~~178~~107, Ch. ~~45~~22, Statutes of ~~2022~~2024) extends the suspension of these requirements through the ~~2022-23~~2024-25 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to parents/guardians. Other notices may exist and be identified in the future.

**I. Annually**

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5; 46015
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410
Subject: Right to a free public -education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year or upon enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1
Education or Other Legal Code: Education Code 35256, 35258
Board Policy/Administrative Regulation #: See BP 0510
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 35291, 48980
Board Policy/Administrative Regulation #: See AR 5144, AR 5144.1
Subject: District and site discipline rules

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 44050
Board Policy/Administrative Regulation #: See BP 4119.21, BP 4219.21, BP 4319.21

Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 46010.1
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2
Subject: District policy authorizing transfer

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 32255-32255.6
Board Policy/Administrative Regulation #: See AR 5145.8
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301
Board Policy/Administrative Regulation #: See BP 5111.1, AR 5116.1, AR 5117
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Governing Board allows such absence
Education or Other Legal Code: Education Code 48980, 46014
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48205
Board Policy/Administrative Regulation #: See AR 5113, BP 6154
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
Board Policy/Administrative Regulation #: See AR 6183
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 49403
Board Policy/Administrative Regulation #: See BP 5141.31
Subject: School immunization program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49423, 49480
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49471, 49472
Board Policy/Administrative Regulation #: See BP 5143
Subject: Availability of insurance

~~When to Notify: Annually~~
When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement
Education or Other Legal Code: Education Code 48980, 51225.3
Board Policy/Administrative Regulation #: See AR 6146.1
Subject: How district established graduation requirements do or do not satisfy college entrance A-G course criteria; district's CTE courses that satisfy A-G course criteria

When to Notify: Beginning of each school year in grades 11-12
Education or Other Legal Code: Education Code 48980.5
Board Policy/Administrative Regulation #: To be included in BP 6178
Subject: Information on local apprenticeship and pre-apprenticeship programs

When to Notify: At the beginning of each school year in grades 7-12
Education or Other Legal Code: Education Code 48980.6
Board Policy/Administrative Regulation #: To be included in BP 6141.4
Subject: Any dual enrollment or International Baccalaureate courses offered by the district

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48985.5
Board Policy/Administrative Regulation #: See BP 5131.6
Subject: The dangers of using synthetic drugs not prescribed by a physician, possibility that such drugs can be found in counterfeit pills, and the risk of social media being used to market synthetic drugs, such as fentanyl

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48986, 49392
Board Policy/Administrative Regulation #: See AR 0450
Subject: Information and laws related to the safe storage of firearms and California's child access prevention laws ~~When to Notify: Annually~~

When to Notify: Annually (not otherwise specified)
Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: See AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
Board Policy/Administrative Regulation #: See AR 5125
Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Release of directory information

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25
Board Policy/Administrative Regulation #: See AR 6173, AR 6173.1, AR 6173.3, AR 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, ~~migrant students~~ and ~~students participating in a~~ newcomer ~~program.~~students

When to Notify: Two or more times during the school year
Education or Other Legal Code: Education Code 49428
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: How to access mental health services at school and/or in the community
When to Notify: Beginning of each school year in schools serving students in grades 6-12
Education or Other Legal Code: Education Code 49428.5
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: Distribution of digitized mental health poster online

When to Notify: Annually or upon enrollment in elementary school
Education or Other Legal Code: Education Code 49452.6
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Availability of type 1 diabetes informational materials developed by the California Department of Education

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49520, 48980, 42 USC 1758, 7 CFR 245.5
Board Policy/Administrative Regulation #: See AR 3553
Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 51513, 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, BP 6162.8
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: When developing the local control and accountability plan and during the annual update of the local control and accountability plan (LCAP)
Education or Other Legal Code: Education Code 52062
Board Policy/Administrative Regulation #: See BP 0460
Subject: Opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 56301
Board Policy/Administrative Regulation #: See BP 6164.4
Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 58501, 48980
Board Policy/Administrative Regulation #: See AR 6181
Subject: Alternative schools

When/Whom to Notify: Annually (not otherwise specified)
Education or Other Legal Code: Education Code 60615, 5 CCR 852
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 60900.5
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: Use of CalPADS data as specified in Education Code 60900.5

When to Notify: Beginning of each school year
Education or Other Legal Code: Health and Safety Code 104855
Board Policy/Administrative Regulation #: See AR 5141.6
Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When to Notify: Beginning of each school year, if district receives Title I funds
Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48
Board Policy/Administrative Regulation #: See BP 4112.2, AR 4222
Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year
Education or Other Legal Code: 34 CFR 104.8, 106.~~9~~8
Board Policy/Administrative Regulation #: See BP 0410, BP 6178
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA FNS Instructions 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Information related to the district's food service programs

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA SP-46-2016
Board Policy/Administrative Regulation #: See AR 3551
Subject: District policy on meal payments

**II. At Specific Times During the Student's Academic Career**

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling
Education or Other Legal Code: Education Code 221.5, 48980
Board Policy/Administrative Regulation #: See BP 6164.2
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
Education or Other Legal Code: Education Code 32390, 48980
Board Policy/Administrative Regulation #: See AR 5142.1
Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district
Education or Other Legal Code: Education Code 35211
Board Policy/Administrative Regulation #: None
Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported
Education or Other Legal Code: Education Code 39831.5
Board Policy/Administrative Regulation #: See AR 3543
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus
Education or Other Legal Code: Education Code 44808.5, 48980
Board Policy/Administrative Regulation #: See BP 5112.5

Subject: Open campus

When to Notify: When admitted or advancing to sixth grade
Education or Other Legal Code: Education Code 48980.4
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: A statement regarding the state's public policy, advising that the student adhere to current immunization guidelines regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level

When to Notify: Prior to providing an eye examination
Education or Other Legal Code: Education Code 49455.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Upcoming eye examinations at school site, including form on which parent/guardian may indicate lack of consent

When to Notify: When a parent/guardian request for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: ~~To be included in~~See AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Specified rights related to student records

When to Notify: When students enter grade 7
Education or Other Legal Code: Education Code 49452.7
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Specified information on type 2 diabetes

When to Notify: ~~When in~~In transitional kindergarten, kindergarten, or in first grade if not previously enrolled in public school
Education or Other Legal Code: Education Code 49452.8
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Before grade 12
Education or Other Legal Code: Education Code 51225.8
Board Policy/Administrative Regulation #: See AR 6143
Subject: Completion and submission of FAFSA and CADAA

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 6143, BP 6178
Subject: UC and CSU College admission requirements, UC and CSU websites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors to assist with selection of courses that meet college admission requirements and/or enroll in CTE courses, direction to the CaliforniaColleges.edu platform to access resources that help students and their families learn about college admission requirements

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 5125
Subject: Disclosure that student data may be shared with the California College Guidance Initiative to provide students and their families with direct access to online tools and resources for college and

career planning When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year
Education or Other Legal Code: Education Code 51938, 48980
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year
Education or Other Legal Code: Education Code 60641, 5 CCR 863
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Results of tests; test purpose, individual score and intended use
When/Whom to Notify: By October 15 for students in grade 12
Education or Other Legal Code: Education Code 69432.9
Board Policy/Administrative Regulation #: See AR 5121, AR 5125
Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: Upon enrollment in a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Limitations on disenrollment, including expulsion and suspension and how to file an appeal in the event of expulsion or suspension

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool
Education or Other Legal Code: Health and Safety Code 1596.7996
Board Policy/Administrative Regulation #: See AR 5148
Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten
Education or Other Legal Code: Health and Safety Code 124100, 124105
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
Education or Other Legal Code: 5 CCR 11523
Board Policy/Administrative Regulation #: See AR 6146.2
Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
Education or Other Legal Code: 20 USC 7908
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Request that district not release student's name, address, and phone number to military recruiters without prior written consent

**III. When Special Circumstances Occur**

When to Notify: In the event of a breach of security of district records
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: See BP 3580
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination
Education or Other Legal Code: Education Code 262.3
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient
Education or Other Legal Code: Education Code 313, 5 CCR 11303
Board Policy/Administrative Regulation #: See AR 6174
Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year
Education or Other Legal Code: Education Code 313.2, 440, 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: For districts under financial distress, as defined, upon an affirmative action by the Board to implement a school closure or consolidation
Education or Other Legal Code: Education Code 41329
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: The date of the closure or consolidation, student's new school assignment, district resources to support student transition, contacts for additional information.

When to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: See BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When to Notify: When ~~homeless~~a student experiencing homelessness or a foster youth applies for enrollment in before/after school program
Education or Other Legal Code: Education Code 8483
Board Policy/Administrative Regulation #: See AR 5178.2
Subject: Right to priority enrollment how to request priority enrollment

When to Notify: When certification status of a nonpublic, nonsectarian school or agency attended by a district student changes, within 14 days of becoming aware of the change
Education or Other Legal Code: Education Code 56366.45
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: A change in certification status of nonpublic, nonsectarian school or agency

When to Notify: When a child in a California State Preschool program exhibits persistent and serious challenging behaviors
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Description of the child's behaviors and program plan for maintaining the child's safe participation in program and expulsion/unenrollment process

When to Notify: At least 24 hours before the effective date of suspending or expelling a child from a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: "Notice of Action, Recipient of Services," as described in 5 CCR 17783

When to Notify: Before high school student attends specialized secondary program on a university campus
Education or Other Legal Code: Education Code 17288
Board Policy/Administrative Regulation #: None
Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Intended use of pesticide product

When to Notify: To members of athletic teams
Education or Other Legal Code: Education Code 32221.5
Board Policy/Administrative Regulation #: See AR 5143
Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition
Education or Other Legal Code: Education Code 33479.3
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status
Education or Other Legal Code: Education Code 35178.4
Board Policy/Administrative Regulation #: See BP 6190
Subject: ~~Information on sudden cardiac arrest~~Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising
Education or Other Legal Code: Education Code 35182.5
Board Policy/Administrative Regulation #: See BP 3312
Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy
Education or Other Legal Code: Education Code 35183
Board Policy/Administrative Regulation #: See AR 5132
Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: See BP 6117
Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days
Education or Other Legal Code: Education Code 46601
Board Policy/Administrative Regulation #: See AR 5117
Subject: Appeal process

When to Notify: Before early entry to transitional kindergarten or kindergarten, if early entry offered
Education or Other Legal Code: Education Code 48000
Board Policy/Administrative Regulation #: See AR 5111, AR 6170.1
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
Education or Other Legal Code: Education Code 48070.5
Board Policy/Administrative Regulation #: See AR 5123
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
Education or Other Legal Code: Education Code 48213
Board Policy/Administrative Regulation #: See AR 5112.2
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
Education or Other Legal Code: Education Code 48216, 17 CCR 6040
Board Policy/Administrative Regulation #: See AR 5141.31
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant
Education or Other Legal Code: Education Code 48260.~~5, 48262~~5Board Policy/Administrative Regulation #: See AR 5113.1 Subject: Truancy, parental obligation, availability of alternative programs, right to a conference, availability of mental health and supportive services

~~Board Policy/Administrative Regulation #: See AR 5113.1~~
~~Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference~~

When to Notify: When a truant is referred to a SARB or probation department
Education or Other Legal Code: Education Code 48263
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school
Education or Other Legal Code: Education Code 48432.3
Board Policy/Administrative Regulation #: See AR 6184
Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school
Education or Other Legal Code: Education Code 48432.5
Board Policy/Administrative Regulation #: See AR 6184
Subject: Right to require meeting prior to involuntary transfer to continuation school
When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1
Subject: Basis for the placement recommendation

When to Notify: When a foster youth or an Indian child receives a suspension, expulsion, manifestation determination, or involuntary transfer
Education or Other Legal Code: Education Code 48853.5
Board Policy/Administrative Regulation #: See AR 6173.1, AR 6173.4
Subject: Suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information to a foster youth's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, the child's county social worker

When to Notify: When student is removed from class and teacher requires parental attendance at school
Education or Other Legal Code: Education Code 48900.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts
Education or Other Legal Code: Education Code 48904
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student
Education or Other Legal Code: Education Code 48904.3
Board Policy/Administrative Regulation #: See AR 5125.2
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer
Education or Other Legal Code: Education Code 48906
Board Policy/Administrative Regulation #: See BP 5145.11
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See BP 5144.1, AR 5144.1
Subject: Notice of suspension

When to Notify: When original period of suspension is extended
Education or Other Legal Code: Education Code 48911
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom
Education or Other Legal Code: Education Code 48911.1
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension
Education or Other Legal Code: Education Code 48912
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Intent to hold a closed session re: suspension

When to Notify: When a student expelled from another district for certain acts seeks admission
Education or Other Legal Code: Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Decision to expel; right to appeal to ~~county board~~County Board of Education; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2
Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site
Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school into the district
Education or Other Legal Code: Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive copy of student's record and a hearing to challenge content of student's records

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals

Education or Other Legal Code: Education Code 49070
Board Policy/Administrative Regulation #: See AR 5125.3
Subject: If ~~board~~Governing Board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: See BP 5125
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: AR 5125
Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer
Education or Other Legal Code: Education Code 49076
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
Education or Other Legal Code: Education Code 49077
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis
Education or Other Legal Code: Education Code 49452.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects
Education or Other Legal Code: Education Code 49456; 17 CCR 2951
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Vision or hearing test results

~~When to Notify: Within 10 days of negative balance in meal account~~
~~Education or Other Legal Code: Education Code 49557.5~~
~~Board Policy/Administrative Regulation #: See AR 3551~~
~~Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals~~

When to Notify: Annually to parents/guardians of student athletes
Education or Other Legal Code: Education Code 49475
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on concussions and head injuries

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
Education or Other Legal Code: Education Code 49476

Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Opioid fact sheet

~~When to Notify:~~When/Whom to Notify: Within 30 days of foster youth, student experiencing homelessness, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or enrollment of newcomer student in grades 11-12
Education or Other Legal Code: Education Code 51225.1, 51225.25
Board Policy/Administrative Regulation #: See BP 6146.1, AR 6173, AR 6173.1, AR 6173.3, AR 6175
Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, transfer opportunities through California Community Colleges

When to Notify: When satisfactory educational progress in one or more independent study courses is not being made by student under 18
Education or Other Legal Code: ~~Educational~~Education Code 51749.5
Board Policy/Administrative Regulation #: See BP 6158
Subject: Findings from evaluation to determine if it is in student's best interest to remain in independent study or whether student should be referred to an alternative program.

When to Notify: Before any test/survey questioning personal beliefs
Education or Other Legal Code: Education Code 51513
Board Policy/Administrative Regulation #: See AR 5022
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12
Education or Other Legal Code: Education Code 51938
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency
Education or Other Legal Code: Education Code 52164.1, 52164.3, 5 CCR 11511.5
Board Policy/Administrative Regulation #: See AR 6174
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established
Education or Other Legal Code: Education Code 54444.2
Board Policy/Administrative Regulation #: See BP 6175, AR 6175
Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: Health and Safety Code 1596.857, 22 CCR 101218.1
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to enter and inspect facility and other rights as specified

When to Notify: When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead

Education or Other Legal Code: Health and Safety Code 1597.16
Board Policy/Administrative Regulation #: See AR 5148
Subject: The requirement to test the facility, and the results of the test

When to Notify: When an automated external defibrillator (AED) is placed in a school serving students in grades 612, at least annually notify students
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: See AR 6145.2 Athletic Competition
Subject: The location of all AED units on campus

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: See AR 3513.3
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system
Education or Other Legal Code: Health and Safety Code 120440
Board Policy/Administrative Regulation #: See AR 5125, BP 5141.31, AR 5141.32
Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer
Education or Other Legal Code: Penal Code 626.81
Board Policy/Administrative Regulation #: See AR 1240, BP 1250
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises
Education or Other Legal Code: Penal Code 627.5
Board Policy/Administrative Regulation #: See AR 3515.2
Subject: Notice of hearing

~~Subject: Notice of hearing~~

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law
Education or Other Legal Code: 5 CCR 4631
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: 5 CCR 18066
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies regarding excused and unexcused absences
When to Notify: Within 30 days of application for subsidized child care or preschool services
Education or Other Legal Code: 5 CCR 17782, 18094, 18118
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3
Subject: Policies re: Approval or denial of services

When to Notify: At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services
Education or Other Legal Code: 5 CCR 17783, 18095, 18119
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3

Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights
Education or Other Legal Code: 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See BP 4112.2
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy
Education or Other Legal Code: 20 USC 6318
Board Policy/Administrative Regulation #: See AR 6020
Subject: Notice of policy

When to Notify: When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children
Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94
Board Policy/Administrative Regulation #: See AR 3231
Subject: Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals
Education or Other Legal Code: 42 USC 1758, 7 CFR 245.6a
Board Policy/Administrative Regulation #: See AR 3553
Subject: Need to submit verification information; any subsequent change in benefits; appeals

~~When/Whom to Notify: When student is homeless or unaccompanied minor~~
~~Education or Other Legal Code: Education Code 48852.5, 42 USC 11432~~
~~Board Policy/Administrative Regulation #: See AR 6173~~
~~Subject: Educational and related opportunities; transportation services; placement decision and right to appeal; duties of district liaison; public notice~~

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30
Education or Other Legal Code: 34 CFR 99.34
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive records and an opportunity for hearing upon request

When to Notify: When student complains of sexual harassment
Education or Other Legal Code: 34 CFR 106.44, 106.45
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

When to Notify: When district receives federal funding assistance for nutrition program
Education or Other Legal Code: USDA FNS Instruction 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

**IV. Special Education Notices**

When to Notify: Prior to a student with disabilities beginning tenth grade
Education or Other Legal Code: Education Code 51225.31
Board Policy/Administrative Regulation #: See BP 6146.1
Subject: Exemption from local graduation requirements

When to Notify: Prior to conducting initial evaluation
Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 20 USC 1415 (d), 34 CFR 300.502, 300.503
Board Policy/Administrative Regulation #: See BP 6159.1, AR 6159.1, AR 6164.4
Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins
Education or Other Legal Code: Education Code 56321
Board Policy/Administrative Regulation #: See AR 6159
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record
Education or Other Legal Code: Education Code 56341.1
Board Policy/Administrative Regulation #: See AR 6159
Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting
Education or Other Legal Code: Education Code 56341.5, 34 CFR 300.322
Board Policy/Administrative Regulation #: See AR 6159
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP
Education or Other Legal Code: Education Code 56343.5
Board Policy/Administrative Regulation #: See AR 6159
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage

Education or Other Legal Code: Education Code 56521.1
Board Policy/Administrative Regulation #: See AR 6159.4
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services
Education or Other Legal Code: 20 USC 1415(c), 34 CFR 300.300, 300.503
Board Policy/Administrative Regulation #: See AR 6159, AR 6159.1
Subject: Prior written notice

~~Subject: Prior written notice~~

When/Whom to Notify: Upon filing of state complaint
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or a change in placement
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.530
Board Policy/Administrative Regulation #: See AR 5144.2

Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.508
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
Education or Other Legal Code: 34 CFR 104.32, 104.36
Board Policy/Administrative Regulation #: See AR 6164.6
Subject: District responsibilities, district actions, procedural safeguards

**V. Building, Classroom, and Other Notices to Be Posted**

Where to Post: In each bathroom and locker room at each school site
Education or Other Legal Code: Education Code 231.6
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5

Where to Post: In all district schools and offices, including staff lounges and student government meeting rooms
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Uniform complaint procedures ~~board~~Board policy and administrative regulation

Where to Post: In each classroom used for license exempt California State Preschool Program
Education or Other Legal Code: Education Code 8212
Board Policy/Administrative Regulation #: See AR/E 1312.3
Subject: Health and safety requirements for preschool programs; where to get complaint form

Where to Post : In each classroom in each school

Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

Where to Post: On or Before July 1, 2026, in a prominent and conspicuous location outside at least one all-gender restroom
Education or Other Legal Code: Education Code 35292.5
Board Policy/Administrative Regulation #: See AR 3517, AR 5145.3
Subject: Signage identifying the bathroom facility as being open to all genders and in conformity with 24 CCR 11B703, is available during school hours and school functions when students are present, designated point of contact

Where to Post: In any school serving any of grades ~~6~~3-12, in a prominent and conspicuous location in every restroom required to stock menstrual products,
Education or Other Legal Code: Education Code 35292.6
Board Policy/Administrative Regulation #: See AR 3517
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

---

Where to Post: In a licensed child care and development center at a location accessible to parents/guardians
Education or Other Legal Code: Health and Safety Code 1596.857
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility

Where to Post: In a prominent, publicly accessible location in the child care facility
Education or Other Legal Code: Health and Safety Code 1596.8555
Board Policy/Administrative Regulation #: See AR 5148
Subject: Child care license

Where to Post: In a prominent location adjacent to child care license at facility
Education or Other Legal Code: Welfare and institutions Code 10228
Board Policy/Administrative Regulation #: See AR 5148
Subject: Rates, discounts, or scholarship policies

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: November 3, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: December 17, 2025

**ITEM:** Board Policy 6142.91 - Reading/Language Arts Instruction

**PURPOSE:** Policy updated to add to the philosophical statement "listening, speaking, and composition" as effective communication skills. Additionally, policy updated to clarify that the Governing Board adopt instructional materials that meet or exceed the Common Core State Standards. In addition, policy updated to add new section "Screening for Risk of Reading Difficulties" that provides for required (1) Board adoption of screening instrumentsto assessstudentsin grades kindergarten-2 for risk of reading difficulties and (2) annual assessment each student in grades kindergarten-2 for risk of reading difficulties, unless exempted. Policy also updated to add requirement for (1) the provision of specified information to parents/guardians of students eligible for screening for risk of reading difficulties, and (2) that employees administering screening instruments for risk of reading difficulties be appropriately trained to administer the instrument.

**FISCAL IMPACT:** HESD received $37,000 (one-time money) for purchase of Reading Difficulties Screener and required professional development. All costs for adoption and professional development were covered with this allocation.

**RECOMMENDATIONS:** I recommend approval.

## Policy 6142.91: Reading/Language Arts Instruction

**Status:** ADOPTED

**Original Adopted Date:** 05/16/2001 | **Last Revised Date:** 01/28/2015 | **Last Reviewed Date:** 01/28/2015

The Board of Trustees recognizes that reading and other language arts constitute the basic foundation for learning in other areas of study. The Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning, and develops students' appreciation for literature. The program shall integrate reading, and oral and written language arts activities in order to build effective communication skills~~.~~, including listening, speaking, and composition.

For each grade level, the Board shall adopt instructional materials that meet or exceed the Common Core State Standards in the following strands:

~~For each grade level, the Board shall adopt academic standards for reading/language arts that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.~~

~~The district's reading/language arts program shall address the following strands which are the basis for reading/language arts instruction and learning:~~

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension
2. Writing: Text types, responding to reading, production and distribution of writings, and research
3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration
4. Language: Conventions, effective use, knowledge of language, and vocabulary

The Superintendent or designee shall ensure that the district's ~~reading/language arts~~ program offers sufficient access to standards-aligned textbooks and other instructional materials. The program shall provide instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

**Screening for Risk of Reading Difficulties**

The Board shall adopt, at a public meeting, one or more screening instruments to assess students in grades kindergarten-2 for risk of reading difficulties. The screening instrument(s) adopted by the Board shall provide assessments for both English-speaking and non-English speaking students, in languages reflecting the primary languages of students in the district, to the extent assessments in those languages are available. (Education Code 53008)

The district shall annually assess each student in grades kindergarten-2 for risk of reading difficulties. In determining when during the school year to screen students, the district shall consider whether students have received sufficient instruction in foundational reading skills to support a valid assessment. The district may provide additional student screenings or diagnostic evaluations, as appropriate. (Education Code 53008)

If a student enrolls for the first time in grades kindergarten-2 after the screening instrument(s) has been administered, the district shall assess the student within 45 calendar days of enrollment, unless either: (Education Code 53008)

1. The student's parent/guardian opts out of the screening in writing
2. The student's parent/guardian provides documentation or the district has documentation that the student has had a similar screening in their prior school for their current grade and the parent/guardian was made aware of the results

Students who do not speak sufficient English to be screened with an English-language instrument shall be screened in their primary language if a screening instrument in their primary language is available. If a screening instrument is not available in at least one language in which a student is proficient, the student shall be screened in accordance with Education Code 53008.

When a student acquires sufficient English language knowledge and fluency to be able to be assessed using the district's screening instrument, or if a screening instrument in their primary language becomes available, the district shall assess that student using the appropriate screening instrument. (Education Code 53008)

A student may be exempted from the screening for risk of reading difficulties if the parent/guardian provides prior written consent and the student meets any of the following criteria: (Education Code 53008)

1. Has a current identification or diagnosis of a reading difficulty, reading disorder, or other disability
2. Is eligible for special education and related services pursuant to the Individuals with Disabilities Education Act (IDEA) or a plan pursuant to Section 504 of the Rehabilitation Act of 1973
3. Is in the process of being assessed for eligibility for special education and related services pursuant to IDEA or a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, and the student is being evaluated with diagnostic assessments that make screening for risk of reading difficulties redundant

The district shall, no later than 15 calendar days before administration of the screening instrument(s), provide parents/guardians of students eligible for screening for risk of reading difficulties with information about the screening, including the date(s) of the screening and instructions for how parents/guardians can opt out of their child's screening. (Education Code 53008)

**Staffing and Professional Development**

Teachers are expected to use a variety of instructional strategies to accommodate the needs of

beginning readers and the varying abilities of more advanced readers. The program shall provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students who are experiencing difficulty learning to read.

The Superintendent or designee shall make available professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' literacy levels, and mastery of a variety of instructional strategies and materials.

Employees administering screening instruments for risk of reading difficulties shall be appropriately trained to administer the instrument. (Education Code 53008)

**Program Evaluation**

The Superintendent or designee shall provide the Board with data from state and district reading assessments and program evaluations to enable the Board to monitor program effectiveness.

---

-

---

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/08/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:**
Consider deletion of the following Board Policy/Administrative Regulation:
BP/AR 3310 – Purchasing

**PURPOSE:**
Policy and Regulation are obsolete with the content being included in BP/AR 3311 Bids.

**FISCAL IMPACT:**
None.

**RECOMMENDATIONS:**
Delete the following Board Policy/Administrative Regulation:
BP/AR 3310 – Purchasing

## Policy 3310: ^Purchasing

**Status:** ADOPTED

**Original Adopted Date:** 05/16/2001 **| Last Revised Date:** 02/08/2023 **| Last Reviewed Date:** 02/08/2023

~~The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law.~~

~~Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.~~

~~All purchases shall be made by formal contract or purchase orders, or shall be accompanied by a receipt.~~

## Regulation 3310: ^Purchasing

**Status:** ADOPTED

**Original Adopted Date:** 05/16/2001 | **Last Revised Date:** 02/08/2023 | **Last Reviewed Date:** 02/08/2023

~~**Preferred Products**~~

~~Price, fitness and quality being equal, the district shall give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown or produced in California. (Government Code 4331)~~

~~When purchasing food, the district shall give preference to produce grown in the United States and/or processed in the United States insofar as this is economically feasible considering the total cost, quantity and quality of the food. (Public Contract Code 3410)~~

HANFORD ELEMENTARY SCHOOL DISTRICT
**Human Resources Department**
**AGENDA REQUEST FORM**

**TO:** Joy C. Gabler

**FROM:** Jaime Martinez

**DATE:** December 8, 2025

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

( ) Information
(X ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 17, 2025**

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Certificated

- Katelyn Sorensen, Roving RSP Teacher, MLK/Simas - effective 12/15/2025

Classified

- Margarita Barragan, Yard Supervisor – 3.5 hrs., Simas, effective 10/13/25
- Michael Bruno, READY Program Tutor – 4.5 hrs., King, effective 12/01/25
- Jenyffer Fuentes, Yard Supervisor – 2.25 hrs., Hamilton, effective 10/13/25
- Ashley Garcia, Yard Supervisor – 2.5 hrs., King, effective 11/03/25
- Dasne Granados Castillo, READY Program Tutor – 4.5 hrs., Jefferson, effective 12/01/25
- Kaylani Guerrero, READY Program Tutor – 4.5 hrs., King, effective 12/01/25
- Cindy Medina, Yard Supervisor – 2.0 hrs., King, effective 10/13/25
- Sheila Parker, Yard Supervisor – 1.5 hrs., Lincoln, effective 10/13/25
- Rebekah Phillips, Bus Driver – 4.5 hrs., Transportation, effective 12/01/25
- Sevannah Trevino, READY Program Tutor – 4.5 hrs., Simas, effective 11/17/25
- Haylei Widdis, Yard Supervisor – 3.5 hrs., Roosevelt, effective 10/20/25
- Berenice Zavala-Almaraz, READY Program Tutor – 4.5 hrs., Lincoln, effective 11/17/25

Temporary Employees/Substitutes

- Emma Anderson Substitute Yard Supervisor, effective 11/04/25

- Paige Ausherman, Substitute Licensed Vocational Nurse, effective 12/01/25
- Cassidy Bernardino, Substitute Yard Supervisor, effective 11/20/25
- Grace Herman, Substitute Special Education Aide, effective 11/03/25
- Rafael Lupercio, Athletic Coach, effective 12/01/25
- Nevin Pitkin, Athletic Coach, effective 11/17/25
- Miriam Zuniga Lopez, Substitute Bilingual Clerk Typist I, Translator: Oral Interpreter and Translator: Written Translator, effective 11/05/25

Temporary Out of Class Assignment

- Claudia Vega-Valtierra, from Bilingual Clerk Typist II – 5.0 hrs., Kennedy to School Operations Officer – 6.0 hrs., Kennedy, effective 11/10/25-12/08/25

Promotion/Transfer

- Michael Leon, from READY Program Tutor – 4.5 hrs., King to READY Site Lead – 5.0 hrs., King, effective 11/17/25

Reclassification

- Darren Lemos, from Warehouse/Reprographic/Mail Services Technician – 8.0 hrs., to Reprographic/Warehouse/Mail Services Technician – 8.0 hrs., effective 10/22/25

Short Term Classified

- Emma Anderson, Short-Term Yard Supervisor – 2.5 hrs., Monroe, effective 12/01/25-01/29/26
- Wylee Barajas, Short-Term Yard Supervisor – 2.5 hrs., Monroe, effective 12/01/25-01/29/26
- Lamis Chahla, Short-Term Yard Supervisor – 2.5 hrs., Wilson, effective 11/17/25-01/29/26

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

- Rafael Lupercio, 7th Boys Soccer, Kennedy, effective 12/01/25-02/27/26
- Nevin Pitkin, 6-8TH Boys Basketball, Jefferson, effective 12/08/25-02/27/26
- Raymond Ruiz, 7-8th Girls Wrestling, Kennedy, effective 11/10/25-02/27/26
- O'Ryin Turner, 4-6th Boys Basketball, Lincoln, effective 11/17/25-02/06/26

**b. Resignations**

Classified

- Margarita Barragan, Yard Supervisor – 3.5 hrs. Simas, effective 12/05/25
- Victoria Barrientos-Ghena, Substitute Special Education Aide and Library/Media Technician, effective 11/07/25
- Neida Chavez, Food Service Worker I – 3.5 hrs., Monroe, effective 11/21/25
- Janelle Evans, Food Service Utility Worker – 3.5 hrs., Food Services, effective 11/12/25
- Lilly Goins, Special Education Aide – 5.0 hrs., Wilson, effective 11/20/25

- Ava Holmes, Yard Supervisor – 2.75 hrs., Monroe, effective 12/03/25
- Emily Juarez, READY Program Tutor – 4.5 hrs., Monroe, effective 12/19/25
- Noelia Naranjo, Special Education Aide – 5.0 hrs., Washington, effective 01/29/26
- Samantha Steen, Library/Media Technician – 8.0 hrs., Simas, effective 12/19/25

**c. Consider approval of an Agreement between California State University CalStateTEACH Program and Hanford Elementary School District**

- Authorize to enter into a Memorandum of Understanding between Hanford Elementary School District and California State University CalStateTEACH Program for the placement of student teachers and interns effective January 1, 2026 through December 31, 2028.

**d. Volunteers**

| Name | School |
|---|---|
| Monica Abel-Bey | Hamilton |
| Katherine Limas | Hamilton |
| Ignacio Prieto-Ramirez | Hamilton |
| Karina Valencia | Hamilton |
| Amy Garcia | Jefferson |
| Regina Jennings | Jefferson |
| Nevin Pitkin | Jefferson/Hamilton |
| Julyssa Villagomez | Jefferson |
| Elena Reyes | King |
| Erika Hernandez | Lincoln |
| Autumn Alvarez | Monroe |
| Lamis Chahla (HESD EE) | Monroe |
| William Rodas Moraga | Monroe |
| Tammy Salazar | Monroe/Wilson |
| Bianca Nino | Richmond |
| Jennifer Navarro Rodriguez | Roosevelt |
| Jesus Quezada | Roosevelt |
| Breanna Juarez | Simas |
| Daniel McWells | Simas |
| Militza Mendoza (HESD EE) | Simas |
| Janell Ortega (HESD EE) | Simas |
| Mayra Pena | Simas |
| Perla Cooper | Washington |

**RECOMMENDATION:** Approve.

CalStateTEACH | California State University Teacher Preparation Program

**California State University's CalStateTEACH Program**
**Memorandum of Understanding and Agreement to**
**Provide Student Teacher Placements to University Students**

This agreement is between the Hanford Elementary School District ("District") and the California State University's CalStateTEACH Program ("University"), who may be referred to collectively as the parties. This Agreement describes and confirms the expectations and responsibilities of the Parties regarding the Student Teaching Program through which University students enrolled in a credentialing program ("Student Teachers") will gain experience in the public school setting.

**TERM OF THE AGREEMENT**

This Agreement shall remain in effect for a term of 3 years beginning January 1, 2026 and ending December 31, 2028, unless terminated sooner. Either party may terminate this Agreement on 30 days' written notice to the other party; provided, however, that credential candidates shall be allowed to conclude any ongoing assignments. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.

**DISTRICT AND SCHOOL ADMINISTRATOR RESPONSIBILITIES**

1. The District will provide the Student Teachers with supervised clinical experience. The District's Designated Supervisor(s) will hold an appropriate degree, credential, or license in the specified field, if any is required for that field, and at least five years' experience in that field. The Supervisor will provide the Student Teacher with at least two hours of face-to-face supervision per week for the duration of the student teacher placement. Supervision may be shared among more than one qualified District staff member.
2. The District will designate a member of its staff to participate with the University's designee in planning, implementing, and coordinating the Student Teaching Program.
3. The District will maintain complete records and reports on each Student Teacher's performance and provide an evaluation to the University on forms the University shall provide.
4. The District may, in its sole discretion, refuse to accept as a participant in the Student Teaching Program any University student assigned to participate, and, upon request of the District, University shall withdraw the assignment of any University student participant.
5. After the District accepts the assignment of a Student Teacher, the District may terminate the student teaching placement for "good cause." "Good cause" may include, but is not limited to failure to perform satisfactorily, refusal to follow District administrative policies, procedures, rules and regulations, or violation of any federal or state law. The District will immediately notify the University in writing if it terminates an assignment. The District reserves the right to ban anyone from District facilities when the District finds, in its sole discretion, that the presence of the person poses a threat or disrupts operations. University is responsible for informing its student participants of the provisions of this Section. District will immediately notify University, if District knows or suspects any professional or ethical or legal violations. University will cooperate with District in any investigation concerning the reported violation.
6. District shall, on any day when a Student Teacher is receiving training at its facilities,

arrange for the Student Teacher to receive any necessary emergency health care or first aid for accidents occurring in its facilities. Except as provided in this paragraph, District shall have no obligation to furnish medical care, surgical care, or other health care to any Student Teacher.

7. The District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". The District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. The District to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable governmental directives are modified, changed or updated, the District will take the steps to comply with the modified, changed, or updated guidelines or directives. If at any time the District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify Dr. Nan Barker (Regional Director).

**UNIVERSITY RESPONSIBILITIES**

1. University will work collaboratively with the District's HR department, school site administration, and staff in the assignment of the Student Teacher.
2. University will confer regularly with District and site administration and district-employed mentor/liaison through meetings, telephone calls, and/or e-mail.
3. University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by a Student Teacher in the school. University and District agree they will cooperate in any investigation concerning the reported violation.
4. University will guarantee that Student Teachers and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.
5. University will instruct Student Teachers in state laws regarding child abuse reporting, sexual harassment, and professional conduct.
6. University supervisors will conduct systematic and regular observations of Student Teachers' performances in the District's classrooms.
7. University will be responsible for ensuring that Student Teachers have appropriate insurance coverage.

**MENTOR TEACHER RESPONSIBILITIES**

1. Hold an appropriate California credential (Multiple Subject)
2. Have completed three years of successful teaching experience.
3. Have the English Language Authorization, expertise, and experience working with English learners.
4. Model balanced and comprehensive reading/language arts instruction; effectively teach the state-adopted core curriculum; and model instruction based on the state-adopted academic content standards.
    a. Phonics and structured reading development
    b. Incorporation of California Dyslexia Guidelines
    c. Incorporation of elements of California Comprehensive Plan

5. Participate in mentor teacher training.
6. Allow Field Experience Participants opportunities to work with classroom students.

**STUDENT TEACHER RESPONSIBILITIES**

1. Provide the District with the following documentation:
    a. a copy of the letter from the University assigning the student to the District.
    b. a background check fingerprint clearance report.
    c. a negative tuberculosis test result, and
2. Comply with all applicable terms and provisions of this Agreement while serving as a Student Teacher.
3. Comply with the District's policies and procedures, and applicable state and federal laws and regulations while serving as a Student Teacher.
4. Provide services to District pupils only under the direct supervision of District staff.
5. Maintain the confidentiality of pupil information. No Student Teacher will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the student teacher program. The discussion, transmission, or narration in any form by Student Teachers of any individually identifiable pupil information, educational, medical, or otherwise, which is obtained in the course of the student teacher program is forbidden except as a necessary part of the practical student teacher experience. Otherwise, Student Teachers shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the student teacher experience with University, its employees, agents or others.

**STATUS OF DISTRICT AND UNIVERSITY STUDENTS**

The parties expressly understand and agree that all University students serving as Student Teachers in District schools pursuant to this Agreement are doing so for educational purposes only, and Student Teachers are not considered employees of the District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. It is the responsibility of the University to provide notice to its student participants of the provisions of this Section. The provisions of this Section shall survive the termination or expiration of this Agreement.

**LIABILITY INSURANCE**

The University shall take out and maintain a "claims-made" policy of general liability and professional liability insurance (including personal injury with limits not less than $1 million per loss and damage to property of others up to $5,000 per incident), with extended reporting period of three (3) years, covering Student Teachers, and naming District as an additional named insured under such insurance policy or policies. Further, University agrees to maintain professional and comprehensive general liability insurance, with no exclusion for molestation or abuse, at a minimum of Five Million Dollars ($5,000,000) per occurrence and Twenty-Five Million Dollars ($25,000,000) in aggregate throughout the course of this Agreement.

University shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on

a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.

The University is permissibly self-insured through the State of California for automobile liability.

The District shall be named as an additional insured or covered party on the liability coverages maintained by the University set forth above, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least $1 million per claim per occurrence/ $2 million aggregate.

**NO WORKERS' COMPENSATION LIABILITY**

The Parties agree that the District is not to assume, nor shall it assume by this Agreement any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any Student Teacher or University employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the student teacher placement sites. University shall provide written notice to each Student Teacher regarding the lack of coverage of Workers' Compensation insurance by the District.

**INDEMNIFICATION**

University shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, agents, or employees.

District shall defend, indemnify and hold University, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

**ADDITIONAL PROVISIONS**

1. Nothing contained in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent or employment relationship between the parties and neither party shall have the authority to bind the other party for any purpose.
2. This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.
3. This Agreement supersedes all prior and contemporaneous agreements and understandings between the parties, both oral and written, with respect to its subject matter and constitutes the complete agreement and understanding between the parties, unless modified in a writing executed by both parties.

4. In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral. The costs of the neutral will be split equally between the Parties. The prevailing party shall be entitled to recovery from the losing party the prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as allowed by law.
5. If any provision of this Agreement is determined to be invalid or unenforceable, that provision shall be amended to achieve as nearly as possible the same effect as the original provision, and the remainder of this Agreement shall remain in full force and effect.
6. No delay or failure by either party to act in the event of a breach or default hereunder shall be construed as a waiver of that or any succeeding breach or a waiver of the provision itself.
7. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears and all of which together shall constitute one and the same instrument.

Signed this_____date of_____.

_____

School District Designee

_____

Brian Cotham, Director of Procurement and Support Services
California State University's CalStateTEACH

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/08/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:**
Consider the certification of signatures.

**PURPOSE:**
The certification of signatures authorizes the listed individuals to sign on the District's behalf.

**FISCAL IMPACT:**
None.

**RECOMMENDATIONS:**
Certify the signatures for the Hanford Elementary School District.

# HANFORD ELEMENTARY SCHOOL DISTRICT CERTIFICATION OF SIGNATURES

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633 and 44843. If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: D e c e m b e r 17 , 2025 to the annual reorganization meeting in December 2026 in accordance with governing board approval dated December 17, 2025.

Signature: _____
Clerk/Secretary of the Board

Column 1
**Signatures of Members of Governing Board:**

Signature _____
Type Name
President of the Board of Trustees

Signature _____
Type Name
Vice President of the Board of Trustees

Signature _____
Type Name
Clerk of the Board of Trustees

Signature _____
Type Name
Member of the Board of Trustees

Signature _____
Type Name
Member of the Board of Trustees

Column 2
**Signatures of Personnel authorized to sign Warrants, Orders for Payment, Notices of Employment and Contracts:**

Signature _____
Type Name Joy Gabler
Title Superintendent

Signature _____
Type Name David Endo
Title Chief Business Official

Signature _____
Type Name Jaime Martinez
Title Asst. Supt., Human Resources

Signature _____
Type Name Jill Rubalcava
Title Asst. Supt., Curriculum, Instruction & Professional Development

*Signature _____
Type Name Anneliese Roa
Title Program Manager, Food Services

**Signature _____
Type Name Chris Martinez
Title Chief Technology Officer

***Signature _____
Type Name Daniel Pierotte
Title Director of Facilities and Operation

Number of Signatures Required (*Ed Code Sections 42632; 42633; 44843)*

| | |
|---|---|
| On Orders of Payment | 1 |
| On Notice of Employment | 1 |
| On Contracts | 1 |

* The signature of the Program Manager, Food Services is restricted to the following areas: Food Service checks and all reports applicable to the daily Food Service operation including, but not limited to, the Commodity Processing Agreements.
** The signature of the Chief Technology Officer is restricted to the following areas: Technology related agreements.
***The signature of the Director of Facilities is restricted to the following areas: Construction change orders and Department of State Architect (DSA) forms

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/08/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:**
Consider the renewal of membership with the San Joaquin Valley Purchasing Co-op.

**PURPOSE:**
The San Joaquin Valley Purchasing Co-op (SJVP Co-op) is a collaborative group of school districts that pool their purchasing power to secure lower prices on food and supply items through volume bidding. This cooperative approach allows member districts to benefit from economies of scale, streamlined procurement processes, and improved vendor relationships.

The Co-op operates under a set of bylaws and procurement procedures approved by its members. Each district agrees to abide by the Co-op's rules, participate in bid evaluations, and share usage data to support accurate forecasting and fair pricing

**FISCAL IMPACT:**
Cost savings are anticipated through reduced unit pricing on food and supplies.

**RECOMMENDATIONS:**
Approve the renewal of membership with the San Joaquin Valley Purchasing Co-op.

# San Joaquin Valley Purchasing Co-op
# Annual Membership Renewal
# SY 2026-2027

**Member District Name:** Hanford Elementary School District

Please check ( ) your response:

| | |
|---|---|
| x | **Yes**, we do plan to Continue membership with The San Joaquin Valley Purchasing Co-op for School Year 2026-27. |
| | **No**, we do NOT plan to continue membership with The San Joaquin Valley Purchasing Co-op for School Year 2026-27. |

**Weaver Union School District** is the Lead Agency of "The San Joaquin Valley Purchasing Cooperative", referred to herein as SJVPC, with authority to contract for purchased foods and related services on behalf of Member Districts.

The parties agree as follows:

1. Both parties are responsible for compliance with USDA and the California Department of Education, Nutrition Services Division policies and regulations.
2. Member District agrees to abide by the current SJVPC By-Laws as approved by the Member Districts.
3. Member District shall read all correspondence from the SJVPC and respond promptly as indicated.
4. Member District shall maintain accurate contact information with the SJVPC to assure proper correspondence is maintained.
5. Member District agrees to complete the annual usage documents with accurate information, typically requested in February.
6. Member District agrees to verify contract pricing for purchased items they receive on bid, and monitor contract pricing throughout the school year. Reported discrepancies shall be addressed promptly with distributor and/or vendor.
7. Termination from the SJVPC shall be made in writing to the co-op chairperson.
8. Fees are paid by Member District directly to the Lead Agency, and may include shared cost of advertising of bids, printing, memory devices and postage. Member District agrees to remit promptly upon receipt of invoice.
9. Member agrees to attend or send a designee to each co-op meeting.
10. Provide current contact information for two (2) individuals at your district/agency:

| Nutrition Services Coordinator/Manager/Director | |
|---|---|
| Name | Anneliese M. Roa |
| Title | HESD Food Service Program Manager |
| Telephone | 559-585-3632 |
| Email | aroa@hanfordesd.org |

| Additional Contact | |
|---|---|
| Name | Diana Medellin |
| Title | HESD Food Service Supervisor |
| Telephone | 559-585-3633 |
| Email | dmedellin@hanfordesd.org |

x Please check here if you would like additional contact to receive all co-op correspondence

- By signing this, I certify that I am an authorized representative of the Member District and agree to adhere to the terms specified herein.
- My execution of this Annual Renewal was approved by the Participant District's Board of Education at a duly called and noticed Regular Board Meeting on _____, 20____.

| Member District Name | Hanford Elementary School District |
|---|---|
| Signature | |
| Print Name | |
| Title | |
| Date | |

| Lead Agency – Weaver Union School District | |
|---|---|
| Signature | |
| Print Name | Danielle Johnson |
| Title | Director of Food Services |
| Date | |

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/08/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:**
Consider approval of Request for Allowance of Attendance Because of Emergency Conditions (Form J-13A).

**PURPOSE:**
On November 10, 2025 at 2:26 PM, there was an exterior ceiling panel that collapsed outside of the cafeteria and injured two students at George Washington Elementary School. A structural engineer and architect inspected the facility the next day and determined that there are other buildings (including classroom wings) that may be also compromised. Out of an abundance of caution, the District closed the school so that the ceilings in question could be further inspected and removed. The inspection and removal of ceilings resulted in a loss of eight instructional days.

Under Education Code 41422, districts may request a waiver for instructional days lost due to emergency conditions by utilizing Form J-13A.

**FISCAL IMPACT:**
Approval of the waiver will prevent a districtwide penalty of approximately $3,500,000.

**RECOMMENDATIONS:**
Approve the request for Allowance of Attendance Because of Emergency Conditions (Form J-13A).

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

## SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at https://www.cde.ca.gov/fg/it/j13a.asp for information regarding the completion of this form.

### PART I: LOCAL EDUCATIONAL AGENCY (LEA)

| LEA NAME: | COUNTY CODE: | DISTRICT CODE: | CHARTER NUMBER (IF APPLICABLE): |
|---|---|---|---|
| Hanford Elementary School District | 16 | 63917 | |

| LEA SUPERINTENDENT OR ADMINISTRATOR NAME: | FISCAL YEAR: |
|---|---|
| Joy Gabler | 2025/26 |

| ADDRESS: | COUNTY NAME: |
|---|---|
| 714 N White Street | Kings |

| CITY: | STATE: | ZIP CODE: |
|---|---|---|
| Hanford | CA | 93230 |

| CONTACT NAME: | TITLE: | PHONE: | E-MAIL: |
|---|---|---|---|
| David Endo | Chief Business Official | 559-585-3628 | dendo@hanfordesd.org |

### PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

| ☒ SCHOOL DISTRICT | ☐ COUNTY OFFICE OF EDUCATION (COE) | ☐ CHARTER SCHOOL |
|---|---|---|
| Choose one of the following:<br>☐ All district school sites<br>☒ Select district school sites | Choose one of the following:<br>☐ All COE school sites<br>☐ Select COE school sites | |

### PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

☒ SCHOOL CLOSURE: When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

☐ MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

☐ LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

*"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."*

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

## SECTION B: SCHOOL CLOSURE

☐ Not Applicable (Proceed to Section C)
☒ Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

On November 10, 2025 at 2:26 PM, there was an exterior ceiling panel that collapsed outside of the cafeteria and injured two students at George Washington Elementary School. A structural engineer and architect inspected the facility the next day and determined that there are other buildings (including classroom wings) that may be also compromised. Out of an abundance of caution, the District closed the school so that the ceilings in question could further inspected and removed.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at https://www.cde.ca.gov/fg/it/j13a.asp if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

| A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| School Name | School Code | Site Type | Days in School Calendar | Emergency Days Built In | Built In Emergency Days Used | Date(s) of Emergency Closure | Closure Dates Requested | Total Number of Days Requested |
| George Washington Elementary | 6108815 | Traditional | 180 | 0 | 0 | 11/12/25-11/21/25 | 11/12/25-11/21/25 | 8 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

| A | B | C | D | E | F |
|---|---|---|---|---|---|
| School Name | School Code | Fiscal Year | Closure Dates | Nature | Weather Related Yes/No |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

## SECTION C: MATERIAL DECREASE

☒ Not Applicable (Proceed to Section D)
☐ Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at https://www.cde.ca.gov/fg/it/j13a.asp if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

| A | B | C | D | E | F | G* | H |
|---|---|---|---|---|---|---|---|
| School Name | School Code | "Normal" Attendance (October/May) | Dates Used for Determining "Normal" Attendance | Date of Emergency | Actual Attendance | Qualifier: 90% or Less (F/C) | Net Increase of Apportionment Days (C-F) |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | | | - | | | 0.00% | 0.00 |
| | Total: | 0.00 | | | 0 | | 0.00 |

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at https://www.cde.ca.gov/fg/it/j13a.asp if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

| A | B | C | D | E | F | G* | H |
|---|---|---|---|---|---|---|---|
| School Name | School Code | "Normal" Attendance Hours | Date Used for Determining "Normal" Attendance | Date of Emergency | Actual Attendance Hours | Qualifier: 90% or Less (F/C) | Net Increase of Hours (C-F) |
| | | | | | | 0.00% | 0.00 |
| | | | | | | 0.00% | 0.00 |
| | | | | | | 0.00% | 0.00 |
| | | | | | | 0.00% | 0.00 |
| | | | | | | 0.00% | 0.00 |
| | Total: | 0.00 | | | 0.00 | | 0.00 |

**Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.*

## SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☐ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

## SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Hanford Elementary School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

| Board Members Names | Board Members Signatures |
|---|---|
| Robert "Bobby" Garcia | |
| Jeff Garner | |
| Tim Revious | |
| Greg Strickland | |
| Lupe Hernandez | |
| | |
| | |
| | |
| | |

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 17th day of December, 2025.

Witness: Joy Gabler (Name) _____ (Signature) Title: Superintendent of Kings County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ (Name) _____ (Signature) Authorizing LEA Name: _____

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____ (Name) _____ (Signature)

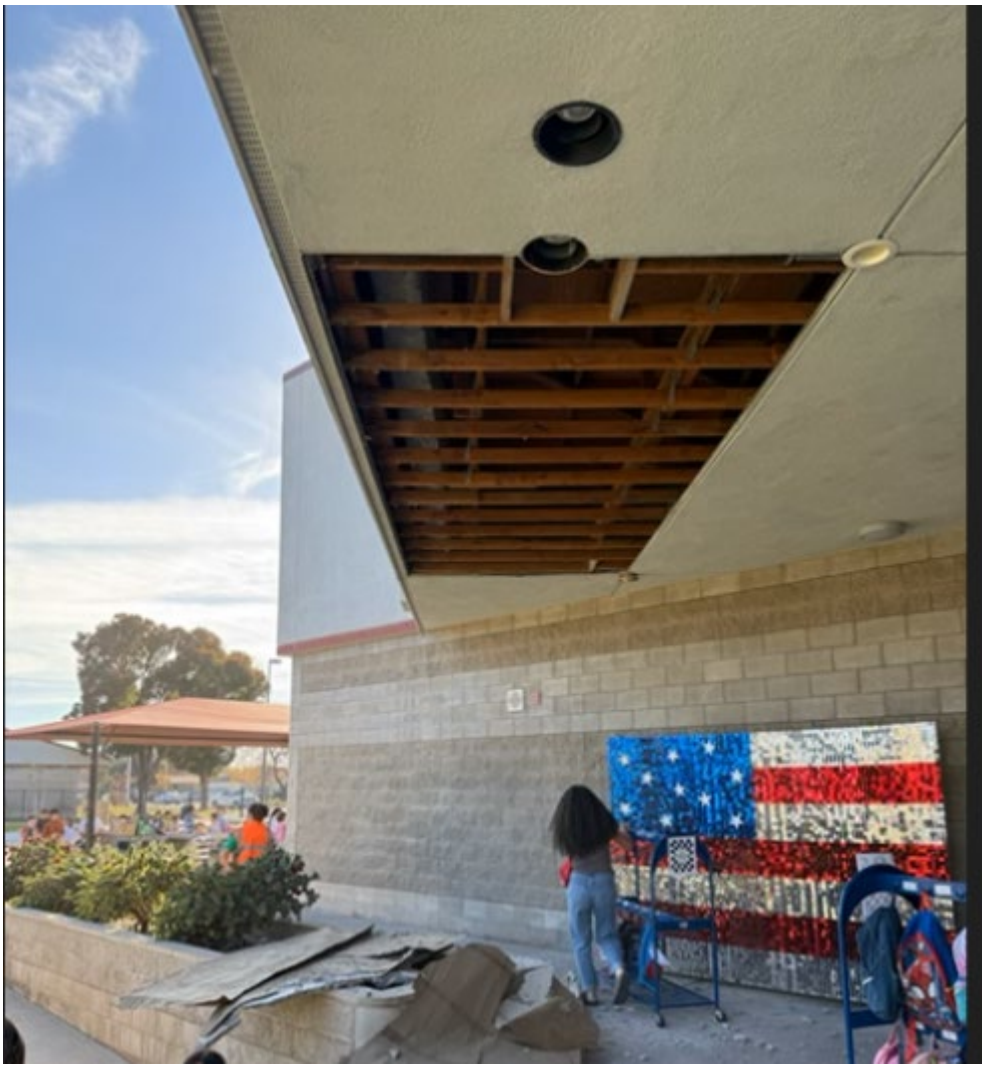
Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: _____ (Name) _____ (Signature) Title: _____ of _____ County, California

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

**PRINT FORM**



24/7 Live 57°

Wearing an arm sling for his broken clavicle and with an injured black eye, 8-year-old James reflects on Monday afternoon.

HANFORD, Calif. (KFSN) -- Wearing an arm sling for his broken clavicle and with an injured black eye, 8-year-old James reflects on Monday afternoon.

"All I remember is when I was going out from school, the roof fell on me," recalls James.

He was waiting to be picked up at Washington Elementary School in Hanford when the unthinkable happened.

A portion of the ceiling stucco at the school's amphitheater collapsed without warning.

"As he was walking by, the whole thing kind of collapsed on him. It sounded like the one piece landed on top of his head and that knocked him over, and then another piece landed on top of him after he fell," explains James' mother, Diana Harrah.

The debris struck two students. Both were taken to the hospital and released the same day.

Diana, who is a school nurse at a different district, recalls getting the frightening call from her husband, Shawn Harrah, who was there to pick up their son.

"I was able to get there, check on him, talk to him and let him know I was there, and I got a hold of her as quickly as I could," recalls Shawn.

"I know when I got the call, my heart just dropped and I was so scared. I raced quite a bit, quite fast to get here," remembers Diana.

The school district released a statement, explaining that the school is closed until December 1.

On Tuesday, engineers and an architect inspected the building.

Diana is feeling grateful for the prompt response from the staff and first responders.

"We are incredibly thankful that certain things happened, part of the wall, the barrier that took part of the weight and his backpack. His book were bent in half and they were pretty thick, so I feel he had an armor on him with his backpack," mentions Diana.

Despite suffering a concussion and some bruising, James is keeping a positive attitude and looking forward to seeing his friends in a few weeks.

"I think they might be impressed," James continues, "Because a roof fell on me. A roof fell only on me!"

Students will continue learning remotely.

In the meantime, the family shares they hope this never happens again.

*For South Valley news updates, follow Kassandra Gutierrez on Facebook, Twitter and Instagram.*

Report a correction or typo

https://hanfordsentinel.com/news/local/washington-elementary-school-ceiling-collapses-falling-on-two-students/article_18c9a600-9108-4436-b699-b1bd7864b2a1.html

ALERT

# Washington Elementary School ceiling collapses, falling on two students

Sentinel Staff Report
Nov 13, 2025

There's nothing like
unlock over $3,500
Learn More

Two students have been injured in a ceiling collapse at Washington Elementary School, according to reports. The school will be closed until Dec. 1 while inspections are underway.

ADVERTISING

**Inter Miami CF 25/26 Third Jersey Kids Semi Blue...**

Buy Now

**adidas** - Sponsored

At 2:26 p.m. on Monday, Nov. 10, a portion of ceiling stucco located in the outdoor amphitheater of Washington Elementary School collapsed, striking two students.

Washington Elementary Staff responded immediately providing aid to two students struck by the falling debris. The Hanford Fire Department, Hanford Police Department and American Ambulance were on the scene within minutes of the collapse providing emergency services, according to Superintendent Joy Gabler.

"Both students were transported to the hospital for further evaluation and, thankfully, were released later that evening," Gabler said.

Hanford Elementary School District had engineers and an architect at Washington Elementary on Tuesday to inspect the facility.

The District takes the safety of our students and staff very seriously and out of an abundance of caution, we've opted to temporarily close the campus and implement our emergency learning plan for the seven days students will be out of school. This will allow for further inspection and demolition of impacted areas. The campus is expected to reopen for normal operations Monday, Dec. 1," Gabler stated in a release. "We are grateful for the quick action of Washington Staff and local emergency services. Parents will be receiving communication later today from Principal Hastings on the learning plan for students. We look forward to welcoming our students back on campus at the start of December."

Learn more about your privacy options

.

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 12/08/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 12/17/2025

**ITEM:**
Consider approval of actuarial contract for services in accordance with Government Accounting Standards Board (GASB) Statement 75.

**PURPOSE:**
The District is required to quantify its postemployment employee benefit liability in accordance with Government Accounting Standards Board (GASB) Statement 75. Demsey, Filliger & Associates has provided the attached proposal to complete the study.

**FISCAL IMPACT:**
The proposed cost is $10,000.

**RECOMMENDATIONS:**
Approve the contract for services.

FOSTER & FOSTER
ACTUARIES AND CONSULTANTS

December 3, 2025

Dear David:

Thank you for this opportunity to provide the District with the following proposal for actuarial services. Hanford Elementary School District has been a valued client of DFA, LLC, since 2005. Foster & Foster acquired DFA effective January 1, 2024, and we are committed to continuing our relationship with the District for many years to come.

**Fees**

Our flat fee, for the scope of work (described below) will be as follows:

| | |
|---|---|
| Actuarial Report as of June 30, 2025 | $7,500 |
| GASB 75 footnote information for fiscal year ending June 30, 2026 | $1,250 |
| GASB 75 footnote information for fiscal year ending June 30, 2027 | $1,250 |
| Virtual meetings with District staff or board to present or discuss reports[1] | No Charge |
| Total Fee | $10,000 |

[1] In-person meeting requests will be subject to time and expense fees.

**Scope of Work**

Foster & Foster will provide Hanford Elementary School District with an actuarial report as of June 30, 2025, setting forth all District liabilities of the postretirement health benefit program, including a projection of District expenditures under the plan. Our report will contain the following information:

- Determination of postretirement benefit obligations and components of expense in accordance with Statement No. 75 of the Governmental Accounting Standards Board for fiscal year beginning June 30, 2025.
- Alternative amounts for prefunding the obligations as a percent of covered employee payroll.
- Reconciliation of Total OPEB Liability with the prior actuarial report.
- Roll-forward of Net OPEB Liability to GASB 75 measurement date.
- Summary of plan provisions, actuarial assumptions, and certification.

The scope also includes:

- Preparation (or review) of the GASB 75 footnote information at the time the District prepares its financial statements for fiscal years ending June 30, 2026 and June 30, 2027.
- Meeting (virtual or by telephone as requested) with District staff or board to explain the report and discuss any other issues or concerns. In-person meeting requests will be subject to time and expense fees.

Feel free to call us with any questions about this proposal.

Sincerely,

Foster & Foster Consulting Actuaries, Inc.

| **CONTRACTOR** | | **District** | |
|---|---|---|---|
| Signature: | | Signature: | |
| Name: | Carlos Diaz | Name: | |
| Title: | Senior Consulting Actuary | Title: | |
| Date: | June 2, 2025 | Date: | |

**Hanford Elementary School District**
**GASB 75 DISCLOSURE DATA REQUEST**

December 3, 2025

Dear David:

We are requesting the information required for the June 30, 2025, GASB 75 valuation of the retiree health insurance program.

We have prepared the checklist below to guide you through the data gathering process and to help ensure all required data is included.

- ☐ Census Data: Complete list of all active employees and retirees as of the valuation date. The Excel workbook provided shows a sample layout and label options. Additional notes can be found throughout the Excel workbook. If you provide the census data in a different worksheet, please reference the notes in the provided Excel sheet to be sure the data you have assembled is complete.

- ☐ Health Premiums: Premium rate sheets show active rates, under age 65 retiree rates, and over age 65 (Medicare) retiree rates for all plans available to employees for the one-year period starting at the valuation date. This should include all benefits available to retirees such as medical, pharmacy, dental, vision, and/or life insurance.

- ☐ Employee Contracts: Relevant sections of collective bargaining agreements (Retirees' Health Insurance), employee booklets, and/or memorandum of understanding documents describing other post-employment benefits for retirees as of the valuation date.

- ☐ Audit: Copy of the most recent complete financial audit.

- ☐ Payroll: Total covered payroll for benefit eligible employees for the most recent completed fiscal year. This amount represents total gross wages before adjustments for benefits.

- ☐ Contributions: The pay-as-you-go contributions for retiree health benefits for the most recent completed fiscal year.

- ☐ OPEB Trust: If there is an irrevocable other post-employment benefits trust account, a copy of the annual statement for the most recent completed fiscal year.

Please email the updated workbook and attachments to Carlos Diaz: carlos.diaz@foster-foster.com.

After you have had a chance to review this information, please let us know if you have any questions.

Regards,

Carlos Diaz

# Hanford Elementary School District

## REGULAR BOARD MEETING SCHEDULE
## January 2026 – December 2026

Regular Board Meetings are normally held on the 2nd and 4th Wednesday of the month. (The calendar may be modified for holiday months). Unless otherwise noted, board meetings begin at 5:30 p.m.

January 28, 2026

February 11, 2026
February 25, 2026

March 11, 2026
March 25, 2026

April 8, 2026
April 22, 2026

May 13, 2026
May 27, 2026

June 10, 2026
June 24, 2026

July 22, 2026 - ***Tentative*** – The July meeting will only be held if it is needed.

August 12, 2026
August 26, 2026

September 9, 2026
September 23, 2026

October 14, 2026
October 28, 2026

November 18, 2026

December 16, 2026

*Adopted:*