

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, March 25, 2020

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

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to remember

2. CONSENT ITEMS

(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)

- a) Accept warrant listings dated March 6, 2020 & March 13, 2020.
- b) Approve minutes of Regular Board Meeting held on March 11, 2020.
- c) Approve donation of \$450.00 from Edison International.
- d) Approve donation of 7 yards of soil from Superior Soil.
- e) Approve donation of \$4,000.00 from Simas PTC.

3. INFORMATION ITEMS

None

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of the award for the Re-Roof Building Project at Woodrow Wilson Jr High (Mulligan)
- b) Consider approval of the Lincoln Modernization Project (Mulligan)
- c) Consider approval of the agreement with TWB Inspections to oversee the Lincoln Modernization Project (Mulligan)
- d) Consider approval of the agreement with Gonzalez Architects for the exterior painting at Simas Elementary School (Mulligan)

- e) Consider approval of the following revised Administrative Regulation: (Martinez)
 - AR 4030 – Nondiscrimination in Employment
- f) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4033 – Lactation Accommodation
- g) Consider approval of the following revised Board Policy: (Martinez)
 - BP 4151 – Employee Compensation

5. PERSONNEL (Martinez)

a) Employment

Classified

- Jennifer Aguirre, READY Program Tutor – 4.5 hrs., Lincoln, effective 3/17/20
- Vicky Eversole, Food Service Worker II – 2.5 hrs., Wilson, effective 3/2/20

Temporary Employees/Substitutes

- Lizeth Barraza Alcala, Substitute Yard Supervisor, effective 3/4/20
- Ashley Elick, Substitute READY Program Tutor, effective 3/9/20
- Selene Oaks, Substitute Educational Tutor K-6, effective 3/2/20; Short-term Educational Tutor K-6 – 3.5 hrs., Washington, effective 3/3/20 to 3/13/20
- Michele Ruble, Substitute Yard Supervisor, effective 3/3/20
- Justin Cantu Salcedo, Substitute Yard Supervisor, effective 3/2/20
- Susanne Springer, Substitute Clerk Typist I/II and Yard Supervisor, effective 3/4/20

b) Employment and Certification of Temporary Athletic Team Coaches Pursuant to Title 5 CCR 5594

- Cristian Moreno, 7th Grade Baseball Coach, Kennedy, effective 3/11/20 to 5/13/20
- Nicholas Moreno, 7th Grade Baseball Coach, Kennedy, effective 3/9/20 to 5/13/20

c) Voluntary Reassignments

- Natividad George, from Learning Director, Jefferson Academy School, to Classroom Teacher, effective 2020-2021
- Jennifer Henderson, from Learning Director, King School, to Classroom Teacher, effective 2020-2021

d) Resignations

- Chantel Andresen, Yard Supervisor – 3.5 hrs., Monroe, effective 6/5/20
- Jessica Bosman, Teacher, King School, effective 6/5/20
- Amanda Henderson, Yard Supervisor – 3.5 hrs., Washington, effective 3/13/20

e) Retirement

- Gerry Mulligan, Director of Facilities and Operations, District Office, effective 7/31/20

f) Temporary Out of Class

- Paige Morales, from READY Program Tutor – 4.5 hrs. to READY Site Lead – 5.0 hrs., Monroe, effective 3/2/20 to 3/13/20

g) Volunteers

<u>Name</u>	<u>School</u>
Kassandra Jimenez	Hamilton
Ashley Lorenz	Hamilton
Israel Luna	Jefferson
Magen Schexnayder	Jefferson
Jeffrey Costa	Monroe

<u>Name</u>	<u>School</u>
Kathryn Wilder	Monroe
Breanna Aguilar	Richmond
Andrew Arriola	Richmond
Rosa Suarez Meza	Richmond
Elyssa Quintero	Richmond
Deidre Lopez	Roosevelt
Lucette Marquez	Roosevelt
Luz Ponce	Roosevelt
Clara Anguiano	Simas
Aldon Baron	Simas
Raquel Mijangos Pacheco	Simas

6. FINANCIAL (Endo)

None

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 03/16/2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 03/25/2020

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 03/06/20 and 03/13/20.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

Warrant Register For Warrants

Dated 03/06/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12632745	2972	ROSA E. ADAMS Allowance	\$199.62
12632746	4566	ALLIED STORAGE CONTAINERS Rentals	\$91.16
12632747	6934	BLANCA ALVARADO-CABRERA Allowance	\$195.18
12632748	75	LESLIE ARAKELIAN Travel & Conf	\$17.00
12632749	7074	DEBORAH ARNOLD Allowance	\$172.95
12632750	6253	AT&T Telephone	\$41.63
12632751	7505	AVANAN INC. Software License	\$5,760.00
12632752	3505	CRYSTAL G. AVILA Allowance	\$180.50
12632753	6628	AWESOME CHARTERS AND TOURS LLC Transportation	\$5,417.00
12632754	5895	PEGGY BELL Allowance	\$200.00
12632755	7399	BIMBO BAKERIES USA Food	\$1,100.90
12632756	7184	CARLA BODE Allowance	\$41.45
12632757	4415	HEATHER BRASIL Allowance	\$107.40
12632758	163	DEBORAH BRAY Allowance	\$25.80
12632759	7250	LUCY BRIENO Allowance	\$92.51
12632760	184	BUREAU OF EDUCATION & RESEARCH Travel & Conf	\$2,072.00
12632761	3654	JOSEFA BUSTOS-PELAYO Allowance	\$115.71
12632762	5389	JOE BYERS Allowance	\$160.32
12632763	2970	CA BAND DIRECTORS ASSOC. Travel & Conf	\$195.00
12632764	6385	CALIFORNIA STATE UNIVERSITY FRESNO Field Trip	\$504.00
12632765	7554	BRIANA CAMARA Allowance	\$101.17
12632766	7237	MONICA CANO Allowance	\$70.95
12632767	6506	VANESA CARSON Travel & Conf	\$183.00
12632768	6468	NICOLE CARTLEDGE Allowance	\$10.00
12632769	3465	CATHERINE A CASTANEDA Allowance	\$53.50
12632770	1667	CDW GOVERNMENT INC. Equipment	\$3,322.07
12632771	1667	CDW GOVERNMENT INC. Equipment	\$1,001.08
12632772	6859	CENTRAL COAST AQUARIUM Study Trip	\$472.00
12632773	4654	CLASSIC SOCCER Instl Matls	\$359.29
12632774	4713	STACEY CLAYCAMP Allowance	\$200.00
12632775	3068	DEBRA COLVARD Meeting Supplies	\$21.11
12632776	7558	COMMUNITY DEVELOPMENT DEPARTMENT Land Improvement	\$1,000.00
12632777	4178	COOK'S COMMUNICATION Office Matls	\$1,468.27
12632778	6999	KATHRYN COZ Allowance	\$29.37
12632779	5905	KATELYN CRUSE Allowance	\$130.37
12632780	5846	CINDY CUIEL Allowance	\$200.00
12632781	405	DASSEL'S PETROLEUM INC. Fuel	\$7,109.88
12632782	405	DASSEL'S PETROLEUM INC. Fuel-Kitchen	\$486.42
12632783	5853	RITA DIAZ Travel & Conf	\$17.00
12632784	5786	DOCUMENT TRACKING SERVICES Software Licenses	\$8,020.00
12632785	6723	JENNIFER ELLIOTT Allowance	\$195.99
12632786	7550	EMISSIONS SERVICES UNLIMITED Transportation Supplies	\$678.88
12632787	7302	ALEXIS FARRAR Allowance	\$33.51
12632788	5960	LAUREN FRANCO Allowance	\$74.92
12632789	1769	FRESNO PRODUCE Food	\$11,869.86
12632790	4910	ANDREA GARCIA Allowance	\$184.00
12632791	6650	MONICA P. GARCIA Allowance	\$195.00
12632792	2290	ROBERT A. GARCIA Reissue Warrant	\$2.51

Warrant Register For Warrants

Dated 03/06/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12632793	3862	SHELLY GARRETT Mileage	\$242.65
12632794	1393	GAS COMPANY Gas	\$4,574.36
12632795	5325	GOLD GULCH ADVENTURES Inst'l Consultant	\$100.00
12632796	591	GOLD STAR FOODS Food	\$35,453.52
12632797	1816	LUCY GOMEZ Parent Inv Matls	\$32.01
12632798	6273	OLIVIA GONSALVES Allowance	\$200.00
12632799	4135	CHRISTINA GONZALES Allowance	\$90.21
12632800	7233	FRANK GONZALES Travel & Conf/Mileage	\$449.80
12632801	7212	JESSICA GONZALES Allowance	\$96.12
12632802	6963	GONZALEZ ARCHITECTS Buildings & Improvements	\$22,830.00
12632803	5541	JOANN GRAHAM Mileage	\$142.14
12632804	7551	KAYLA GREGORY Allowance	\$49.74
12632805	3253	CORI GRIFFIN Allowance/Books/Parent Inv	\$449.10
12632806	620	GRISWOLD LASALLE COBB DOWD Legal	\$1,132.60
12632807	622	CHERYL GUILBEAU Mileage	\$51.64
12632808	7252	KELLY HALLIGAN Allowance	\$200.00
12632809	632	CITY OF HANFORD Water/Sewer	\$12,200.10
12632810	4532	HENRY SCHEIN INC Warehouse	\$239.99
12632811	7281	HERBERT L FLAKE CO. Maintenance Supplies	\$182.46
12632812	2121	GUADALUPE HERNANDEZ Allowance	\$200.00
12632813	2188	THE HOME DEPOT PRO Equipment	\$600.60
12632814	3784	BEATRIZ HUIZAR Allowance	\$66.01
12632815	7079	STEPHANIE IBARRA Reissue Warrant	\$129.35
12632816	3718	ISLAND WATER PARK Field Trip	\$2,638.80
12632817	6573	IXL LEARNING Software License	\$4,650.00
12632818	7017	JORDAN JACKSON Allowance	\$131.76
12632819	6493	KELLIE JONES Rewards/ Allowance	\$240.10
12632820	4077	BRITTNEY JUAREZ Allowance	\$200.00
12632821	2329	DAMIEN JUAREZ Allowance	\$200.00
12632822	7128	DIANA KELLY Allowance	\$127.99
12632823	5828	KINGS COUNTY DEPT OF PUBLIC WORKS Fuel	\$71.45
12632824	796	KINGS COUNTY OFFICE OF ED Special Ed	\$26,360.60
12632825	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$54.69
12632826	3782	KINGS COUNTY SPORTS OFFICIALS Inst'l Consultant	\$1,700.00
12632827	5363	BETHANEY KUENNING Allowance	\$190.29
12632828	6356	MAUREEN KUIPER Allowance	\$179.58
12632829	986	LAWNMOWER MAN Grounds Supplies	\$326.23
12632830	7553	MARIA LAWSON Allowance	\$200.00
12632831	7552	LEMOORE UNION ELEMENTARY SCHOOL Food	\$677.96
12632832	2033	ROSEMARY LERMA Allowance	\$83.24
12632833	7450	JULIA LOFY Mileage/Allowance	\$234.21
12632834	7450	JULIA LOFY Travel & Conf	\$17.00
12632835	7386	MARIO LOPEZ Inst'l Consultant	\$2,475.00
12632836	3719	FLORITA MAGALLON Instl Matls	\$15.17
12632837	3719	FLORITA MAGALLON Travel & Conf	\$17.00
12632838	4746	MONICA MALDONADO-HUBANKS Allowance	\$28.00
12632839	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$9,297.77
12632840	6617	LESLIE MARAIN Travel & Conf	\$17.00

Warrant Register For Warrants

Dated 03/06/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12632841	6905	BLANCA MARTINEZ Study Trip	\$10.00
12632842	7051	EILEEN MARTINEZ-BEDOLLA Allowance	\$200.00
12632843	5570	MATELOT GULCH MINING Study Trip	\$475.00
12632844	5570	MATELOT GULCH MINING Study Trip	\$462.00
12632845	1684	MATH LEARNING CENTER Instl Matls	\$812.92
12632846	3827	DAISY MAYA-GAONA Travel & Conf/Mileage	\$449.80
12632847	4704	KELLEY MAYFIELD Study Trip/Instl Matls/ Allowance	\$226.48
12632848	7336	LAURA MCCARTY Instl Matls/ Allowance	\$315.16
12632849	7101	SHELBY MCWELLS Allowance	\$38.99
12632850	977	ORAL E. MICHAM INC. Buildings & Improvements	\$318,736.48
12632851	4726	DIANE MOLINA Mileage	\$48.30
12632852	4726	DIANE MOLINA Travel & Conf	\$17.00
12632853	3910	CHRISTINA MORA Mileage	\$36.23
12632854	6985	KRISTINA NEVES Travel & Conf	\$183.00
12632855	5111	P & R PAPER SUPPLY COMPANY INC Kitchen Supplies	\$6,515.17
12632856	7131	ASHLEY PERICO Allowance	\$173.03
12632857	4118	KERRY PIEROTTE Allowance/Mileage	\$94.82
12632858	4118	KERRY PIEROTTE Travel & Conf	\$17.00
12632859	6732	JULEE PIRES Allowance	\$20.11
12632860	7544	ASHLEY POND Allowance	\$34.07
12632861	4263	JEREMY PRINCETTA Allowance	\$11.74
12632862	1168	PRODUCERS DAIRY PRODUCTS Food	\$13,261.71
12632863	7390	QUADIENT INC. Leases	\$156.53
12632864	2956	JACQUELINE A. RAVEN Mileage	\$242.65
12632865	4827	RAYMOND GEDDES & CO. INC. Instl Matls	\$1,045.43
12632866	2993	TIM REVIOUS Reissue Warrant	\$2.70
12632867	3851	PATRICIA RODRIGUEZ Allowance	\$195.00
12632868	6450	MARIAH ROMERO Allowance	\$174.86
12632869	6028	MARIA ROSALES Allowance	\$121.33
12632870	7557	MICHELE RUBLE Other Services	\$30.00
12632871	5067	RUSSELL SIGLER INC Equipment	\$2,506.80
12632872	5287	TRACY RYAN Allowance	\$315.32
12632873	1303	SAVE MART SUPERMARKETS Food	\$275.93
12632874	3073	NINA SCHAFFER Allowance	\$153.17
12632875	4186	ISAIAS SERRATO III Allowance	\$173.93
12632876	3131	SHERWIN-WILLIAMS CO Maintenance Matls	\$677.38
12632877	3484	DIANA M. SILVA Allowance	\$31.08
12632878	1356	SILVAS OIL COMPANY INC. Fuel	\$394.89
12632879	4031	SIX FLAGS MAGIC MOUNTAIN Field Trip	\$5,709.00
12632880	1374	SMART & FINAL STORES (HFD DO) Supplies	\$377.33
12632881	1801	SMART & FINAL STORES (HFD KIT) Food	\$365.18
12632882	7556	CLAUDIA SNEAD Allowance	\$158.50
12632883	1389	PATRICIA SOPER Travel & Conf	\$60.00
12632884	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$17,052.06
12632885	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,698.75
12632886	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$11,655.88
12632887	4381	STAPLES - BUSINESS ADVANTAGE Office Matls	\$509.27
12632888	7090	SHANNON STOCKTON Allowance	\$171.05

Warrant Register For Warrants

Dated 03/06/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12632889	7338	CINDY STOWE Allowance	\$200.00
12632890	3694	JEROD STRONG Travel & Conf/Mileage	\$278.65
12632891	1444	SYSCO FOODSERVICES OF MODESTO Food	\$20,970.46
12632892	6697	JENNIFER TAYLOR Allowance	\$63.11
12632893	7555	NICOLE TIDWELL Allowance	\$200.00
12632894	5884	GARRETT TOY Allowance	\$160.86
12632895	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$422.00
12632896	5758	LINA TUON Allowance	\$200.00
12632897	1506	TWB INSPECTIONS Buildings & Improvements	\$7,750.00
12632898	3154	UPS Postage	\$9.39
12632899	7547	FREDDIE VA'ASILI Other Services	\$12.95
12632900	7149	VALLEY ELEVATOR INC Other Services	\$740.00
12632901	1544	VALLEY OAK CABINET MFG. Maintenance Matls	\$128.70
12632902	4494	ROBERTA VASQUEZ Allowance	\$76.78
12632903	6943	WEST VALLEY SUPPLY Grounds Supplies	\$245.82
12632904	1603	WESTERN BUILDING MATERIALS Maintenance Supplies	\$164.17
12632905	7247	FREDERICK WILLIAMS Allowance	\$192.50
12632906	7229	LEANN WILLIAMSON Travel & Conf	\$60.00
12632907	6452	BREANNA YOUNG Allowance	\$200.00
Total Amount of All Warrants:			\$603,494.94

Credit Card Register For Payments

Dated 03/06/2020

Document Number	Vendor Number	Vendor Name	Amount
14028253	2	A-Z BUS SALES INC Transportation Supplies	\$1,268.58
14028254	91	AUTOMATED OFFICE SYSTEMS Leases	\$6,734.49
14028255	176	BSN SPORTS READY Matls	\$1,245.90
14028256	3620	MENTORING MINDS Instl Matls	\$48.10
14028257	1184	PROGUARD SERVICE & SOLUTIONS Kitchen Services	\$583.61
14028258	2126	READ NATURALLY Software License	\$128.40
14028259	1214	REALLY GOOD STUFF Allowance	\$166.17
14028260	3583	SAN JOAQUIN IMPERIAL Printshop Matls	\$903.55
14028261	1322	SCHOOL HEALTH CORPORATION Facilities Supplies	\$64.13
14028262	1345	SHIFFLER EQUIPMENT SALES INC. Maintenance Supplies	\$680.67
14028263	1466	TERMINIX INTERNATIONAL Pest Control	\$25.00
Total Amount of All Credit Card Payments:			\$11,848.60

Warrant Register For Warrants

Dated 03/13/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12633421	7061	A-G SOD FARMS OF FRESNO Grounds Supplies	\$2,518.66
12633422	6745	JUANA AGUILAR Allowance	\$179.12
12633423	1142	MICHELE ALEXANDER Mileage	\$75.67
12633424	7385	ISABEL AMADO LEAL READY Supplies	\$11.16
12633425	6431	AMAZON.COM Books/Instl Matls/Office Supplies	\$13,438.12
12633426	53	AMERICAN MUSIC COMPANY Instl Matls	\$273.60
12633427	59	AMERIPRIDE UNIFORM SERVICES Laundry/Mop/Mat Services	\$3,044.99
12633428	7563	CLARA ANGUIANO Other Services	\$35.00
12633429	6253	AT&T Telephone	\$82.22
12633430	113	BARNES AND NOBLE-5886056 Books	\$805.53
12633431	6107	RAECHELLE BERNA Allowance	\$185.05
12633432	162	ANGEL BRAVO Allowance	\$186.38
12633433	7495	EDITH CARRILLO DE TEMORES Mileage	\$165.60
12633434	299	CENTRAL VALLEY COMP. CARE INC. Other Services	\$79.00
12633435	6954	MARINA CERVANTEZ Allowance	\$200.00
12633436	7529	CATHERINE CHEDESTER Mileage	\$471.96
12633437	331	CLASSIC CHARTER INC. Transportation	\$12,575.00
12633438	4178	COOK'S COMMUNICATION Office Supplies	\$234.47
12633439	6999	KATHRYN COZ Science Matls	\$9.32
12633440	7561	LUISA CRUZ Mileage	\$393.30
12633441	7432	STACEY DENNIS Mileage	\$57.96
12633442	7492	ANA DIAZ ARCINIEGA Mileage	\$41.40
12633443	7206	EBLI Software License	\$1,800.00
12633444	7560	ASHLEY ELICK Other Services	\$35.00
12633445	3682	FASTENAL Maintenance Supplies	\$20.90
12633446	7548	LARRY CORT FLEMING Other Services	\$2,340.00
12633447	6232	FOLLETT LIBRARY RESOURCES Books	\$50.58
12633448	7438	MALIKIA GALLOWAY Mileage	\$144.90
12633449	7530	ASHLEY GARCIA Mileage	\$467.82
12633450	1393	GAS COMPANY Gas	\$4,818.56
12633451	3305	GILBERT ELECTRIC COMPANY Repairs	\$4,754.36
12633452	1816	LUCY GOMEZ Books	\$33.76
12633453	7532	JESSICA GUZMAN Mileage	\$914.94
12633454	3656	HANFORD AUTO & TRUCK PARTS Transportation/Maint Supplies	\$569.49
12633455	2855	MARISSA HENDERSON Allowance	\$71.99
12633456	7228	SAMANTHA HERNANDEZ Meeting Supplies/Mileage	\$235.16
12633457	685	HI-LINE Transportation Supplies	\$116.51
12633458	7493	JERRY HINOJOS DOMINGUEZ Mileage	\$144.90
12633459	5855	HOBBY LOBBY Instl Matls	\$100.00
12633460	2427	HOME DEPOT CREDIT SERVICES Maintenance Supplies	\$1,160.12
12633461	2188	THE HOME DEPOT PRO Instl Matls	\$116.02
12633462	7494	MERCEDES HUERTA ROSALES Mileage	\$55.20
12633463	7121	BAILEY JEFFUS Allowance	\$167.50
12633464	779	KEENAN & ASSOC. CPIC Health & Welfare	\$5,610.00
12633465	778	KEENAN & ASSOC. MED. EYE SERV. Health & Welfare	\$10,587.97
12633466	5990	KELLER FORD Grounds/Transportation Matls	\$1,376.81
12633467	7533	LINDSAY KEY Mileage	\$322.92
12633468	3962	KINGS COUNTY GLASS Repairs	\$450.32

Warrant Register For Warrants

Dated 03/13/2020

Warrant Number	Vendor Number	Vendor Name	Amount
12633469	796	KINGS COUNTY OFFICE OF ED Other Costs	\$9,881.50
12633470	808	KINGS WASTE & RECYCLING Garbage	\$239.45
12633471	7384	LA ESQUNITA MI PUEBLO TAQUERIA #2 Leadership Dinner	\$302.67
12633472	6581	JENNIFER LOCHER Allowance	\$83.57
12633473	7260	LOWE'S PRO SERVICES Maint/Grounds/Custodial Supplies	\$2,048.96
12633474	5768	MCGEE PRODUCTIONS Inst'l Consultant	\$300.00
12633475	5510	NEWEGG.COM Tech Matls	\$201.48
12633476	4188	CHAD NIELSEN Allowance	\$89.40
12633477	1058	OFFICE DEPOT Warehouse/Office Supplies	\$510.31
12633478	7203	PARADIGM HEALTHCARE SERVICES LLC. Other Services	\$459.58
12633479	3407	STEPHANIE PARKS Allowance	\$200.00
12633480	1901	PYRAMID CABINET SYSTEMS INC. Maintenance Supplies	\$30.00
12633481	5764	QUINN COMPANY Transportation Supplies	\$73.23
12633482	2956	JACQUELINE A. RAVEN Allowance	\$135.03
12633483	7483	ERICKSON REYES Mileage	\$41.40
12633484	7535	JESSICA SAIN Mileage	\$45.54
12633485	7433	ATHEENA SANCHEZ Mileage	\$82.80
12633486	1298	LANA SANDOVAL Allowance	\$192.50
12633487	3743	SHRED-IT USA – FRESNO Shred Service	\$201.59
12633488	4256	MELISSA SIMAS Allowance	\$146.09
12633489	1367	SISC III Health & Welfare	\$591,739.50
12633490	6826	SITELOGIQ Land Improvements	\$29,330.70
12633491	4031	SIX FLAGS MAGIC MOUNTAIN Field Trip	\$3,161.37
12633492	2006	JOHN SNYDER Allowance	\$192.00
12633493	1389	PATRICIA SOPER Mileage	\$210.85
12633494	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$19,176.94
12633495	3694	JEROD STRONG Allowance	\$190.00
12633496	4369	APRIL TAMAYO ALATORRE Mileage	\$85.10
12633497	6823	TCG GROUP HOLDINGS Other Services	\$252.00
12633498	5946	THE HARTFORD Health & Welfare	\$1,245.83
12633499	4017	JOSE TORRES Allowance	\$199.21
12633500	3749	ULINE INC Supplies	\$140.61
12633501	1521	UNITED REFRIGERATION INC. Maint Supplies	\$897.14
12633502	2653	VALLEY OXYGEN Maint/Grounds Supplies	\$1,839.62
12633503	1554	SONIA VELO Mileage	\$71.01
12633504	7072	TAKEYA WASHINGTON Allowance	\$183.33
12633505	1591	WENGER CORPORATION Equipment	\$643.31
12633506	1612	MICHELLE E. WHITE Office Supplies	\$21.42
12633507	7475	AMANDA ZAYAS Mileage	\$105.57
12633508	1873	ZEE MEDICAL SERVICE CO. Custodial Supplies	\$597.17

Total Amount of All Warrants:

\$737,077.02

Credit Card Register For Payments

Dated 03/13/2020

Document Number	Vendor Number	Vendor Name	Amount
14028309	149	BLICK ART MATERIALS READY Supplies	\$237.94
14028310	179	BUDDY'S TROPHY SUPPLY Instl Matls	\$341.86
14028311	509	EWING IRRIGATION PRODUCTS Grounds Supplies	\$2,785.36
14028312	806	KINGS COUNTY TROPHY Instl Matls	\$93.31
14028313	831	LAKESHORE LEARNING MATERIALS Instl Matls	\$292.70
14028314	1802	MEDALLION SUPPLY Grounds Supplies	\$160.21
14028315	1071	ORIENTAL TRADING CO. INC. Instl Matls	\$491.73
14028316	5934	PEARSON - CLINICAL ASSESSMENT Software License	\$50.00
14028317	1147	POSITIVE PROMOTIONS Instl Matls	\$2,383.21
14028318	2126	READ NATURALLY Allowance	\$186.43
14028319	1214	REALLY GOOD STUFF Allowance	\$390.75
14028320	4716	SCHOOL SPECIALTY Instl Matls	\$51.86
14028321	1466	TERMINIX INTERNATIONAL Pest Control	\$426.00
Total Amount of All Credit Card Payments:			\$7,891.36

Hanford Elementary School District
Minutes of the Regular Board Meeting
March 11, 2020

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on March 11, 2020 at the District Office Board Room, 714 N. White Street, Hanford, CA.

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

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Doug Carlton, Debra Colvard, Kenny Eggert, David Endo, David Goldsmith, Lucy Gomez, Jaime Martinez, Gerry Mulligan, Jay Strickland and Jill Rubalcava.

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

- Student Discipline pursuant to Education Code section 48918
- Public Employee Discipline/Dismissal/Release (GC 54957)

Open Session Trustees returned to open session at 5:47 p.m.

Case #20-06 Trustee Revious moved to accept the Findings of Fact and expel Case #20-06 for the remainder of the 2019-20 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on March 9, 2020. Parents may apply for Readmission on or after June 5, 2020. Trustee Garcia seconded; motion carried 5-0:

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

Personnel No action taken by the Board.

Public Comments None

Board and Staff Comments Superintendent Joy Gabler provided the Board with a graph that Jason List, Isom Advisors, put together regarding Measure H. She stated unfortunately Measure H did not pass. The graph shows the history over the last 20 years of school bond success and that the state school bond measure did not have a negative impact on local bond measures. Joy also shared an update regarding the Coronavirus and what the District is doing so far. She provided the Board with a hand-out of a list of what has been put in place. She mentioned a notice went out to parents and staff regarding what the District is doing to disinfect, posters where placed in all locations across the District with guidelines on preventing germs from spreading and hand washing. The custodial crews are wiping down high touched areas and conducting disinfectant fogging twice a week. Principals and teachers have watched videos on using

cleaning supplies in the classrooms & students are watching weekly videos on hand washing and covering cough, soap is being provided to students that doesn't need water and they are practicing washing hands 6 times a day. The District nurses sent out a letter with healthy guidelines. Additionally, field trips have been restricted to a 50-mile radius. As the situation continues to unfold, the administrative team will respond accordingly.

Trustee Revious stated as far as we know there are no cases in Kings County, one in Fresno County, and one in Madera. He then asked if we have had an uptake on absenteeism because of this. Joy answered yes, parents are concerned about sending their kids to school.

Requests to Address the Board

None

Dates to Remember

President Strickland reviewed dates to remember: March 25th - Regular Board Meeting and 28th - Science Olympian.

CONSENT ITEMS

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

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

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

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

The items approved are as follows:

- a) Warrant listings dated April 21, 2020 and March 28, 2020.
- b) Minutes of Regular Board Meeting held on April 26, 2020.
- c) Interdistrict transfers as recommended.
- d) Donation of \$1,100.00 from Washington PTC.

Trustee Revious recognized Washington PTC for donation.

INFORMATION TIEMS

Monthly Financial Report David Endo, Chief Business Official, presented for information the monthly financial report for the period of 07/01/2019 – 02/29/2020.
07/01/19 – 02/29/19

AR 4030 Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the revised Administrative Regulation:

- AR 4030 – Nondiscrimination in Employment

BP 4033 Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the revised Board Policy:

- BP 4033 – Lactation Accommodation

BP 4151 Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the revised Board Policy:

- BP 4151 – Employee Compensation

BOARD POLICIES AND ADMINISTRATION

BP/AR 0450 Trustee Garner made a motion to approve the revised Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan. Trustee Revious seconded; motion carried 5-0:

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

BP/AR 5117 Trustee Garner made a motion to approve the revised Board Policy and Administrative Regulation 5117 – Interdistrict Transfers. Trustee Garcia seconded; motion carried 5-0:

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

BP/AR 5144 Trustee Garner made a motion to approve the revised Board Policy and Administrative Regulation 5144 – Discipline. Trustee Hernandez seconded; motion carried 5-0:

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

PERSONNEL

Trustee Garcia made a motion to take Personnel items "a" through "g" together. Trustee Hernandez seconded; the motion carried 5-0:

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

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

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

The following items were approved:

Item "a" – Employment

Temporary Employees/Substitutes

- James Camacho, Substitute Licensed Vocational Nurse, effective 3/6/20
- Kristin Brieno, Short-term READY Program Tutor – 4.5 hrs., Lincoln, effective 3/2/20 to 4/3/20
- Guadalupe Gutierrez, Substitute READY Program Tutor, effective 2/19/20
- Audussie Martinez, Short-term Yard Supervisor – 2.0 hrs., Jefferson, effective 2/24/20 to 4/3/20
- Judie Morgan, Short-term Yard Supervisor – 2.5 hrs., Kennedy, effective 3/2/20 to 4/3/20
- Carolina Munoz Gomez, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 2/25/20 to 4/3/20
- Violeta Naranjo, Short-term Yard Supervisor – .75 hr., (M,T,Th,F), Wilson, effective 3/2/20 to 4/3/20
- Lira Nunes, Substitute Licensed Vocational Nurse, effective 3/6/20
- Rosie Ochoa, Short-term Yard Supervisor – .75 hr., Wilson, effective 3/2/20 to 4/3/20
- Alondra Iniguez Perez, Short-term Yard Supervisor – 1.5 hrs., Jefferson, effective 2/24/20 to 4/3/20
- Vanessa Villalobos, Substitute READY Program Tutor and Translator: Oral Interpreter, effective 2/18/20

Item "b" – Certification of Temporary Athletic Team Coaches

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

- Erin Aguilar, 8th Grade Boys Baseball, Kennedy, effective 2/24/20 to 5/13/20
- Freddie Va'asili, 7th Grade Girls Softball Coach, Wilson, effective 2/27/20 to 5/13/20

Item "c" – Resignations

- Danielle Ames, Teacher, Lincoln, effective 6/5/20
- Yolanda Bernal, Teacher, Richmond, effective 6/5/20
- Monica Cano, Teacher, Lincoln, effective 6/5/20

- Tyler Lourenco, Teacher, Washington, effective 6/5/20
- Raquel Ramirez, READY Program Tutor – 4.5 hrs., Hamilton, effective 3/13/20
- Lindsey Silva, Teacher, King, effective 6/5/20
- Vanessa Villalobos, READY Program Tutor – 4.5 hrs., Hamilton, effective 2/17/20

***Item “d” –
Retirement***

- Anne Cauthen, Licensed Vocational Nurse – 6.0 hrs., Washington, effective 6/5/20

***Item “e” –
Termination
due to Failure
to Complete
Requirements
to Remain on
Substitute List***

- Lizeth Barraza Alcala, Substitute Yard Supervisor, effective 8/17/19
- Kylee Berna, Substitute READY Program Tutor, effective 3/11/19
- Fronerricka “Tobi” Farley, Substitute Alternative Education Program Aide, Special Education Aide, and Yard Supervisor, effective 8/13/19
- Oscar Galloway, Substitute Custodian I and READY Program Tutor, effective 6/4/19
- Miralla Garibay, Substitute Yard Supervisor, effective 3/19/19
- Cedric Harbor, Substitute Custodian I and Yard Supervisor, effective 5/4/19
- Stephanie Ibarra, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 5/31/19
- Emily Lerma, Substitute Custodian I and Yard Supervisor, effective 1/17/20
- Anahi Linan, Substitute Yard Supervisor, effective 5/13/19
- Eddie Parra, Substitute Custodian I, effective 2/13/19
- Olga Ramirez, Substitute Clerk Trainee, Yard Supervisor, Translator: Oral Interpreter and Written Translator, effective 8/19/19
- Kimberly Alvarez Rodriguez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 10/10/19
- Elijah Ruiz-Davis, Substitute Yard Supervisor, effective 5/9/19
- Jade Smith, Substitute Yard Supervisor, effective 2/15/19
- Susanne Springer, Substitute Clerk Typist II and Yard Supervisor, effective 6/6/19
- Zachary Stewart, Substitute Custodian II, effective 2/12/19
- Jorge Valtierra, Substitute Groundkeeper II, effective 11/2/19
- Maria Villa, Substitute Bilingual clerk Typist II, Clerk Typist II, READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 4/5/19
- Patricia “Kathie” Woughter, Substitute Yard Supervisor, effective 6/3/19

***Item “f” –
Temporary Out
of Class***

- Ada Portilla, from READY Program Tutor – 4.5 hrs., to READY Site Lead – 5.0 hrs., Simas, effective 2/24/20 to 3/6/20

***Item “g” –
Volunteers***

<u>Name</u>	<u>School</u>
Chanel Edwards	Jefferson
Yuri Fortin	Jefferson
Jesus Maya	Jefferson
Maria Teruel	Jefferson
Erica Tijero	King
Sandra Espinoza	Lincoln
Sonia Ramirez (HESD Employee)	Simas
Mercedes Reyna	Simas
Amy Arevalo (HESD Employee)	Washington
Emma Lopez	Washington
Maria Calderon	Wilson

Adjournment There being no further business, President Strickland adjourned the meeting at 6:04 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Greg Strickland, President

Tim Revious, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Matthew Gamble

DATE: March 5, 2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 25, 2020

ITEM:

**Consider Approval of donation to Woodrow Wilson Junior High School from:
Edison International check in the amount of \$450.00.**

PURPOSE:

To use for student rewards, activities, and events at the school.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve donation

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler
FROM: Lindsey Calvillo
DATE: 3/2/2020
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: March 25, 2020

ITEM: Consider approval of donation to Lee Richmond Elementary and Lee Richmond READY from:

- Superior Soil Supplements for 7 yards of soil.

PURPOSE: To be used for cultivation of student garden at school site.

FISCAL IMPACT: none

RECOMMENDATION: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler

FROM: Kristina Baldwin



DATE: 03/16/2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: September 25, 2019

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

- Simas PTC in the amount of \$4000.00 for Attendance Awards.

PURPOSE: General Fund

FISCAL IMPACT:

\$4000.00

RECOMMENDATION: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 12, 2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 25, 2020

ITEM:

Consider award for the Re-Roof Building Project at Woodrow Wilson Jr. High.

PURPOSE:

Bids will be accepted until 10:00 a.m. on Thursday, March 12, 2020. All eligible bids received will be opened, tabulated and will be presented to the Board.

FISCAL IMPACT:

Cost of the project labor will be \$117,500.00.

RECOMMENDATION:

Award bid as presented for the Re-Roof Building Project at Woodrow Wilson Jr. High.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GJM*

DATE: March 16, 2020

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

FOR: () Information
(X) Action

Date you wish to have your item considered March 25, 2020

ITEM:

Consider award for the Lincoln Modernization project.

PURPOSE:

Bids will be accepted until 2:00 p.m. on Thursday, March 12, 2020. All eligible bids received will be opened, tabulated and will be presented to the Board.

FISCAL IMPACT:

Cost of the project will be \$3,284,00.00.

RECOMMENDATION:

Award bid as presented for the Lincoln Modernization project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 16, 2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: March 25, 2020

ITEM:

Consider approval for inspection services agreement with TWB Inspections to oversee the Lincoln Modernization Project.

PURPOSE:

The District is interested in having an inspector to oversee the construction of the Lincoln Elementary Modernization Project. TWB Inspections is certified by the Division of the State Architect and has worked with the District in the past.

FISCAL IMPACT:

Inspections services are not to exceed \$27,000.00 for this project.

RECOMMENDATION:

Approve inspection services contract with TWB Inspections to oversee the Lincoln Elementary Modernization project.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: March 5, 2020

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

FOR: () Information
(X) Action

Date you wish to have your item considered: March 25, 2020

ITEM

Consider approval of agreement with Gonzalez Architects for architectural services for the exterior painting at Simas Elementary School.

PURPOSE

Gonzalez Architects to provide the District with architectural services for the exterior painting at Simas Elementary School.

FISCAL IMPACT


Architectural costs for this project are estimated to be \$16,000.

RECOMMENDATION

Approve agreement with Gonzalez Architects for architectural services for the exterior painting at Simas Elementary School.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: March 16, 2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 25, 2020**

ITEM: Consider adoption of the following revised Administrative Regulation.

PURPOSE: The following Administrative Regulation is being revised to reflect NEW LAW (SB 778) which delays until January 1, 2021 a requirement for districts with five or more employees to provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to nonsupervisory employees. Regulation also reflects NEW LAW (AB 9) which allows complaints of employment discrimination to be filed with the Department of Fair Employment and Housing up to three years after the alleged act.

- AR 4030 – Nondiscrimination in Employment (revised)

FISCAL IMPACT: Unknown.

RECOMMENDATION: Adopt.

All Personnel

AR 4030 (a)

NONDISCRIMINATION IN EMPLOYMENT

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or **other** person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4032 - Reasonable Accommodation)

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to **organize and manage** ~~coordinate~~ the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent of Human Resources
Human Resources Department
Hanford Elementary School District
714 N. White Street
Hanford, CA 93232

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically ~~on computers~~ in a conspicuous location **on computers for employee use, up-to-date**, the California Department of Fair Employment and Housing (DFEH) posters **on the prohibition of** ~~in regard to~~ workplace discrimination and harassment, **and the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth** (Government Code 12950; **2 CCR 11013, 11023, 11049**)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations

NONDISCRIMINATION IN EMPLOYMENT (continued)

- c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4111/4211/4311 - Recruitment and Selection)

3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy ~~of the policy~~ to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending a copy~~the policy~~ via email with an acknowledgment return form
 - c. Posting a copy~~the policy~~ on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
5. Provide training ~~to employees, volunteers, and interns~~ regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees which~~that~~ includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate~~motivates~~ them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

NONDISCRIMINATION IN EMPLOYMENT (continued)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's employee's direct supervisor may be bypassed in filing a complaint when ~~where~~ the supervisor is the subject of the complaint.

The complainant may ~~file a written complaint in accordance with this procedure, or may first attempt to resolve the situation informally with the~~ complainant's employee's supervisor before filing a written complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available ~~other~~ evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed ~~revealed~~ as necessary to conduct an effective investigation.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

NONDISCRIMINATION IN EMPLOYMENT (continued)

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate

options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. **Appeal to the Governing Board of Trustees:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session ~~Purposes and Agendas~~)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. ~~For filing~~To file a ~~valid~~ complaint with DFEH alleging a violation of Government Code 12940-12952, within three years~~one year~~ of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. ~~For filing~~To file a ~~valid~~ complaint ~~directly~~ with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. ~~For filing~~To file a ~~valid~~ complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Regulation

adopted: 05/25/2016

revised: 10/25/2017

revised: 08/28/2019


revised: / /2020

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: March 16, 2020

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 25, 2020**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy is being revised to reflect NEW LAW (SB 142) which mandates districts to adopt policy that addresses an employee's right to request lactation accommodation, the process by which the employee makes the request, the district's obligation to respond to the request, and the employee's right to file a complaint with the Labor Commissioner alleging any violation of the right to lactation accommodation. Policy also reflects provisions of SB 142 requiring districts to provide a lactation room or location with prescribed features, prohibiting districts from discriminating or retaliating against an employee who exercises the right to lactation accommodation, and authorizing districts with fewer than 50 employees to seek an exemption from the requirement to provide lactation accommodation if the district demonstrates that the requirement poses an undue hardship.

- BP 4033 – Lactation Accommodation (revised)

FISCAL IMPACT: Unknown.

RECOMMENDATION: Adopt.

All Personnel

BP 4033 (a)

LACTATION ACCOMMODATION

The Governing Board recognizes the immediate and long-term health ~~benefits~~ advantages of breastfeeding for ~~infants and mothers~~ and desires to provide a supportive environment for any district employee to express milk for ~~an~~ her infant child upon ~~returning~~ her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation ~~who chooses~~ to express breast milk for ~~an~~ her infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Break Time and Location Requirements

The district shall provide a reasonable amount of break time to accommodate an employee each time ~~the employee~~ she has a need to express breast milk for ~~an~~ her infant child. (Labor Code 1030)

To the extent possible, ~~any~~ such break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

LACTATION ACCOMMODATION

The employee shall be provided the use of a private room or location, other than a bathroom~~restroom~~, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following~~her work area and meets the requirements of (Labor Code 1031; and 29 USC 207), as applicable.~~

1. Is shielded from view and free from intrusion while the employee is expressing milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump

The District shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace or, if a refrigerator cannot be provided, another cooling device suitable for storing milk

~~Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.~~

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

~~Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)~~

~~Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.~~

Legal Reference: (next page)

LACTATION ACCOMMODATION

Legal Reference:

EDUCATION CODE

200-262.4 Educational equity; prohibition ~~Prohibition~~ of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12926 Definition of sex; breastfeeding

12940 Unlawful discriminatory ~~Discriminatory~~ employment practices

12945 Unlawful discrimination ~~Discriminatory~~ based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-~~1034~~1033 Lactation accommodation

6382 Procedure for listing hazardous substances

CODE OF REGULATIONS, TITLE 2

11035-11051 Unlawful sex ~~7291.2-7291.16 Sex~~ discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS

~~Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision 09-03P, 2009~~

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Rest Periods/Lactation Accommodation, Frequently Asked Questions

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

~~Minimum Requirements of the California~~ Lactation Accommodation for Employers ~~Law~~

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Lactation Support Program Toolkit

FEDERAL REGISTER

Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079

OFFICE OF THE SURGEON GENERAL PUBLICATIONS

The Surgeon General's Call to Action to Support Breastfeeding, 2011

HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS

The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008

U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS

Frequently Asked Questions – Break Time for Nursing Mothers

Fact Sheet #~~733~~734: Break Time for Nursing Mothers under the FLSA, rev. April 2018 ~~December 2010~~

WEB SITES

California Department of Industrial Relations, Division of Labor and Standards Enforcement:

<http://www.dir.ca.gov/dlse>

California Department of Public Health: <http://www.cdph.ca.gov>

California Women, Infants and Children Program: <http://www.wicworks.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Health Resources and Services Administration: <http://www.hrsa.gov>

Office of the Surgeon General: <http://www.surgeongeneral.gov>

U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:

<http://www.dol.gov/whd/nursingmothers>

Policy

adopted: February 8, 2017

revised: _____, 2020

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: March 16, 2020

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 25, 2020**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy is being revised to clarify that, in determining whether an executive, administrative, or professional employee is exempt from overtime rules, the salary threshold established by state law supersedes the threshold established by federal law (as raised by new federal rule September 24, 2019). Policy also deletes complex information on Internal Revenue Service forms that must be completed by employees who earn compensation over 9 or 10 months but elect to spread salary payments over 12 months, thereby creating "deferred compensation."

- BP 4151 – Employee Compensation (revised)

FISCAL IMPACT: Unknown.

RECOMMENDATION: Adopt.

All Personnel

BP 4151 (a)

4251

EMPLOYEE COMPENSATION

4351

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

(cf. 3400 - Management of Districts Assets/Accounts)

(cf. 4000 - Concepts and Roles)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

In accordance with law, all salaries, wages, and other compensation shall be set by the Governing Board of Trustees. Salaries and wages for members of bargaining units shall be based on negotiated agreements approved by the Board.

The Superintendent or designee shall conduct salary and wage surveys as needed for collective bargaining purposes and to ensure that district compensation is competitive with other area districts and employers.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 4268)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Salary schedules for employees in bargaining units shall be presented for Board adoption when tentative agreement has been reached with the respective bargaining unit.

Recommended or interim salary schedules for all other employees, and for bargaining units who have not yet settled negotiations on salaries for the following year, shall be presented in June of each year to be effective July 1 of the ensuing fiscal year.

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level ~~years of training~~ and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4312.1 - Contracts)

BP 4151 (b)
4251
4351

EMPLOYEE COMPENSATION

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

~~District employees~~ A district employee shall be paid an overtime rate of not less than one and one-half times ~~their~~ his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a ~~monthly~~ fixed salary that is at least twice ~~or above the state minimum wage for full-time employment~~ salary level established by federal regulations. (Labor Code 510, 515; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee ~~he/she~~ has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference: (see next page)

EMPLOYEE COMPENSATION

Legal Reference:

EDUCATION CODE

45022-45061.5 Salaries, especially:
45023 Availability of salary schedule
45028 Salary schedule for certificated employees
45160-45169 Salaries for classified employees
45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:
3543.2 Scope of representation
3543.7 Duty to meet and negotiate in good faith

LABOR CODE

226 Employee access to payroll records
232 Disclosure of wages
510 Overtime compensation; length of work day and week; alternative schedules
515 Overtime exemption for administrative, executive, and professional employees
CODE OF REGULATIONS, TITLE 8
11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime
213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions
516.5-516.6 Records
541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

~~*COLLECTIVE BARGAINING AGREEMENTS*~~

~~*CSEA/HESD Agreement: Article 23—Pay and Allowances*~~

~~*HESD/HETA Agreement: Article—Salary*~~

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
Internal Revenue Service: <http://www.irs.gov>
School Services of California, Inc.: <http://www.sscal.com>
U.S. Department of Labor, Wage and Hour Division: [http](http://www.dol.gov/whd)<https://www.dol.gov/whd>

Policy
adopted: November 7, 2001
revised: October 25, 2017
revised: _____, 2020

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: March 16, 2020

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 25, 2020**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Jennifer Aguirre, READY Program Tutor – 4.5 hrs., Lincoln, effective 3/17/20
- Vicky Eversole, Food Service Worker II – 2.5 hrs., Wilson, effective 3/2/20

Temporary Employees/Substitutes

- Lizeth Barraza Alcala, Substitute Yard Supervisor, effective 3/4/20
- Ashley Elick, Substitute READY Program Tutor, effective 3/9/20
- Selene Oaks, Substitute Educational Tutor K-6, effective 3/2/20; Short-term Educational Tutor K-6 – 3.5 hrs., Washington, effective 3/3/20 to 3/13/20
- Michele Ruble, Substitute Yard Supervisor, effective 3/3/20
- Justin Cantu Salcedo, Substitute Yard Supervisor, effective 3/2/20
- Susanne Springer, Substitute Clerk Typist I/II and Yard Supervisor, effective 3/4/20

b. Employment and Certification of Temporary Athletic Team Coaches Pursuant to Title 5 CCR 5594

- Cristian Moreno, 7th Grade Baseball Coach, Kennedy, effective 3/11/20 to 5/13/20
- Nicholas Moreno, 7th Grade Baseball Coach, Kennedy, effective 3/9/20 to 5/13/20

c. Voluntary Reassignments

- Natividad George, from Learning Director, Jefferson Academy School, to Classroom Teacher, effective 2020-2021
- Jennifer Henderson, from Learning Director. King School, to Classroom Teacher, effective 2020-2021

d. Resignations

- Chantel Andresen, Yard Supervisor – 3.5 hrs., Monroe, effective 6/5/20
- Jessica Bosman, Teacher, King School, effective 6/5/20
- Amanda Henderson, Yard Supervisor – 3.5 hrs., Washington, effective 3/13/20

e. Retirement

- Gerry Mulligan, Director of Facilities and Operations, District Office, effective 7/31/20

f. Temporary Out of Class

- Paige Morales, from READY Program Tutor – 4.5 hrs. to READY Site Lead – 5.0 hrs., Monroe, effective 3/2/20 to 3/13/20

g. Volunteers

<u>Name</u>	<u>School</u>
Kassandra Jimenez	Hamilton
Ashley Lorenz	Hamilton
Israel Luna	Jefferson
Magen Schexnayder	Jefferson
Jeffrey Costa	Monroe
Kathryn Wilder	Monroe
Breanna Aguilar	Richmond
Andrew Arriola	Richmond
Rosa Suarez Meza	Richmond
Elyssa Quintero	Richmond
Deidre Lopez	Roosevelt
Lucette Marquez	Roosevelt
Luz Ponce	Roosevelt
Clara Anguiano	Simas
Aldon Baron	Simas
Raquel Mijangos Pacheco	Simas

RECOMMENDATION: Approve.