

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, September 15, 2010

Hamilton School Cafeteria
1269 Leland Way, Hanford, CA



Please note
location

5:30 p.m.

- Call to Order
- Members present
- Pledge to the Flag

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

- a) Introduction of Management Team (Terry)
- b) Introduction of Literacy/Induction Coaches (Terry)
- c) Recognition of newly tenured teachers (Terry)
- d) Introduction of new certificated staff (Terry)

Break for Short Reception

CLOSED SESSION

- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
 - Conference with Labor Negotiator (GC 54957.6) – CSEA and HETA
District Negotiators: Paul Terry/Diane Williams

OPEN SESSION

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS (continued)

(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 the total time for public input on each item to 20 minutes.)

- e) Public comments
- f) Board and staff comments
- g) Requests to address the Board at future meetings
- h) 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) Approve warrant listings dated August 27, 2010 and September 3, 2010.
- b) Approve minutes from Regular Board Meeting September 1, 2010.
- c) Approve Interdistrict transfers as recommended.

- *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 aids and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

- d) Approve donation of computer from Taylor Publishing Yearbook Company to Woodrow Wilson Junior High School. (Eggert)
- e) Approve donation of \$163.88 from Savemart Shares Program, and donation of \$150.00 from Edison International Contribution Campaign to Simas School. (Duvall)

3. INFORMATION ITEMS

- a) Receive the following revised Board Policy for information: (Williams)
 - BP 4313.2 – Work Year (revised)
- b) Receive the following revised Board Policy for information: (Williams)
 - BP 4362 – Vacations and Holidays (revised)
- c) Receive the following revised Board Policy for information: (Williams)
 - BP 4020 – Drug and Alcohol-free Workplace (revised)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of revised 2010-11 HESD Management Organization Chart. (Terry)
- b) Consider approval of Board Goals for 2010-11. (Terry)
- c) Consider approval of consultant contract with Parent Institute for Quality Education (PIQE). (Terry)
- d) Consider approval of consultant contract with Dr. Segura-Mora from Frontier 21. (Colvard)

5. PERSONNEL

- a) Employment
 - Certificated* – Five (5) Teachers
 - Classified* - READY Program Tutor, Educational Tutor
 - Temporary/Substitutes/Yard Supervisors* – Boys Flag Football Coach; Substitute Bilingual Clerk Typist II and Clerk Typist II; Short-term Yard Supervisor; Substitute Food Service Worker I and Yard Supervisor; Substitute READY Program Tutor; Substitute Babysitter, Food Service Worker I and Yard Supervisor; Substitute Custodian II; Substitute READY Program Tutor and Yard Supervisor; Substitute Yard Supervisor; Short-term READY Program Tutor; Short-term Special Circumstance Aide
- b) Resignations – Educational Tutor, K-6; Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator; Special Education Aide
- c) More Hours – Yard Supervisor; Migrant Services Specialist; as listed.
- d) Decrease in Hours – Yard Supervisor; as listed.
- e) Leave of Absence – Yard Supervisor; as listed.
- f) Volunteers – as listed.

6. FINANCIAL

- a) Consider approval of addendum to contract with Government Financial Strategies for services related to the 1998 Obligation Bond Refinancing.
- b) Consider approval of legal services agreement with Sidley Austin Brown & Wood to serve as bond counsel for the 1998 General Obligation Bond Refinancing.

**Hanford Elementary School District
Minutes of the Regular Board Meeting
September 1, 2010**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 1, 2010, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Hernandez called the meeting to order at 5:30 p.m. Trustees Garcia, Hill and Revious were present. Trustee Garner was absent for a reason deemed acceptable by the Board.

Closed Session Trustees immediately adjourned to closed session for:

- Conference with Labor Negotiator (GC 54957.6) HETA, District Negotiators: Paul Terry/Diane Williams
- Student Discipline pursuant to Education Code section 48918

Trustees returned to open session at 6:12 p.m.

HESD Managers Present

Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Debra Colvard, Silvia Duvall, Kenny Eggert, Javier Espindola, Joy Gabler, David Goldsmith, Lucy Gomez, Charlotte Hines, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jeanne Rios, Jill Rubalcava, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

Readmissions approved Trustee Hill made a motion to approve readmission for Case #37-08 based upon each student's compliance with the Plan of Rehabilitation. Motion seconded by Trustee Revious; motion carried 4-0.

Readmissions denied Trustee Hill made a motion to deny readmission for Cases #13-10 and #56-10 based upon the finding that the student did not comply with the Plan of Rehabilitation or that student continues to pose a danger to self or others. Parent or guardian may reapply for readmission on or after January 15, 2011. Trustee Revious seconded; motion carried 4-0.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

Public Comments None.

Board and Staff Comments Michael Rogers, on behalf of Hanford Elementary Teachers Association (HETA), discussed the employee contribution to health insurance premium and urged the Board to fully fund the health benefit premium for teachers.

Superintendent Dr. Terry, stated that California Standards Test (CST) results were posted at approximately 3:00 p.m. today. And although the information is embargoed until September 9, generally stated our schools had significantly more growth in API than any other of the 13 districts in Kings County. All HESD schools currently under Alternative Governance may have met Annual Yearly Progress (AYP) targets, and two of those schools are likely to exit Program Improvement. Dr. Terry is pleased with

the results and he is excited to share complete information when the time comes.

April Silva, President of HETA, stated that it was "hard to hear" about the success of efforts to improve student achievement in the District and then feel that teachers "are not worth" fully funded health benefits.

Requests to Address the Board None.

Dates to Remember President Hernandez reviewed dates for upcoming Back to School Nights, and next regular Board Meeting September 15, 2010 at Hamilton School cafeteria.

INFORMATION ITEMS

Proposed Board Goals 2010-11 Proposed Board Goals for the Trustees to consider for 2010-11 were presented by Dr. Terry August 18, 2010 to be adopted at a future Board Meeting. Copies of the slides from Dr. Terry's PowerPoint presentation were distributed to Board for review, and are also attached to these minutes and incorporated herein.

CONSENT ITEMS

Trustee Hill made a motion to take consent items "a" through "c" together. Trustee Garcia seconded, motion carried 4-0. Trustee Hill then made a motion to approve consent items "a" through "c". Trustee Garcia seconded, motion carried 4-0. The items approved are:

- a) Warrant listings dated August 13, and August 20, 2010.
- b) Minutes of August 18, 2010 Regular Board Meeting.
- c) Interdistrict transfers as recommended.

BOARD POLICIES AND ADMINISTRATION

Consultant Contract Trustee Hill made a motion to approve consultant contract with Kings County Sports Officials (Grade 4-6). Trustee Garcia seconded; motion carried 4-0.

Consultant Contract Trustee Revious made a motion to approve consultant contract with Sports Officiating Services (Junior High sports). Trustee Hill seconded; motion carried 4-0.

Consultant Contract Trustee Hill made a motion to approve consultant contract with Creative School Resources and Research to provide evaluation services for the Carol M. White Physical Education Grant (STEPS – Students & Teachers Embracing Physical Stamina) for the 2010-11 school year. Trustee Garcia seconded; motion carried 4-0.

Consultant Contract Trustee Hill made a motion to approve consultant contract with Discovery Education to provide professional development services. Trustee Garcia seconded; motion carried 4-0.

- BP/AR 5141.4** Trustee Garcia made a motion to adopt the following revised Board Policy and Administrative Regulation. Trustee Hill seconded; motion carried 4-0:
- BP/AR 5141.4 – Child Abuse Prevention and Reporting
- BP/AR 5145.11** Trustee Garcia made a motion adopt the following revised Board Policy and Administrative Regulation. Trustee Revious seconded; motion carried 4-0:
- BP/AR 5145.11 – Questioning and Apprehension by Law Enforcement
- BP/AR 5141.26** Trustee Garcia made a motion to adopt the following Board Policies and Administrative Regulations. Trustee Hill seconded; motion carried 4-0:
- Delete BP 5141.26 – Tuberculosis Testing
 - AR 5141.26 – Tuberculosis Testing (revised)
- AR 6164.6** Trustee Garcia made a motion to adopt the following Administrative Regulation. Trustee Hill seconded; motion carried 4-0:
- AR 6164.6 – Identification and Education Under 504

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "i" collectively. Trustee Garcia seconded; motion carried 4-0. Then Trustee Hill made a motion to approve Personnel items "a" through "i". Trustee Garcia seconded; the motion carried 4-0. The following items were approved:

***Item "a" –
Employment***

Certificated: Valerie A. Alcorn, Teacher; Christina Barrientos, Teacher
Classified: Andrew Baker, READY Program Tutor; David Block, Food Service Worker I; Chelsea Cardoza, READY Program Tutor; Janet Corona, READY Program Tutor
Temporary Employees/Substitutes/Yard Supervisors: Fernanda Balan, Substitute Yard Supervisor, Short-term Yard Supervisor; David Block, Substitute Yard Supervisor; Pauline Carrasco, Substitute Clerk Typist I and Yard Supervisor; Carina Castro, Short-term READY Program Tutor; Mattie Collier, Substitute Yard Supervisor; Georgia Freeman, Short-term Yard Supervisor; Teddi Hernandez, Short-term Clerk Typist II; Damien Navarro, Short-term Yard Supervisor; Robin Patison, Short-term Yard Supervisor; Laura Sandoval, Short-term Yard Supervisor; Ashley Urbano, Substitute READY Program Tutor; Ashley Welch, Short-term READY Program Tutor; Zujey Garcia Zavala, Substitute Clerk Trainee, Translator: Oral Interpreter and Written Translator and Yard Supervisor, Short-term Yard Supervisor

***Item "b" – Rescind
Offer of Employment***

Mirella Puga, READY Program Tutor

***Item "c" –
Resignations***

Narinder Maman, Yard Supervisor; Marsha Stacey, Yard Supervisor; Jacequeline Thurlow, Yard Supervisor

***Item "d" –
Temporary Out of Class***

Gary Norris, to Lead Custodian, as listed

Item "e" – More Hours

Victoria Alcalá, Yard Supervisor, as listed

**Item "f" –
Decrease in Hours** Valerie Brakeman, Yard Supervisor, as listed; Roselan Dodge, Yard Supervisor, as listed; Chantel Harris, Yard Supervisor, as listed; Valerie Velazquez, Yard Supervisor, as listed

**Item "g" –
Leave of Absence** Krystal Ibanez, READY Program Tutor, as listed

**Item "h" – Adopt
Resolution #4-11** Teaching Outside of Credential Area – Damien Juarez, Language Arts/Social Studies, Woodrow Wilson Junior High School

Item "i" – Volunteers As listed

FINANCIAL

Trustee Hill made a motion to approve contract for providing meals for Kings Community Action Organization - Preschool Program for 2010-2011. Trustee Garcia seconded; motion carried 4-0.

There being no further business, President Hernandez adjourned the meeting at 6:33 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Lupe Hernandez, President

Jeff Garner, Clerk

Inters - IN

No	A/D	Sch Req'd	Home Sch	Date
I-110	A	Wilson	Armona	9/15/10
I-111	D	King	Armona	9/15/10
I-112	A	Wilson	Armona	9/15/10
I-113	A	Simas	Armona	9/15/10
I-114	A	Simas	Pioneer	9/15/10
I-115	A	Monroe	Armona	9/15/10

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-122	A	Lemoore	Hamilton	9/15/10
O-123	A	Armona	Washington	9/15/10
O-124	A	Armona	Washington	9/15/10
O-125	A	Kit Carson	Hamilton	9/15/10
O-126	A	Kit Carson	Hamilton	9/15/10
O-127	A	Kit Carson	Hamilton	9/15/10
O-128	A	Kit Carson	Richmond	9/15/10
O-129	A	Kit Carson	Richmond	9/15/10
O-130	A	Kit Carson	Richmond	9/15/10
O-131	A	Lemoore	Wilson	9/15/10

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Woodrow Wilson Jr. High School Student Body
DATE: 8/25/2010

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

Date you wish to have your item considered: September 15, 2010

ITEM: Computer Donation from Taylor Publishing Yearbook Company
Opti 360, Minitower Base
Dual Core E5200/2.50GHz, 2M 800FSB
2.0GB, Non-ECC, 800MHz DDR2 1x2GB, OptiPlex
Dell USB Keyboard, No Hot Keys English, Black, OptiPlex
DELL P2210, 22 inch VIS Professional Widescreen, Flat Panel, OptiPlex, Precision Latitude
256MB nVidia GeForce 9300 GE Dual DVI/ VGA and TV Out, Full Height,
160GB SATA 3.0Gb/s and 8MB Data Burst Cache, Dell OptiPlex
No Floppy Drive with Optical Filler Panel
Genuine Windows Vista Business Bonus - Windows XP Professional downgrade
Dell USB 2 Button Optical Mouse with Scroll, Black
16X DVD +/- RW SATA, Data Only Dell OptiPlex 360
Roxio Creator Dell Edition, 9.0 No Media
Cyberlink Power DVD 8.2, No Media
Next Business Day Parts and Labor Onsite Response 2 Year Extended
Dell Hardware Limited Warranty Plus Onsite Service Extended Year(s)
Basic Support: Next Business Day Parts and Labor Onsite Response Initial Year
\$800 plus shipping est \$35

PURPOSE: WW Student Body Yearbook Publishing


FISCAL IMPACT: None

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Silvia Duvall 

DATE: 9/8/10

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: 9/15/10

ITEM: Savemart Shares Program \$163.88, Edison International Contribution Campaign \$150.00

PURPOSE: Instructional supplies

FISCAL IMPACT: \$313.88

RECOMMENDATIONS: accept donations

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams

DATE: September 7, 2010

FOR: Board Meeting
 Superintendent's Cabinet

Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 15, 2010**

ITEM: Receive the following revised Board Policy, Administrative Regulation, and Exhibit for information.

PURPOSE: The following Board Policy reflects changes that are necessary to align with current practices and procedures.

- BP 4313.3 – Work Year (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

WORK YEAR**A. Standard Work Year**

1. *District Positions:* The standard work year for full-time management and supervisory positions shall be ~~200—225~~ 197 – 223 days per year. Management and supervisory positions with responsibility for districtwide services may be assigned a standard work year of fewer than ~~225~~ 223 days, if the functions of the position require a work year different from the standard ~~225~~ 223 day schedule.
2. *School Site Positions:* The standard work year for all school-site management and supervisory positions shall be ~~200—205~~ 197 – 202 days per year. Any increase in the work year for school-site based management or supervisory positions shall be approved by the Board.
3. *Confidential Employee:* Twelve-month confidential employees shall be assigned the number of work days per year that represents the difference between ~~261~~ 259 days and the total number of paid holidays and vacation days to which they are entitled for the year. Ten- or eleven-month confidential employee positions shall be assigned the number of work days established by the Superintendent.

(cf. 4362 - Paid Vacation and Holidays)

4. The Superintendent or designee shall publish a Standard Work Year Schedule for each position prior to the commencement of a new fiscal year and shall ensure that employment contracts reflect the number of duty days assigned to each position.

B. New Positions

For each new management, supervisory, or confidential position, the Superintendent or designee shall recommend, and the Board shall approve, the number of work days per year required for the responsibilities of the position and the days on which those duty days are to be worked.

(cf. 4110/4210/4310 – Position Allocation)

C. Additional Work Days for Ten- or Eleven-Month Employees

In any year, the Superintendent may authorize additional work days for ten- or eleven-month employees to complete an extra assignment or to participate in district-sponsored training or inservice.

WORK YEAR (continued)

1. Except for emergencies, extra work days shall be assigned only with the consent of the employee(s) and shall be compensated at a mutually agreed upon rate not to exceed the employee's regular per diem rate as defined in administrative regulations

(cf. 4312.1 - Employment Contracts)

2. Additional work days so assigned shall not become part of the Standard Work Year without Board approval.

D. Exchange Days

Ten or eleven-month employees may exchange regular work days for duty days during their off contract period only with the approval of the Superintendent and only if the exchange is in the best interest of the district and does not interfere with the needs of the district for the employee's services during the regular school year. The Superintendent shall ensure that exchange day agreements are reduced to writing and are limited to extenuating circumstances.

E. Decrease in the Number of Standard Work Days

Any decrease in the number of standard work days assigned to a position shall be subject to the provisions and procedures for reduction in service established by law and must be approved by the Board of Trustees.

(cf. 4317.3 - Reduction in Service)

*Legal Reference:*EDUCATION CODE

44949-44957 Reduction in Service - Certificated Employees

45114, 45117 Reduction in Service - Classified Employees

Policy

adopted: November 7, 2001

revised: June 17, 2002

revised: September 8, 2004

revised: September 5, 2007


revised: _____, __ 2010

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams 

DATE: September 7, 2010

FOR: Board Meeting
 Superintendent's Cabinet

Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 15, 2010**

ITEM: Receive the following revised Board Policy, Administrative Regulation, and Exhibit for information.

PURPOSE: The following Board Policy reflects changes that are necessary to align with current practices and procedures.

- BP 4362 – Vacation and Holidays (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

VACATION AND HOLIDAYS**A. Vacation Allowance**

1. Twelve-month certificated and all classified probationary or permanent managers and supervisors contracted to work ~~225~~ 223 days per year shall earn 22 duty-free days without loss of pay (vacation) each fiscal year. Probationary or permanent managers and supervisors contracted to work fewer than ~~225~~ 223 days per year shall be credited with that pro rata share of 22 days that equals ~~225~~ 223 days divided by the number of work days assigned to their position. In addition, the pro-rata share of vacation for the probationary or permanent managers and supervisors contracted to work less than ~~225~~ 223 days is not compensated as duty-free days, but instead is compensated in the annual salary amount. Fractional days of .5 or more resulting from the pro-rata shall be rounded up to the next full day. Fractional days of less than .5 shall be rounded down.
2. Twelve-month probationary or permanent confidential employees shall earn duty-free vacation days without loss of pay as follows.

1-5 years of service	14 days per year
6-10 years of service	16 days per year
11-14 years of service	18 days per year
15-19 years of service	20 days per year
20 years of more of service	22 days per year

In addition, the pro-rata share of vacation for the probationary or permanent confidential employees contracted to work less than ~~225~~ 223 days is not compensated as duty-free days, but instead is compensated in the annual salary amount.

3. The annual vacation allowance of probationary and permanent managers, supervisors, and confidential employees who are hired after the beginning of the standard work year for their positions, or who leave district service prior to the completion of their standard work year, shall be prorated as described under A. 1. above.

B. Vacation Credit and Accumulation

1. Annual vacation allowances shall be credited to employees on July 1 of each year and shall be available for use, upon approval, anytime during the year.
2. Not more than 30 days of earned, unused vacation as of the payroll cutoff date in June of any year shall be carried forward into the new fiscal year. Unused earned vacation days accumulated in excess of 30 days as of June 30 shall be paid off with the employee's last paycheck for the year.

VACATION AND HOLIDAYS (continued)

3. For employees leaving the district, unused earned vacation days shall be paid off with the employee's last pay warrant at the employee's regular per diem rate. Unearned vacation days used during the year but not earned as of the date of separation from service shall result in an appropriate deduction from the employee's last pay warrant at the employee's regular per diem rate.

C. Vacation Approval

1. All vacation requests shall be submitted reasonably in advance to the employee's immediate supervisor for his/her consideration and approval.
2. When considering vacation requests, managers and supervisors are expected to balance the employee's preference against the district's needs for his/her services at the time the employee wishes to be on vacation.
3. Vacation requests for all department heads and division or program managers shall be approved by the Superintendent or designee.

D. Holidays

1. All probationary and permanent management, supervisory, and confidential employees shall be off duty without loss of pay on legal and Board-designated holidays during which schools and/or offices are closed.

(cf. 6115 - Ceremonies and Observances)

2. Managers, supervisors, and confidential employees shall not be assigned, nor permitted, to work on a holiday except in emergencies. Necessary assignment for work on a holiday shall be approved by the Superintendent or designee.
3. When assigned to work on a holiday due to an emergency, the employee shall be given the choice of a day off in lieu of the holiday or pay at his/her regular per diem rate.

Legal Reference: (see next page)

VACATION AND HOLIDAYS (continued)

Legal Reference:

EDUCATION CODE

37220 School holidays

44988 Designation of alternative holidays

45130 Exclusion from overtime provisions; work on holidays

45197 Annual vacations

45200 Interruption or termination of vacation leave

45203 Paid holidays 45206 Substitute holiday

45206.5 Admission day

Policy

adopted: March 4, 1992

revised: November 7, 2001

revised: June 17, 2002

revised: February 9, 2009


revised: _____, 2010

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams 

DATE: September 7, 2010

FOR: Board Meeting
 Superintendent's Cabinet

Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 15, 2010**

ITEM: Receive the following revised Board Policy, Administrative Regulation, and Exhibit for information.

PURPOSE: The following Board Policy reflects changes that are necessary to align with current practices and procedures.

- BP 4020 – Drug and Alcohol-free Workplace (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

THIS BOARD POLICY REPLACES CURRENT POLICY

All Personnel

BP 4020

DRUG AND ALCOHOL-FREE WORKPLACE

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

*(cf. 4112.41/4212.41/4312.41 – Employee Drug Testing
cf. 4112.42/4212.42/4312.42 – Drug and Alcohol Testing for School Bus Drivers)*

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance while on duty, on district property, or at a school-related activity or event. (Government Code 8355; 41 USC 701)

In addition, an employee shall not use or be under the influence of any alcoholic beverage or controlled substance, as defined in 221 USC 812, while on duty, on district property, or at a district-related activity or event.

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local health or law enforcement agency or other appropriate agency.

*(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 701)

1. The dangers of drug abuse in the workplace
2. The district's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs

DRUG AND ALCOHOL-FREE WORKPLACE (continued)

(cf. 4159/4259/4359 - *Employee Assistance Programs*)

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Legal Reference:

EDUCATION CODE

44011 *Controlled substance offense*

44425 *Conviction of controlled substance offenses as grounds for revocation of credential*

44836 *Employment of certificated persons convicted of controlled substance offenses*

44940 *Compulsory leave of absence for certificated persons*

44940.5 *Procedures when employees are placed on compulsory leave of absence*

45123 *Employment after conviction of controlled substance offense*

45304 *Compulsory leave of absence for classified persons*

GOVERNMENT CODE

8350-8357 *Drug-free workplace*

UNITED STATES CODE, TITLE 20

7111-7117 *Safe and Drug Free Schools and Communities Act*

UNITED STATES CODE, TITLE 21

812 *Schedule of controlled substances*

UNITED STATES CODE, TITLE 41

701-707 *Drug-Free Workplace Act*

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 *Schedule of controlled substances*

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920

Management Resources:

WEB SITES

California Department of Alcohol and Drug Programs: <http://www.adp.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Labor: <http://www.dol.gov>

Policy

approved: September 20, 1989

revised: November 7, 2001

revised: June 19, 2002

revised: September 20, 2002

revised: August 19, 2009

revised: _____, _ - 2010

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

- Delete -

All Personnel

BP 4020(a)

DRUG AND ALCOHOL-FREE WORKPLACE

The Board of Trustees believes that drug and alcohol-free workplaces throughout the district are essential to maintaining a safe and effective working environment for all employees and an appropriate learning environment for students. (41 USC 701-707)

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81, at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee shall notify employees of these prohibitions. (Government Code 8355; 41 USC 702)

An employee shall abide by the terms of this policy and notify the district, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. (41 USC 702)

The Superintendent or designee shall:

1. Promptly investigate any reports of alleged drug or alcohol policy violations by any district employee and take appropriate action;
2. Notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code 44836, 45123)

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4212 - Appointment and Conditions of Employment)

- Delete -

BP 4020(b)

DRUG AND ALCOHOL-FREE WORKPLACE (continued)

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years. (Education Code 45123)

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish a drug- and alcohol-free awareness program to inform employees about: (Government Code 8355)

1. The dangers of drug and alcohol abuse in the workplace
2. The district policy of maintaining drug- and alcohol-free workplaces
3. The requirement to notify the district within five days of any conviction for a drug or alcohol-related offense;
4. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

(cf. 4159/4259/4359 - Employee Assistance Programs)

5. The penalties that may be imposed on employees for drug and alcohol abuse violations

Legal Reference: (see next page)

- Delete -

DRUG AND ALCOHOL-FREE WORKPLACE (continued)

Legal Reference:

EDUCATION CODE

- 44011 *Controlled substance offense*
- 44425 *Conviction of controlled substance offenses as grounds for revocation of credential*
- 44836 *Employment of certificated persons convicted of controlled substance offenses*
- 44940 *Compulsory leave of absence for certificated persons*
- 44940.5 *Procedures when employees are placed on compulsory leave of absence*
- 45123 *Employment after conviction of controlled substance offense*
- 45304 *Compulsory leave of absence for classified persons*

GOVERNMENT CODE

8350-8357 *Drug-free workplace*

UNITED STATES CODE, TITLE 20

7111-7117 *Safe and Drug Free Schools and Communities Act*

UNITED STATES CODE, TITLE 21

812 *Schedule of controlled substances*

UNITED STATES CODE, TITLE 41

701-707 *Drug-Free Workplace Act*

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 *Schedule of controlled substances*

Policy
 adopted: September 20, 1989
 revised: November 7, 2001
 revised: June 19, 2002
 revised: August 19, 2009

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

revised September 20, 2002

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry

DATE: September 7, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: September 15, 2010

ITEM: Approve the revised 2010-11 HESD Management Organization Chart.

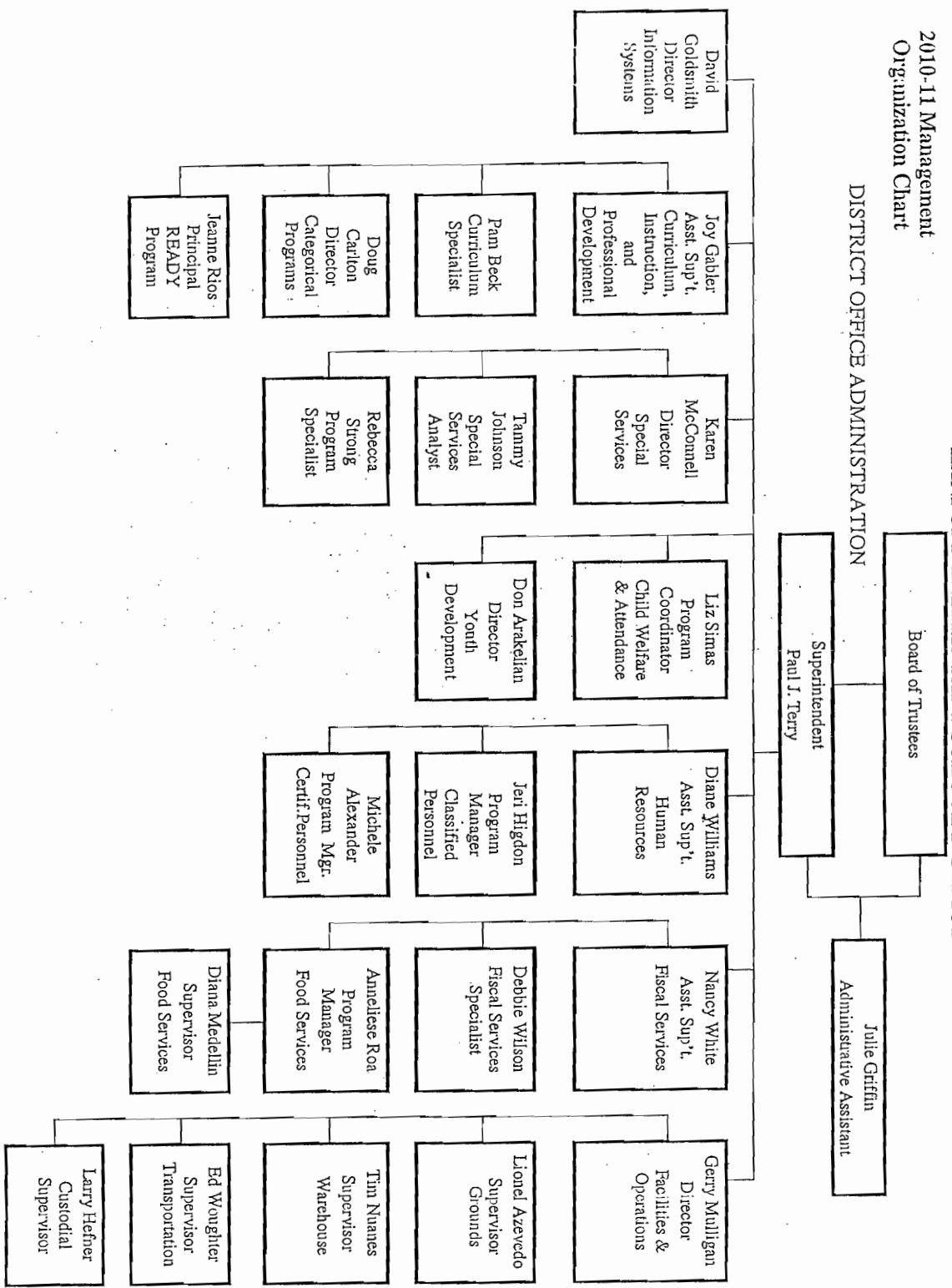
PURPOSE: Board Policy 2110 requires the Superintendent to maintain a current district organization chart designating lines of primary responsibility and the relationships between positions.

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

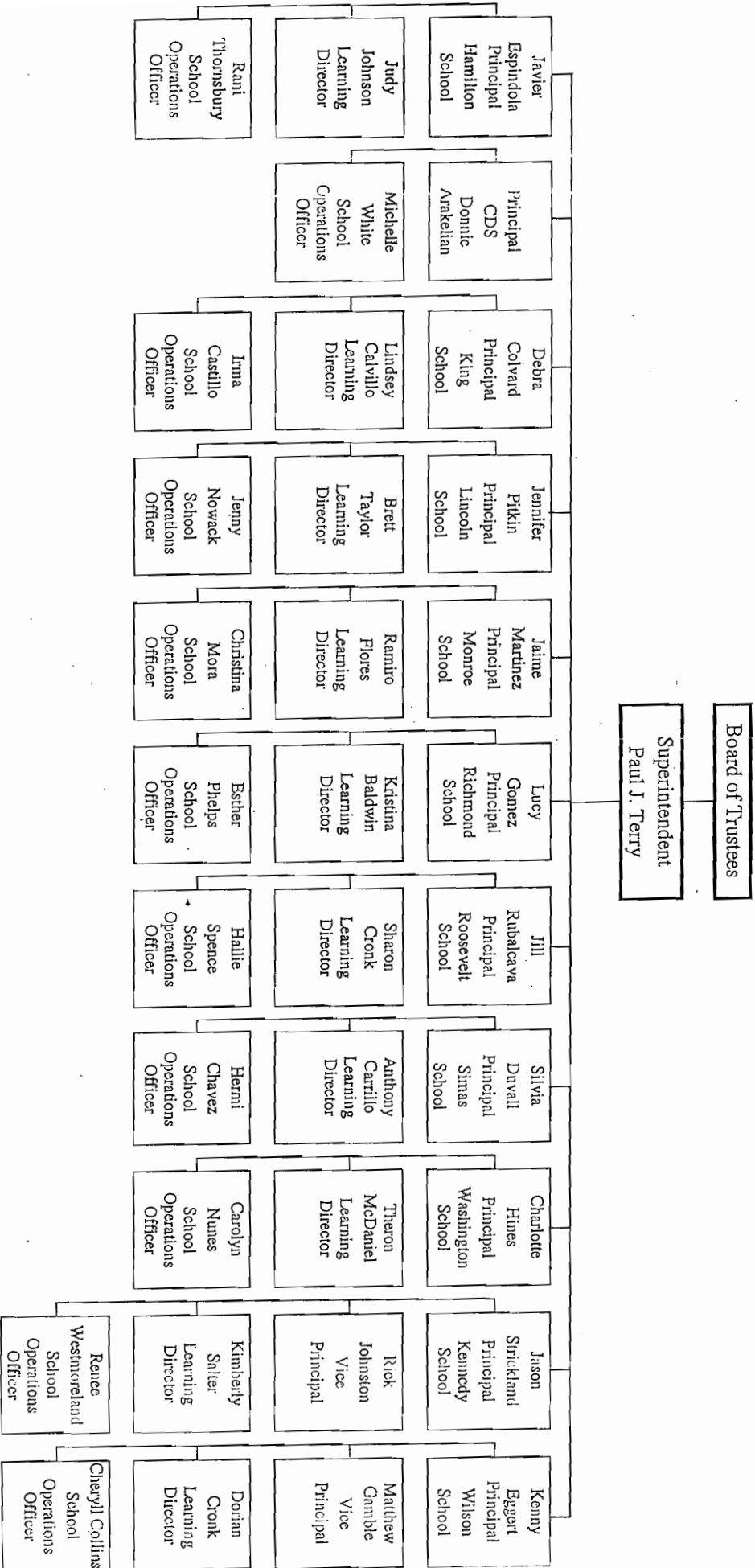
2010-11 Management
 Organization Chart

HANFORD ELEMENTARY SCHOOL DISTRICT



Board approved:

HANFORD ELEMENTARY SCHOOL DISTRICT
2010-11 Management Organization Chart
School Administration



Board approved:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 7, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: September 15, 2010.

ITEM: Approve Board Goals for 2010-2011.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATION:

Hanford Elementary School District

Proposed Board Goals

2010-2011

Student Achievement

- The District will deliver an instructional program that is aligned with the California Academic Content Standards and based on State Board of Education adopted instructional materials.
- The District and Schools will meet annual API and AYP targets.
- The District will refine and implement curriculum imbedded common assessments in reading and mathematics for grades 2 – 8.

Student Health and Safety

- The District will continue to promote intervention strategies that reduce suspension and expulsion rates.
- The District will maintain Character Counts activities.

Parent and Community Involvement

- The District will maintain a target of 100% parent conference participation and increase the number of volunteers by 10%.

Personnel Quality

- Professional development activities will focus on meeting the needs of all students with an emphasis on students with disabilities and English Language Learners.
- The District will recruit and retain highly qualified employees who are supported by high quality professional development.

Fiscal and Facilities

- The District will make every effort to maintain services by leveraging attrition and reducing expenditures.
- The District will utilize a budget development process that supports services to students while maintaining prudent reserves.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 2, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: September 15, 2010

ITEM: Consider approval of Consultant Contract with the Parent Institute for Quality Education (PIQE).

PURPOSE: To provide PIQE training for up to 130 Migrant parents to teach parents how to create a supportive and nurturing learning environment at home and encourage them to become proactively involved in their child's school. PIQE will provide two 8-week sessions: one beginning in September 2010 and the second session beginning in January/February 2011.

FISCAL IMPACT: \$20,800.00 from Migrant funds.

RECOMMENDATIONS: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard *DC*

DATE: 9-7-10

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: September 15, 2010

ITEM: Consultant contract with Dr. Segura-Mora from New Frontier 21.

PURPOSE: Provide professional development to the MLK staff regarding unpacking state standards and backwards mapping methodology.

FISCAL IMPACT: \$3000.00+travel expenses
(Funding source: School Improvement Grant-SIG)

RECOMMENDATIONS: Approve consultant contract for 2010-2011 school year.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams

DATE: September 3, 2010

RE: Board Meeting
 Superintendent's Cabinet
 Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 15, 2010**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated

- Irene Church, Teacher, Probationary 1, effective 8/27/10
- Amy Gonsalves, Teacher, Intern, effective 8/27/10
- Amy Mello, Teacher, Probationary 1, effective 8/26/10
- Tracy Ryan, Teacher, Probationary 1, effective 8/26/10
- Audrey Stills, Teacher, Probationary 1, effective 9/2/10

Classified

- Marisa Benitez, Educational Tutor, K-6 – 3.5 hrs., Richmond, effective 9/2/10
- Daniel Bocanegra, READY Program Tutor – 4.5 hrs., Washington, effective 8/30/10
- Lorri Cochran, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/31/10
- David Yadeta, READY Program Tutor - 4.5 hrs., Monroe, effective 9/1/10

Temporary Employees/Substitutes/Yard Supervisors

- Dameane Douglas, Boys Flag Football Coach – 2 units, Monroe, effective 9/7/10 to 10/30/10
- Lizett Amador, Substitute Bilingual Clerk Typist II and Clerk Typist II, effective 8/25/10
- Alyssa Barnes, Substitute Yard Supervisor, effective 8/26/10

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Pauline Carrasco, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 8/30/10 to 10/29/10
- Shailise Dugins, Substitute Food Service Worker I and Yard Supervisor, effective 8/24/10
- Javantae Farmah, Substitute READY Program Tutor, effective 9/1/10
- Gina Garnica, Substitute Babysitter, Food Service Worker I and Yard Supervisor, effective 8/23/10
- John Gonzales, Substitute Custodian II, effective 8/25/10
- Karin Griffin, Substitute READY Program Tutor and Yard Supervisor, effective 8/31/10
- Winslow Lowe, Jr., Substitute READY Program Tutor, effective 8/30/10
- Juana Meza, Short-term Yard Supervisor - .50 hr. (M,T,Th,F), Roosevelt, effective 9/2/10 to 6/3/11
- Carrie Serna, Substitute Yard Supervisor, effective 8/27/10
- Ashley Welch, Short-term READY Program Tutor – 4.5 hrs., Simas, effective 9/13/10 to 9/24/10
- Denise Westlund, Short-term Special Circumstance Aide – 3.75 hrs., Simas, effective 8/24/10 to 10/5/10
- Erin Yanez, Short-term Yard Supervisor – 1.0 hr., Monroe, effective 8/30/10 to 10/29/10
- Zujey Garcia Zavala, Short-term Yard Supervisor – 1.5 hrs., King, effective 9/7/10 to 10/29/10

b. Resignations

- Irene Church, Educational Tutor, K-6 – 3.5 hrs., Richmond, effective 8/25/10
- Olivia Dominguez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 8/12/10
- Edna Owens, Special Education Aide – 5.0 hrs., Wilson, effective 9/3/10

c. More Hours

- Guadalupe Gonzalez, Yard Supervisor, from 2.0 hrs. to 2.75 hrs., Hamilton, effective 8/30/10
- Araceli Mandujano, Yard Supervisor, from 2.5 hrs. to 3.25 hrs., King, effective 8/19/10
- Norma Vera, Migrant Services Specialist, from 7.0 hrs. to 8.0 hrs. Migrant Services at Jefferson, effective 8/12/10
- Christine Whitacre, Yard Supervisor, from 2.25 hrs. to 2.50 hrs., King, effective 8/19/10

d. Decrease in Hours

- Gabriel Avalos, Yard Supervisor, from 1.5 hrs. to 1.0 hrs., Roosevelt, effective 8/19/10
- Debra Harris, Yard Supervisor, from 2.25 hrs. to 1.75 hrs., Hamilton, effective 8/30/10
- Mary Lucero, Yard Supervisor, from 3.5 hrs. to 2.5 hrs., Monroe, effective 8/20/10

e. Leave of Absence

- Araceli Mandujano, Yard Supervisor – 3.25 hrs., King, from 8/19/10 to 9/3/10, maternity

f. Volunteers

<u>Name</u>	<u>School</u>
Amy Durst	Hamilton & Roosevelt
Mary Perez	Hamilton
Juana Armos	Monroe
Dameane Douglas	Monroe
Kimberly Klopf	Simas
Annie Alvarado	Washington
Lisa Pursell	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 2, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: September 15, 2010

ITEM:

Consider approval of addendum to contract with Government Financial Strategies for services related to the 1998 General Obligation Bond Refinancing.

PURPOSE:

Government Financial Strategies facilitated the sale of the District's 1998 General Obligation (G. O.) Bonds. They have been monitoring the market and have determined that the bonds are good candidates for refinancing. Refinancing the bonds would result in a savings to the taxpayers. The District would not receive any funding as a result of the refinancing. Government Financial Strategies would serve as the financial advisor in connection with the refinancing.

FISCAL IMPACT:

The fee for financial advisor services related to the refinancing of the 1998 G. O. Bond would be a fixed fee of \$52,650 plus \$5,500 for expenses. The fee and expense would be included in the bond refinancing costs of issuance and therefore are payable from bond proceeds. There would be no charge until the refinancing is successfully completed.

RECOMMENDATION:

Approve addendum to contract with Government Financial Strategies for services related to the 1998 General Obligation Bond refinancing.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 2, 2010

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: September 15, 2010

ITEM:

Consider approval of legal services agreement with Sidley Austin Brown & Wood for services as bond counsel for the 1998 General Obligation Bond refinancing.

PURPOSE:

The services of bond counsel will be required for the 1998 General Obligation (G. O.) Bond refinancing. Bond counsel will be responsible for drafting legal documents related to the bond issuance and will ensure compliance with federal and state laws and regulations. Government Financial Strategies requested quotes for these services on our behalf as follows:

Dannis Wolver Kelly	\$34,000
Quint & Thimmig	\$25,000
Sidley Austin Brown & Wood	\$23,500

Sidley Austin Brown & Wood served the District as bond counsel for the refinancing of the District's 1993 G. O. Bonds and the District was pleased with their services at that time.

FISCAL IMPACT:

Fees, with the exception of \$300, are fully contingent on the passage of the refinancing and would be paid from bond proceeds.

RECOMMENDATION:

Approve legal services agreement with Sidley Austin Brown & Wood for services as bond counsel for the 1998 General Obligation Bond refinancing.