

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

**Wednesday, October 6, 2010**

HESD District Office Board Room  
714 N. White Street, Hanford, CA

### OPEN SESSION

- 5:30 p.m.
- Call to Order
  - Members present
  - Pledge to the Flag

### CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918...requires closed sessions in order to prevent the disclosure of confidential student record information*)

#### Administrative Panel Recommendations

Case# 01-11 Wilson

Case# 07-11 Wilson

Case# 02-11 Wilson

Case# 08-11 Kennedy

Case# 03-11 Wilson

Case# 09-11 Kennedy

Case# 04-11 Wilson

Case#10-11 Hamilton

Case# 05-11 Wilson

Case#11-11 Hamilton

Case# 06-11 Wilson

- **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

#### 6:00 p.m. 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 the 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.)*

- 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.

- a) Approve warrant listings dated September 10, 17, and 24, 2010.
- b) Approve minutes of Regular Board Meeting September 15, 2010.
- c) Approve inter-district transfers as recommended.
- d) Approve donations of \$249.45 from Target and \$84.04 from WalMooia for Schools to Roosevelt School. (Rubalcava)
- e) Approve donation of \$361.78 from Target to Monroe School. (Martinez)
- f) Approve donation of \$65.24 from Target to Lincoln School. (Pitkin)
- g) Approve donation of \$423.71 from Target to Simas School. (Duvall)
- h) Approve donation of \$1,500.00 from Walmart Foundation to Simas School. (Duvall)
- i) Approve donation of \$1,422.35 from Simas PTC to Simas School. (Duvall)
- j) Approve donation of \$1,000.00 from California Masonic Foundation to Simas School. (Duvall)
- k) Approve donation of \$150.00 from Edison International to Simas School. (Duvall)

6:10 p.m. **PUBLIC HEARING: Sufficiency of Instructional Materials** (Gabler)

### **3. INFORMATION ITEMS**

- a) Receive the following revised Administrative Regulation for information: (Terry)
  - AR 6145.5 – Student Organizations and Equal Access
- b) Receive the following revised Board Policy for information: (Williams)
  - BP 4161.22 – Jury Duty and Witness Leave (revised)
- c) Receive the following revised Administrative Regulation for information: (Williams)
  - AR 4161.24 – Leave for Religious Reasons (revised)
- d) Receive the following revised Administrative Regulation for information: (Williams)
  - AR 4161.2 – Personal Leaves (revised)
- e) Receive, for information, Tentative Agreement for a Successor Contract with Hanford Elementary Teachers Association (HETA). (Williams)
- f) Receive information regarding HESD construction projects approved by the Division of the State Architect (DSA). (Mulligan)

### **4. BOARD POLICIES AND ADMINISTRATION**

- a) Certify compliance with Education Code section 60422(a) and California Code of Regulations (CCR), Title 5 Section 9531(a). (Gabler)
- b) Consider adoption of Resolution #1-11 pertaining to the sufficiency of instructional materials. (Gabler)
- c) Consider approval of contracts with Supplemental Educational Services (SES) provider organizations to provide SES to eligible students. (Carlton)
- d) Consider adoption of the following revised Board Policy: (Williams)
  - BP 4020 – Drug and Alcohol-free Workplace (delete current policy and replace with this one)
- e) Consider adoption of the following revised Board Policy: (Williams)
  - BP 4313.3 – Work Year (revised)

## **5. PERSONNEL**

### **a) Employment**

*Classified* – Educational Tutor, K-6

*Temporary Employees/Substitutes/Yard Supervisors* – Boys Football Coach; Substitute READY Program Tutor; Substitute Yard Supervisor, Short-term Yard Supervisor; Substitute Custodian II; Substitute Educational Tutor, K-6; Short-term READY Program Tutor; Substitute Special Education Aide, Short-term Special Education Aide; Substitute Clerk Typist I; Yard Supervisor; Substitute Translator: Oral Interpreter and Written Translator; Substitute READY Program Tutor; Short-term Special Circumstance Aide

### **b) Resignations** – Substitute Education Program Aide and Special Education Aide; READY Program Tutor; Substitute Clerk Typist I, READY Program Tutor and Yard Supervisor; READY Program Tutor; READY Program Tutor

### **c) More Hours** – Yard Supervisors, as listed

### **d) Leave of Absence** – Yard Supervisor; Teacher; as listed

### **e) Consider approval of an Internship Contract Agreement with Brandman University**

### **f) Volunteers-** as listed

## **6. FINANCIAL**

### **a) Consider approval of Unaudited Actual Financial Report for 2009-10.** (White)

### **b) Consider adoption of Resolution #5-11: Gann Amendment. (White)**

### **c) Consider approval of Resolution #6-11: Revision of the 2010-11 Budget.** (White)

## **ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: September 21, 2010

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

Date you wish to have your item considered: October 6, 2010

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

**Administrative Panel Recommendations**

Case# 01-11 Wilson	Case# 07-11 Wilson
Case# 02-11 Wilson	Case# 08-11 Kennedy
Case# 03-11 Wilson	Case# 09-11 Kennedy
Case# 04-11 Wilson	Case# 10-11 Hamilton
Case# 05-11 Wilson	Case# 11-11 Hamilton
Case# 06-11 Wilson	

**Hanford Elementary School District**  
***Minutes of the Regular Board Meeting***  
***September 15, 2010***

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 15, 2010, at the Hamilton School cafeteria, 1269 Leland Way, Hanford, CA.

**Call to Order** President Hernandez called the meeting to order at 5:35 p.m. Trustees Garner, Hill and Revious were present. Trustee Garcia was absent for a reason deemed acceptable by the Board.

**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.

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Introductions and Recognitions** Dr. Terry introduced the HESD Management Team, Literacy Coaches and Induction Coaches.

Dr. Terry introduced newly tenured teachers. New certificated staff to HESD were introduced to the Board of Trustees and welcomed to the District.

Trustees took a break at 5:55 p.m. and invited all in attendance to join them for a short reception and refreshments.

**CLOSED SESSION**

The meeting resumed at 6:25 p.m. Trustees immediately adjourned to closed session for :

-Conference with Labor Negotiator (GC 54957.6) CSEA and HETA  
 District Negotiators: Paul Terry/Diane Williams

Trustees returned to open session at 6:48 p.m. No action was taken in closed session.

**OPEN SESSION**

**Public Comments** None.

**Board and Staff Comments** Superintendent Dr. Terry stated that Academic Performance Index (API) results and Annual Yearly Progress (AYP) results were released. Hanford Elementary School District achieved a score of 770, up from 741 in 2009. A handout was provided that detailed the results and it is attached hereto and incorporated herein.

**Requests to Address the Board** None.

**Dates to Remember** President Hernandez reviewed dates to remember: Richmond Back to School Night September 16, Jefferson and Simas Back to School Night September 20, Monroe Back to School Night September 21, Woodrow Wilson Back to School Night September 22, Roberta Riso Memorial Softball Tournament at Woodrow Wilson fields September 25, next regular Board Meeting October 6, 2010.

### **INFORMATION ITEMS**

**BP 4313.2** Diane Williams, Assistant Superintendent Human Resources, presented the following revised Board Policy for information only. The item will be returned for action by the Board at a future meeting:

- BP 4313.2 – Work Year (revised)

**BP 4362** Diane Williams, Assistant Superintendent Human Resources, presented the following revised Board Policy for information only. The item will be returned for action by the Board at a future meeting:

- BP 4362 – Vacations and Holidays (revised)

**BP 4020** Diane Williams, Assistant Superintendent Human Resources, presented the following revised Board Policy for information only. The item will be returned for action by the Board at a future meeting:

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

### **CONSENT ITEMS**

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

- a) Warrant listings dated August 27, 2010 and September 3, 2010.
- b) Minutes of September 1, 2010 Regular Board Meeting.
- c) Interdistrict transfers as recommended.
- d) Donation of computer from Taylor Publishing Yearbook Company to Woodrow Wilson Junior High School.
- e) Donation of \$163.88 from Savemart Shares Program, and donation of \$150.00 from Edison International Contribution Campaign to Simas School.

### **BOARD POLICIES AND ADMINISTRATION**

**2010-11 Management Organizational Chart** Trustee Revious made a motion to approve the revised 2010-11 HESD Management Organization Chart. Trustee Hill seconded; motion carried 4-0.

**2010-11 Board Goals** Trustee Hill made a motion to approve Board Goals for 2010-11. Trustee Revious seconded; motion carried 4-0.

**Consultant Contract** Trustee Hill made a motion to approve consultant contract with Parent

- Institute for Quality Education. Trustee Garner seconded; motion carried 4-0.
- Consultant Contract** Trustee Hill made a motion to approve consultant contract with Dr. Segura-Mora from Frontier 21. Trustee Revious seconded; motion carried 4-0.

## PERSONNEL

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

***Item "a" –  
Employment***

Certificated: Irene Church, Teacher; Amy Gonsalves, Teacher; Amy Mello, Teacher; Tracy Ryan, Teacher; Audrey Stills, Teacher

Classified: Marisa Benitez, Educational Tutor, K-6; Daniel Bocanegra, READY Program Tutor; Lorri Cochran, READY Program Tutor; David Yadeta, READY Program Tutor

Temporary Employees/Substitutes/Yard Supervisors: Dameane Douglas, Boys Flag Football Coach; Lizett Amador, Substitute Bilingual Clerk Typist II and Clerk Typist II; Alyssa Barnes, Substitute Yard Supervisor; Pauline Carrasco, Short-term Yard Supervisor; Shailise Dugins, Substitute Food Service Worker I and Yard Supervisor; Javantae Farmah, Substitute READY Program Tutor; Gina Garnica, Substitute Babysitter, Food Service Worker I and Yard Supervisor; John Gonzales, Substitute Custodian II; Karin Griffin, Substitute READY Program Tutor and Yard Supervisor; Winslow Lowe, Jr., Substitute READY Program Tutor; Juana Meza, Short-term Yard Supervisor; Carrie Serna, Substitute Yard Supervisor; Ashley Welch, Short-term READY Program Tutor; Denise Westlund, Short-term Special Circumstance Aide; Erin Yanez, Short-term Yard Supervisor; Zujey Garcia Zavala, Short-term Yard Supervisor

***Item "b" –  
Resignations***

Irene Church, Educational Tutor, K-6; Olivia Dominguez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator; Edna Owens, Special Education Aide

***Item "c" –  
More Hours***

Guadalupe Gonzalez, Yard Supervisor; Araceli Mandujano, Yard Supervisor; Norma Vera, Migrant Services Specialist; Christine Whiteacre, Yard Supervisor

***Item "d" –  
Decrease in Hours***

Gabriel Avalos, Yard Supervisor; Debra Harris, Yard Supervisor; Mary Lucero, Yard Supervisor

***Item "e" – Leave of  
Absence***

Araceli Mandujano, Yard Supervisor

***Item "f" –  
Volunteers***

As listed

## FINANCIAL

- Addendum to contract** Trustee Revious made a motion to approve addendum to contract with Government Financial Strategies for services related to the 1998 Obligation Bond Refinancing. Trustee Hill seconded; motion carried 4-0.

**Legal Services  
agreement**

Trustee Hill made a motion to approve legal services agreement with Sidley Austin Brown & Wood to serve as bond counsel for the 1998

General Obligation Refinancing. Trustee Garner seconded; motion carried 4-0.

There being no further business, President Hernandez adjourned the meeting at 7:128 p.m.

Respectfully submitted,

Paul J. Terry,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Lupe Hernandez, President

\_\_\_\_\_  
Jeff Garner, Clerk



# Hanford Elementary School District

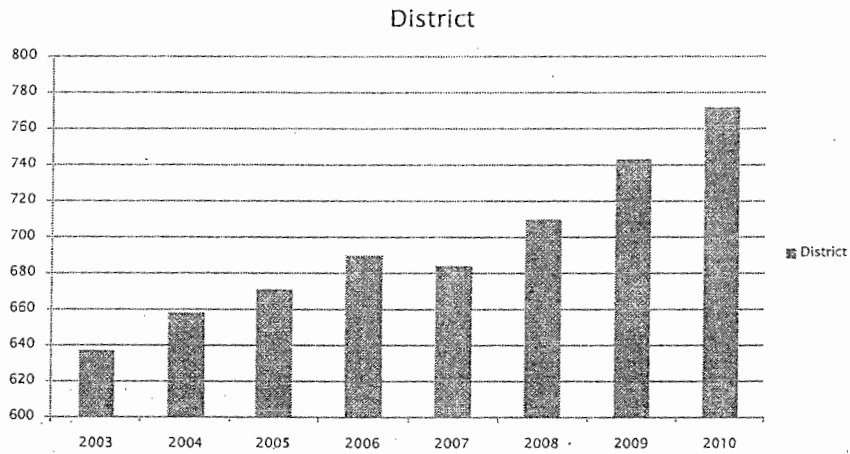
## 2010 Academic Progress Report API & AYP

### Academic Performance Index (API)

#### ► District API (All Schools)

<u>Year</u>	<u>Score</u>
2010	770
2009	741
2008	710
2007	684
2006	690
2005	671
2004	658
2003	637

## HESD Academic Performance Index



## API Results

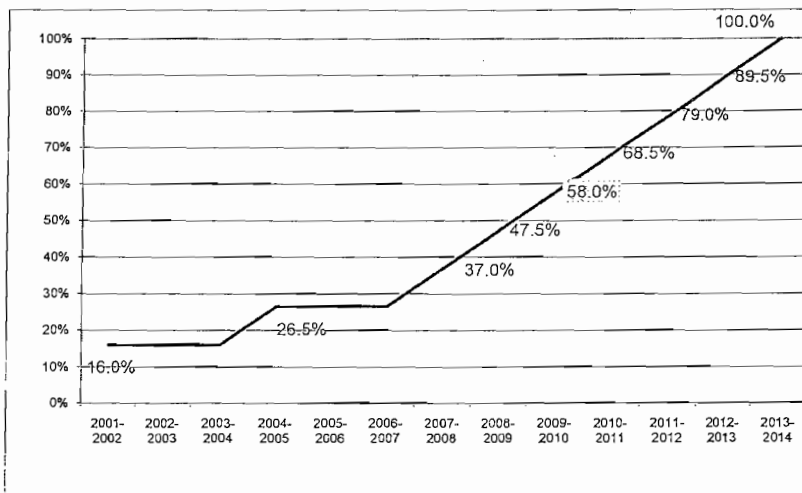
### • School Results

School	2010	2009	2003
- Hamilton	782	711	N/A
- Simas	833	809	715
- King	746	706	606
- Lincoln	742	732	533
- Monroe	809	783	676
- Richmond	763	714	585
- Roosevelt	762	685	641
- Washington	744	714	738
- Kennedy	772	759	637
- Wilson	773	766	670

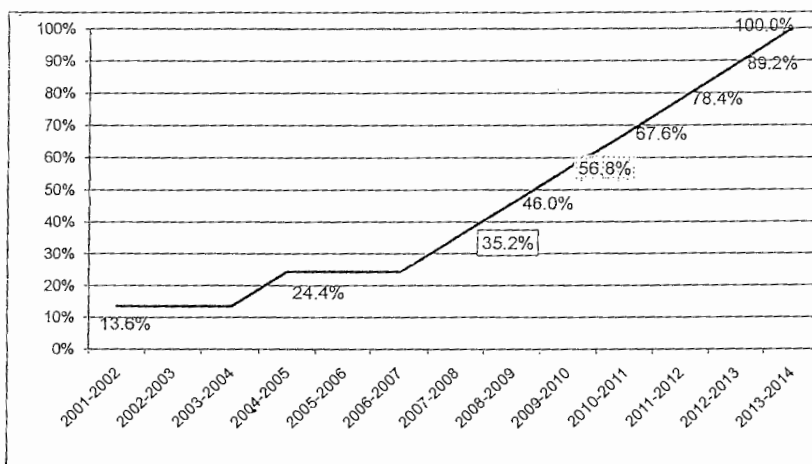
## Adequate Yearly Progress (AYP)

- Participation Rate
  - At least 95% tested
- Percent Proficient
  - Annual Measurable Objectives (AMOs)
  - English Language Arts & Mathematics based on California Standards Tests
- Significant Subgroups
  - 100+ students, or 50+ that represent 15% of total students tested
  - African American, American Indian, Asian, Filipino, Hispanic, Pacific Islander, White, Socioeconomically Disadvantaged, English Learners, and Students with Disabilities
- API growth of at least one point

## AYP – Mathematics



## AYP – English Language Arts



7

## AYP Results – 2010

- Schools that met all AYP Criteria
  - Hamilton
  - King
  - Monroe
  - Richmond
  - Roosevelt
- Schools that did not meet ELA criteria
  - Lincoln: Schoolwide; Hispanic; Socioeconomically Disadvantaged; English Learners
  - Simas: English Learners; Hispanic; Socioeconomically Disadvantaged
  - Washington: English Learners
  - Kennedy: Schoolwide; White; English Learner
  - Wilson: Schoolwide
- Schools that did not meet Math criteria
  - Lincoln: English Learners
  - Washington: Schoolwide; Hispanic

## AYP Results – Districtwide

- ▶ HESD met 28 out of 29 criteria
  - Subgroups that did not meet AYP criteria
    - ELA: African-American
    - Approximately 12 students away from meeting all AYP criteria and moving district out of Program Improvement
- ▶ Not a single school district in California identified as PI exited PI.
  - 341 Program Improvement districts in California

## Kings County Schools AYP

- ▶ 52 schools in Kings County with AYP results
  - 40 did not meet all AYP criteria (77%)
- ▶ Only 12 schools met all AYP targets
  - Akers, Neutra, Stratford, Corcoran Academy, Frontier, Pioneer, Kettleman City, Hamilton, Richmond, King, Monroe, Roosevelt

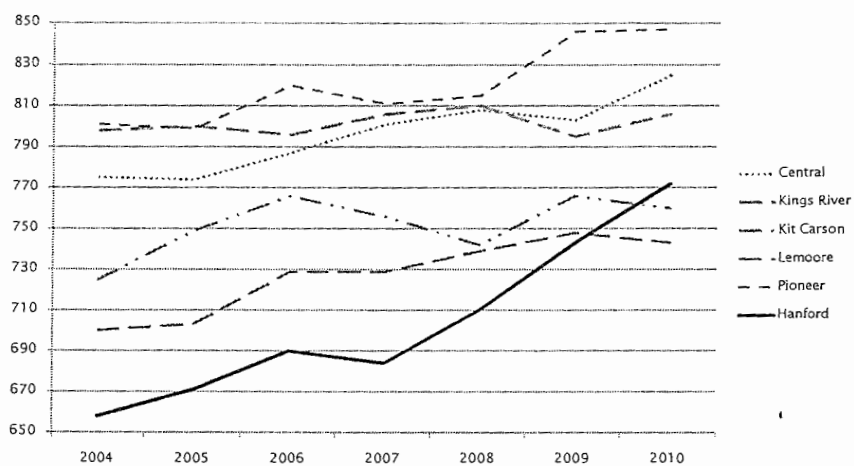
## Program Improvement Status

▶ HESD	Year 3
◦ Hamilton	Not in PI
◦ King	Year 5
◦ Lincoln	Not in PI
◦ Monroe	Not in PI
◦ Richmond	Not in PI
◦ Roosevelt	Not in PI
◦ Simas	Year 2
◦ Washington	Year 2
◦ Kennedy	Year 3
◦ Wilson	Year 2

## King County Program Improvement

- ▶ 63 schools in Kings County
  - 12 schools are not "Title I" eligible
- ▶ 28 of the remaining 51 schools are in Program Improvement
  - 54% of the eligible schools in Kings County are identified as Program Improvement schools.
  - Richmond and Roosevelt are the only schools in Kings County that moved out of Program Improvement
    - Only 28 out of 1,292 PI Year 5 schools exited PI – Richmond was one of the 28
    - Only 12 out of 316 PI Year 4 schools exited PI – Roosevelt was one of the 12

## API Growth 2004 to 2010



## Inters - IN

No	A/D	Sch Req'd	Home Sch	Date
I-116	A	Monroe	Pioneer	10/6/10
I-117	A	Roosevelt	Armona	10/6/10

## Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-132	A	Pioneer	Simas	10/6/10
O-133	A	Pioneer	Simas	10/6/10
O-134	A	Pioneer	Roosevelt	10/6/10
O-135	A	Pioneer	Roosevelt	10/6/10
O-136	A	Pioneer	Kennedy	10/6/10
O-137	A	Pioneer	Wilson	10/6/10
O-137	A	Pioneer	Kennedy	10/6/10
O-138	A	Pioneer	Lincoln	10/6/10
O-139	A	Pioneer	Kennedy	10/6/10
O-140	A	Pioneer	Richmond	10/6/10
O-141	A	Pioneer	Richmond	10/6/10
O-142	A	Pioneer	Washington	10/6/10
O-143	A	Pioneer	Washington	10/6/10
O-144	A	Pioneer	Washington	10/6/10
O-145	A	Pioneer	King	10/6/10
O-146	A	Pioneer	Wilson	10/6/10
O-147	A	Pioneer	Wilson	10/6/10
O-148	A	Pioneer	Monroe	10/6/10
O-149	A	Pioneer	Monroe	10/6/10
O-150	A	Pioneer	Wilson	10/6/10
O-151	A	Pioneer	Richmond	10/6/10
O-152	A	Pioneer	Monroe	10/6/10
O-153	A	Pioneer	Roosevelt	10/6/10
O-154	A	Pioneer	Hamilton	10/6/10
O-155	A	Pioneer	Hamilton	10/6/10
O-156	A	Pioneer	Monroe	10/6/10
O-157	A	Pioneer	Wilson	10/6/10
O-158	A	Pioneer	Washington	10/6/10
O-159	A	Pioneer	Simas	10/6/10
O-160	A	Pioneer	Simas	10/6/10
O-161	A	Pioneer	Simas	10/6/10
O-162	A	Pioneer	Hamilton	10/6/10
O-163	A	Pioneer	Hamilton	10/6/10
O-164	A	Pioneer	Washington	10/6/10
O-165	A	Pioneer	King	10/6/10
O-166	A	Pioneer	King	10/6/10
O-167	A	Pioneer	Washington	10/6/10
O-168	A	Pioneer	Simas	10/6/10



O-169	A	Pioneer	Monroe	10/6/10
O-170	A	Pioneer	Wilson	10/6/10
O-171	A	Pioneer	Monroe	10/6/10
O-172	A	Pioneer	Monroe	10/6/10
O-173	A	Pioneer	King	10/6/10
O-174	A	Pioneer	Wilson	10/6/10
O-175	A	Pioneer	Simas	10/6/10
O-176	A	Pioneer	Monroe	10/6/10
O-177	A	Pioneer	Lincoln	10/6/10
O-178	A	Pioneer	Monroe	10/6/10
O-179	A	Pioneer	Wilson	10/6/10
O-180	A	Pioneer	Washington	10/6/10
O-181	A	Pioneer	Monroe	10/6/10
O-182	A	Pioneer	Monroe	10/6/10
O-183	A	Pioneer	Monroe	10/6/10
O-184	A	Pioneer	Monroe	10/6/10
O-185	A	Pioneer	Monroe	10/6/10
O-186	A	Pioneer	Simas	10/6/10
O-187	A	Pioneer	Simas	10/6/10
O-188	A	Pioneer	Simas	10/6/10
O-189	A	Pioneer	Kennedy	10/6/10
O-190	A	Pioneer	Monroe	10/6/10
O-191	A	Pioneer	Simas	10/6/10
O-192	A	Pioneer	Hamilton	10/6/10
O-193	A	Pioneer	Wilson	10/6/10
O-194	A	Pioneer	Richmond	10/6/10
O-195	A	Pioneer	Kennedy	10/6/10
O-196	A	Pioneer	Wilson	10/6/10
O-197	A	Pioneer	Simas	10/6/10
O-198	A	Pioneer	Roosevelt	10/6/10
O-199	A	Pioneer	Roosevelt	10/6/10
O-200	A	Pioneer	Monroe	10/6/10
O-201	A	Pioneer	Wilson	10/6/10
O-202	A	Pioneer	Monroe	10/6/10
O-203	A	Pioneer	Monroe	10/6/10
O-204	A	Pioneer	Monroe	10/6/10
O-205	A	Pioneer	Kennedy	10/6/10
O-206	A	Pioneer	King	10/6/10
O-207	A	Pioneer	Monroe	10/6/10
O-208	A	Pioneer	King	10/6/10
O-209	A	Pioneer	King	10/6/10
O-210	A	Pioneer	Simas	10/6/10
O-211	A	Pioneer	Simas	10/6/10
O-212	A	Pioneer	Monroe	10/6/10

O-213	A	Pioneer	Monroe	10/6/10
O-214	A	Pioneer	Monroe	10/6/10
O-215	A	Pioneer	Simas	10/6/10
O-216	A	Pioneer	Monroe	10/6/10
O-217	A	Pioneer	Monroe	10/6/10
O-218	A	Pioneer	Monroe	10/6/10
O-219	A	Pioneer	Monroe	10/6/10
O-220	A	Pioneer	Wilson	10/6/10
O-221	A	Pioneer	King	10/6/10
O-222	A	Pioneer	Wilson	10/6/10
O-223	A	Pioneer	Kennedy	10/6/10
O-224	A	Pioneer	Wilson	10/6/10
O-225	A	Pioneer	Monroe	10/6/10
O-226	A	Kings River	Simas	10/6/10
O-227	A	Kings River	Simas	10/6/10
O-228	A	Kings River	Washington	10/6/10
O-229	A	Kings River	Monroe	10/6/10
O-230	A	Kings River	Monroe	10/6/10
O-231	A	Kings River	Simas	10/6/10
O-232	A	Kings River	Monroe	10/6/10
O-233	A	Kings River	Monroe	10/6/10
O-234	A	Kings River	Simas	10/6/10
O-235	A	Kings River	Monroe	10/6/10
O-236	A	Kings River	Simas	10/6/10
O-237	A	Kings River	Simas	10/6/10
O-238	A	Kings River	Simas	10/6/10
O-239	A	Kings River	Monroe	10/6/10
O-240	A	Kings River	Monroe	10/6/10
O-241	A	Kings River	Washington	10/6/10
O-242	A	Kit Carson	Hamilton	10/6/10
O-243	A	Kit Carson	Kennedy	10/6/10

**HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jill Rubalcava

DATE: September 14, 2010

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: October 6, 2010

ITEM: Donations from Target and WaMoola for Schools to Roosevelt School.

PURPOSE: Accept donation of \$249.45 from Target and \$84.04 from WaMoola for Schools.

Please credit to: Account #: 0100-0000-0-1110-1000-430001-026-0000

FISCAL IMPACT (if any): \$333.49.

RECOMMENDATION (if any): Accept the donation of \$333.49.

## HANFORD ELEMENTARY SCHOOL DISTRICT

### AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez 

DATE: September 28, 2010

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: October 6, 2010

ITEM: Donation of \$361.78 – Target Take Charge of Education Donation

PURPOSE: Accept donation of \$361.78 from Target. Please credit to:  
Account #: 0100-0000-0-1110-1000-430006-024-0000  
(Other Supplies)

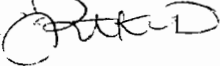
FISCAL IMPACT (if any): \$361.78

RECOMMENDATION (if any): Action.

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jen Pitkin 

DATE: 9/29/10

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☒ Action

Date you wish to have your item considered: 10/6/10

**ITEM:** Donation from Target

**PURPOSE:** Promote education.


**FISCAL IMPACT:** Increase to the General Budget, 0100-0000-0-1110-1000-430001-023-0000  
of \$65.24

**RECOMMENDATIONS:** Accept donation

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Silvia Duvall 

DATE: 9/23/10

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 10/6/10

**ITEM:** Donation from Target Take Charge of Education for \$423.71


**PURPOSE:** Purchase instructional supplies

**FISCAL IMPACT:** \$423.71

**RECOMMENDATIONS:** Accept donation

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry  
FROM: Silvia Duvall 

DATE: 9/23/10

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 10/6/10

**ITEM:** Donation from the Walmart Foundation for \$1500.00


**PURPOSE:** Purchase lap top ,Jefferson FLI material, wireless microphone replacement

**FISCAL IMPACT:** \$1,500.00

**RECOMMENDATIONS:** Accept donation

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry  
FROM: Silvia Duvall 

DATE: 9/23/10

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 10/6/10

**ITEM:** Donation from Simas PTC for Scholastic Bookfair for \$1422.35

**PURPOSE:** Purchase library books

**FISCAL IMPACT:** \$1422.35

**RECOMMENDATIONS:** Accept donation



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Silvia Duvall 

DATE: 9/23/10

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action


Date you wish to have your item considered: 10/6/10

**ITEM:** Donation from California Masonic Foundation for \$1000.00**PURPOSE:** End of Year Behavior Incentive trips**FISCAL IMPACT:** \$1000.00**RECOMMENDATIONS:** Accept donation

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Silvia Duval 

DATE: 9/23/10

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 10/6/10

**ITEM:** Donation from Edison International for \$150.00

**PURPOSE:** Purchase instructional supplies

**FISCAL IMPACT:** \$150.00

**RECOMMENDATIONS:** Accept donation

## **PUBLIC NOTICE HEARING**

### **Instructional Materials Funding Realignment Program**

In accordance with Education Code Section 60119, the Hanford Elementary School District will hold a public hearing to determine whether each pupil in each school in the district has or will have, prior to the eighth week of school, sufficient instructional materials. The date, time and place are as follows:

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

Date: October 6, 2010

Time: 6:10 p.m.

At the public hearing, the Board of Trustees of the Hanford Elementary School District will determine through a resolution as to whether each pupil in each school in the district has or will have sufficient textbooks and instructional materials. Any inquiries regarding this matter should be directed to:

Joy Gabler  
Assistant Superintendent of Curriculum, Instruction and Professional Development  
Hanford Elementary School District  
714 N. White Street  
P.O. Box 1067  
Hanford, CA 93232  
(559) 585-3672

Posted: Wednesday, September 22, 2010

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: September 27, 2010

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

FOR: (X) Information  
(X) Action

Date you wish to have your item considered: October 6, 2010

**ITEM:** Receive for information revised Administrative Regulation  
6145.5 – Student Organizations and Equal Access

**PURPOSE:** The following Administrative Regulation reflects changes  
(see underlined and strikeouts) that are necessary to align  
with current practice in the District.  
• AR 6145.5 – Student Organizations and Equal Access

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

# Hanford ESD

## Administrative Regulation

### Student Organizations And Equal Access

AR 6145.5  
**Instruction**

In order to maintain a closed forum at district schools, each principal or designee shall ensure that all school-sponsored student organizations are curriculum-related. In order to qualify as "curriculum-related," a student group shall meet one or more of the following criteria:

1. The subject matter of the group is currently taught or will soon be taught in a regularly scheduled course.
2. The subject matter of the group concerns the body of courses as a whole (e.g., student government).
3. Participation in the group is required for a particular course.
4. Participation in the group results in academic credit.

(cf. 1330 - Use of School Facilities)

Any student wishing to create ~~either a curriculum- or noncurriculum-~~related student group shall first request authorization from the principal or designee. The group shall provide the principal or designee with the following information:

1. Name of the organization and names of student contacts
2. A statement of the organization's purposes, objectives, and activities
3. A copy of the proposed bylaws of the student group, including a description of how officers will be selected, as well as the bylaws of any off-campus organization with which the group may be affiliated.
4. The name of the proposed faculty advisor, if any
5. The proposed dates, times, and location of meetings
6. Any special equipment to be used
7. A description of the qualifications for membership, if any
8. ~~If a curriculum-related group, a~~ A statement of the relation of the club to the curriculum

and/or instructional program

The principal or designee may establish school rules governing the meetings of curriculum-related groups, such as attendance or grade requirements. Such rules may vary depending on the group, such as whether or not academic credit is given for participation in the group.

#### Role of Staff Adviser

For any curriculum-related student group, the staff adviser shall provide guidance and teaching to students to ensure that the group's activities are aligned to the district's goals and objectives and shall provide supervision and leadership of the group. The principal shall have final authority in determining the assignment and role of the staff adviser.

A school employee may refuse to attend a meeting of a student group if the content of the speech at the meeting is contrary to the employee's beliefs. (20 USC 4071)

#### Hazing

Any student who engages in hazing may be subject to discipline including, but not limited to, suspension or expulsion. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by the district, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. (Education Code 48900)

No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student. Persons violating this regulation shall be subject to district discipline and penalties specified in law. (Education Code 32051)

(cf. 5144 - Discipline)

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT  
approved: May 16, 2001 Hanford, California  
revised: May 20, 2009

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Diane Williams *dw*

DATE: September 27, 2010

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 6, 2010**

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

**PURPOSE:** The following Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP 4161.22 – Jury Duty and Witness Leave (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

**JURY DUTY AND WITNESS LEAVE****A. Jury Duty**

1. A regular employee of the district shall be granted leave with pay to serve as juror in response to a summons for jury duty.
2. An employee who received a summons for jury duty shall immediately notify his/her supervisor and submit a copy of the jury summons.

**B. Witness Leave**

1. A regular employee of the district shall be granted leave with pay to appear in court as a witness under subpoena, other than litigant, or to respond to an official order from another governmental jurisdiction, for reasons not brought about through the connivance or misconduct of the employee. Pay shall be the difference between the employee's regular salary or wages and any amount received as a witness fee.
2. An employee who received a subpoena or other official governmental order to appear in court as a witness shall immediately notify his/her supervisor and submit a copy of the subpoena or order.
3. An employee may take time off work in order to: Serve on an inquest or trial jury; comply with a subpoena or other court order to appear as a witness.

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

**C. Other Court Appearances**

An employee may take time off work to appear in court as a litigant not under subpoena. Leave may be charged to appropriate paid leaves, if available.

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

*Legal Reference:*EDUCATION CODE

44036 Leaves of absence for judicial and official court appearances

44037 Jury duty - classified employees

LABOR CODE

230 Jury duty; witness; right to time off

**Policy**

adopted: November 1, 1994

revised: November 7, 2001

revised: November 30, 2004

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 *DW*

DATE: September 27, 2010

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 6, 2010**

**ITEM:** Receive the following revised Board Policy for information.

**PURPOSE:** The following Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP 4161.24 – Leave for Religious Reasons (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

**All Personnel**

BP 4161.24

4261.24

**LEAVE FOR RELIGIOUS REASONS**

4361.24

- A. Employees may take leave for religious purposes if such leaves do not interfere with the completion of urgent and essential duties or cause any other unreasonable hardship on the district.
- B. Leave for religious reasons shall not exceed a total of three work days per fiscal year.
  - 1. Absence requests for religious purposes shall be submitted to the employee's supervisor with reasonable advance notice.
  - 2. The Superintendent or designee may require verification of the need to be absent for religious purposes.
  - 3. The Superintendent or designee shall deduct the cost of a substitute, when required, from the wages of the employee who takes religious leave.
- C. To avoid the appearance of public school district support for religious organizations, leave taken for religious purposes shall be charged to the employee's accrued vacation, earned compensatory time, or personal necessity leave. If no paid leaves are available, the leave shall be without pay.
- D. No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

*Legal Reference:*EDUCATION CODE*44963 Power of the board to grant leaves of absence**45198 Effect of provisions authorizing leaves of absence*CALIFORNIA CONSTITUTION*Article 1, Section 8 - Religious discrimination*

## Policy

adopted: December 18, 1996

revised: November 7, 2001

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 DW

DATE: September 27, 2010

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 6, 2010**

**ITEM:** Receive the following revised Administrative Regulation for information.

**PURPOSE:** The following Administrative Regulation reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- AR 4161.2 – Personal Leaves (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

**All Personnel****AR 4161.2 (a)****4261.2****PERSONAL LEAVES****4361.2**

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable lesson plans or instructions for a substitute employee.

**A. Bereavement Leave**

1. Certificated and classified employees are entitled to paid bereavement leave upon the death of any member of the employee's immediate family in accordance with the provisions of their respective collective bargaining agreements. Immediate family shall be as defined in the respective collective bargaining agreement.
2. Non-represented employees are entitled to paid bereavement leave in accordance with Board policy.

*(cf. 4221 Temporary, Short-Term and Substitute Personnel)*

3. Management, Supervisory and Confidential employees are entitled to paid bereavement leave in accordance with Board Policy

*(cf. 4361.21 Bereavement Leave)*

4. Bereavement leave may be extended under Personal Necessity Leave provisions.

**B. Personal Necessity Leave**

1. Certificated and classified employees may use accrued Sick Leave (Personal Illness and Injury Leave) for reasons of personal necessity in the amount and for the purposes specified in their respective collective bargaining agreements.
2. Personal Necessity Leave provisions for non-represented employees shall be in accordance with Board policy.

*(cf. 4221 Temporary, Short-Term and Substitute Personnel)*

3. Management, Supervisory and Confidential employees are entitled to personal necessity leave in accordance with Board Policy.

*(cf. 4361.23 - Personal Necessity Leave)*

4. Employees shall verify absences for reasons of personal necessity by submitting a completed and signed district absence form to their immediate supervisor.

**PERSONAL LEAVES****C. Legal Duties:**

All regular employees of the district are entitled to Jury Duty and Witness leave in accordance with Board Policy and Administrative Regulation 4161.22 and as specified in their respective collective bargaining agreement.

(cf. ~~4361.23~~ 4161.22 *Jury Duty and Witness Leave*)

**D. Spouse/Domestic Partner on Leave from Military Deployment**

An employee who works an average of 20 hours or more per week and whose spouse/domestic partner is a member of the United States Armed Forces, National Guard, or Reserves may take up to 10 days of unpaid leave during a period that his/her spouse/domestic partner is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Family Code 297.5; Military and Veterans Code 395.10)

The employee shall provide the Superintendent or designee with notice, within two business days of receiving official notice that his/her spouse/domestic partner will be on leave from deployment, of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse/domestic partner will be on leave from deployment during the time that the leave is requested. (Family Code 297.5; Military and Veterans Code 395.10)

**E. Leaves for Crime Victims**

1. An employee may be absent from work in order to attend judicial proceedings related to crime when he/she is a victim, immediate family member of a victim, registered domestic partner of a victim, or a child of a registered domestic partner of a victim of the following crimes: (Labor Code 230.2)
  - a. A violent felony as defined in Penal Code 667.5 (c)
  - b. A serious felony as defined in Penal Code 1192.7 (c)
  - c. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, sick leave, compensatory time off that is otherwise available to the employee, or unpaid leave (Labor Code 230.2)

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency

**PERSONAL LEAVES (continued)**

setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim (Labor Code 230.2)

The supervisor and Superintendent or designee shall keep confidential any records pertaining to the employee's absence from work. (Labor Code 230.2)

**F. Leaves for Victims of Domestic Violence or Sexual Assault**

1. An employee who is a victim of domestic violence or sexual assault as defined by law may take time off work to obtain or attempt to obtain any relief, including but not limited to a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of the employee or his/her child. (Labor Code 230).

In addition, an employee who is a victim of domestic violence or sexual assault may take time off work to attend any of the following activities: (Labor Code 230.1)

- a. Seek medical attention for injuries caused by domestic violence or sexual assault
  - b. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault
  - c. Obtain psychological counseling related to an experience of domestic violence or sexual assault
  - d. Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation
2. An employee who is a victim of domestic violence or sexual assault may use vacation, personal leave (personal necessity/personal sick leave), or compensatory time off that is otherwise available to the employee under the applicable terms of employment.
  3. Prior to taking time off, an employee shall give reasonable advance notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide within a reasonable time, certification of the absence in the form of any of the following documents: (Labor Code 230, 230.1)
    - a. A police report indicating that the employee was a victim of domestic violence or sexual assault.
    - b. A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee has appeared in court.

**PERSONAL LEAVES (continued)**

- c. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault.
- 4. The ~~District Supervisor and Superintendent or designee~~ shall maintain the confidentiality of such an employee to the extent authorized by law (Labor Code 230, 230.1)

**G. Personal Leave for a Child's School Activities**

- 1. Any employee who is a parent, guardian, or grandparent having custody of one or more children who are enrolled in grades kindergarten through 12, or who attend a licensed day care facility, may use up to 40 hours of personal leave, vacation, ~~personal necessity leave~~, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the school year, and the employee shall give reasonable advance notice of the absence. (Labor Code 230.8)
- 2. In lieu of using vacation, personal leave or compensatory time off, eligible employees giving reasonable advance notice may take up to 40 hours without pay each school year for this purpose, not to exceed eight hours in any month.

*(cf. 1240 - Volunteer Assistance)*

- 3. If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent who applies; simultaneous absence by the second parent may be granted by the supervisor if it does not impede the educational programs or operations of the school or department. (Labor Code 230.8)
- 2. Upon request, the employee shall provide documentation from the school or licensed day care facility to prove that he/she participated in school or licensed day care facility activities at the time of the leave. (Labor Code 230.8)

**H. Civic Duties (titled: Service on Education Boards, Committees and State or Employee Organizations)**

- 1. Upon request, certificated employees shall be granted up to 20 days of paid leave per year for service performed within the state on any Boards, commissions, committees or groups authorized by Education Code 44987.3, provided that the service is in the state of California and the organization informs the district in writing of the service and agrees prior to the service to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

**PERSONAL LEAVES (continued)**

2. Upon request, Employees may take a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the local organization is affiliated. The leave shall include, but is not limited to, absence for the purpose of attending periodic, stated, special or regular meetings of the body of the organization. (The employee organization must reimburse the district. Education Code 44987, 45210)

**I. Religious Leave**

1. Employees may take leave for religious purposes as specified by Board policy

*(cf. 4161.24/4261.24/4361.24 - Leave for Religious Purposes)*

**J. Leave for Emergency Duty**

1. An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)
2. An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire or law enforcement training. (Labor Code 230.4)

**K. Civil Air Patrol**

1. An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to employees, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single emergency operational mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)
2. The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

*Legal Reference: (see next page)*




**PERSONAL LEAVES (continued)***Legal Reference:*EDUCATION CODE*44036-44037 Leaves of absence for judicial and official appearances**44963 Power to grant leaves of absence (certificated)**44981 Leave of absence for personal necessity (certificated)**44985 Leave of absence due to death in immediate family (certificated)**44987 Service as officer of employee organization (certificated)**44987.3 Leave of absence to serve on certain boards, commissions, etc.**45190 Leaves of absence and vacations (classified)**45194 Bereavement leave of absence (classified)**45198 Effect of provisions authorizing leaves of absence**45207 Personal necessity (classified)**45210 Service as officer of employee organization (classified)**45240-45320 Merit system, classified employees*FAMILY CODE*297-297.5 Registered domestic partner rights, protections, and benefits*GOVERNMENT CODE*3543.1 Release time for representatives of employee organizations*LABOR CODE*230-230.2 Leave for victims of domestic violence, sexual assault or specified felonies**230.3 Leave for emergency personnel**230.4 Leave for volunteer firefighters**230.8 Leave to visit child's school**233 Illness of child, parent, spouse, domestic partner or domestic partner's child**234 Absence control policy**1500-1507 Civil Air Patrol leave*MILITARY AND VETERANS CODE*395.10 Leave when spouse on leave from military deployment*PENAL CODE*667.5 Violent felony, defined**1192.7 Serious felony, defined*CALIFORNIA CONSTITUTION*Article 1, Section 8 Religious discrimination*UNITED STATES CODE, TITLE 29*2612 Leave requirements*UNITED STATES CODE, TITLE 42*2000d-2000d-7 Title VII, Civil Rights Act of 1964*COURT DECISIONS*Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167**Management Resources:*WEB SITES*California Teachers Association: <http://www.cta.org>**California Federation of Teachers: <http://www.cft.org>**California School Employees Association: <http://www.csea.com>***Regulation****Approved: November 7, 2001****revised: April 2, 2003****revised: February 9, 2005****revised: August 20, 2008****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 27, 2010

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 6, 2010**

**ITEM:** Receive, for information, Tentative Agreement for a Successor Contract with the Hanford Elementary Teachers Association (HETA).

**PURPOSE:** To "sunshine" the provisions of a new three-year collective bargaining agreement negotiated with HETA for the period of July 1, 2010, through June 30, 2013.

A copy of the Tentative Agreement is available, for review and comment by the public, in the Superintendent's Office from October 7, 2010 through October 20, 2010.

Board approval of the new collective bargaining agreement will be recommended at the October 20, 2010, regular Board meeting.

**FISCAL IMPACT:** New ongoing costs to the General Fund of the proposed collective bargaining agreement are attached. A copy of the Disclosure Statement, detailing costs of the proposed collective bargaining agreement and source of funding, is attached.

**RECOMMENDATION:** Receive for information only.

# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: Hanford Elementary Teachers Association

Certificated X Classified \_\_\_\_\_

New Agreement X or Reopener \_\_\_\_\_

The proposed agreement is a three-year agreement that covers the period beginning July 1, 2010 and ending June 30, 2013 and will be acted upon by the Governing Board at its meeting on October 20, 2010.

## A.(1) Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change		
		Current Year 2010-11	Year 2 2011-12	Year 3 2012-13
1. <b>Base Salary</b>		\$ (158,625)	\$ (158,625)	\$ (158,625)
	\$ 16,106,810	(0.881)%	(0.881)%	(0.881)%
2. <b>Other Compensation</b> – i.e. Stipends or Bonuses		\$ 0	\$ 0	\$ 0
	\$ 0	0%	0%	0%
3. <b>Total Salary</b> - (Sum of 1 & 2)		\$ (158,625)	\$ (158,625)	\$ (158,625)
	\$ 16,106,810	(0.881)%	(0.881)%	(0.881)%
4. <b>Statutory Benefits</b> - STRS, PERS, FICA, WC, UI, Medicare		\$ (18,670)	\$ (18,670)	\$ (18,670)
	\$ 1,895,772	(0.104)%	(0.104)%	(0.104)%
5. <b>Health/Welfare Benefits</b>		\$ (9,075)	\$ (9,075)	\$ (9,075)
	\$ 3,109,700	(0.050)%	(0.050)%	(0.050)%
6. <b>Total Benefits</b> - (Total Lines 4 & 5)		\$ (27,745)	\$ (27,745)	\$ (27,745)
	\$ 5,005,472	(0.154)%	(0.154)%	(0.154)%
7. <b>Total Compensation</b> – (sum of 3 & 6)		\$ (186,370)	\$ (186,370)	\$ (186,370)
	\$ 21,112,282	(1.035)%	(1.035)%	(1.035)%

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- A.(2) Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and comments and explanations as necessary:

The salary schedule for 2010-11 shall reflect a 0% COLA and a two-day reduction (professional development days) in the certificated work year. The salary schedule shall also reflect the addition of a new Longevity Step at 25 years. The two-day reduction was agreed to on 2/10/10 as per a previous agreement that allowed the District to call the negotiating teams together to explore options if the District anticipated decreasing one or two of the remaining professional development days. The cap for Health/Welfare Benefits will remain the same as for 2009-10, at \$11,341. However, the benefit plan chosen will result in an annual cost of \$11,308 which is below the cap and will result in a savings.

- B. **Proposed Negotiated Changes in Non-Compensation Items** (class size adjustments, staff development days, teacher prep time, etc.)

A Side Letter of Agreement dated February 2009, allows that, in the event the Legislature amends the Class Size Reduction Program to provide flexibility for districts to accept reduced penalties for class size overages in Kindergarten through Grade 3, the teacher/student ratio/ceiling be revised from 1:20 to 1:25. Language in the side letter was incorporated into the new agreement. The teacher/student ratio/ceiling was also changed for special day classes from 1:15 to 1:18. Six of the minimum days per year were designated to be teacher directed and will be scheduled on the collaboration calendar.

- C. What are the specific impacts on instructional and support programs to accommodate the settlement? **Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.**

None

# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

45/92

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

- D. What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

This is the first year of a new three-year contract. It is agreed that either party may "reopen" for the 2011-12 and 2012-13 school years, negotiations on Article 11 – School Calendar and Work Year, Article 18 – Employee Group Health and Welfare Insurance Benefits and Article 20 – Salary.

**E. Source of Funding for Proposed Agreement**

**1. Current Year**

The reduction of the two professional developments days is already included in the 2010-11 adopted budget, therefore, the only adjustments needed at this time will be for the added Longevity Step and the adjustment for the Health/Welfare Benefits cost below the cap.

Adjustment for reduction of 2 P.D. Days – Already included in 2010-11 Adopted Budget		*Adjustment necessary due to addition of Longevity Step and Health/Welfare premium cost		TOTAL	
Unrestricted	\$(186,950)	Unrestricted	\$(10,831)	Unrestricted	\$(176,119)
Restricted	( 10,881)	Restricted	( 630)	Restricted	( 10,251)
	\$(197,831)		\$(11,461)		\$(186,370)

\*The adjustments to the 2010-11 Adopted Budget are listed in this document on the page titled: Impact of Proposed Agreement on Current Year Operating Budget.

**2. How will the ongoing cost of the proposed agreement be funded in future years?**

The reductions and increases that result in a net decrease will become part of the on-going budget that will continue in future years.

**3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)**

Not applicable (This is a three-year agreement with "reopeners," but it is not a multi-year agreement in that it does not include additional increases or reductions for Year 2 and Year 3 at this time.)

**3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.**

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

\_\_\_\_\_  
District Superintendent  
(Signature)

October 6, 2010

Date

Contact Person: Nancy White Telephone No.: (559) 585-3628

47/92

**IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**  
**In accordance with AB3141 (Statutes of 1994, Chapter 650) (EC42142)**

	(Col. 1) Latest Board- Approved Budget	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
<b>REVENUES</b>				
Revenue Limit Source (8010-8099)				
Remaining Revenues (8100-87991)				
<b>TOTAL REVENUES</b>				
<b>EXPENDITURES</b>				
1000 Certificated Salaries		+ \$18,373		
2000 Classified Salaries				
3000 Employees' Benefits		- \$ 6,912		
4000 Books and Supplies				
5000 Services and Operating Exps				
6000 Capital Outlay				
7000 Other				
<b>TOTAL EXPENDITURES</b>				
<b>OPERATING SURPLUS (DEFICIT)</b>				
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT				
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>		+ \$11,461		
<b>BEGINNING BALANCE</b>				
<b>CURRENT-YEAR ENDING BALANCE</b>				
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts				
Reserved for Economic Uncertainties				
Board Designated Amounts				
Unappropriated Amounts		- \$11,461		

A. Date of governing board approval of budget revisions in Col. 1 October 6, 2010

Contact Person: Nancy White

Date: 10/6/10

**CERTIFICATION #1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF  
COLLECTIVE BARGAINING AGREEMENT**

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Hanford Elementary School District (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Hanford Elementary Teachers Association Bargaining Unit, during the term of the agreement from July 1, 2010 to June 30, 2013.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<b>Budget Adjustment Categories</b>	<b>Budget Adjustment Increase (Decrease)</b>
Revenues/Other Financing Sources	
Expenditures/Other Financing Uses	+ \$11,461
Ending Balance Increase (Decrease)	- \$11,461

N/A X (No budget revisions necessary)

\_\_\_\_\_  
District Superintendent  
(Signature)

October 6, 2010  
Date

\_\_\_\_\_  
Chief Business Officer  
(Signature)

October 6, 2010  
Date



Description	Object Codes	2010/11 Budget	% Change	2011/12 Projection	% Change	2012/13 Projection
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. Revenue Limit Sources	8010-8099	25,795,037.31	0.00%	26,498,841.42	3.00%	27,303,218.91
2. Federal Revenues	8100-8299	3,900,653.00	-17.16%	3,231,262.00	0.00%	3,231,262.00
3. Other State Revenues	8300-8599	8,735,865.00	-0.93%	8,654,367.00	1.47%	8,781,869.00
4. Other Local Revenues	8600-8799	1,793,103.00	0.00%	1,793,103.00	0.00%	1,793,103.00
5. Other Financing Sources	8910-8999	-	0.00%	(128,177.00)	0.00%	(128,177.00)
6. Total (Sum line A1g thru A5)		40,224,658.31	-0.44%	40,049,396.42	2.33%	40,981,275.91
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				20,121,320.00		19,795,320.00
b. Step & Column Adjustment				488,000.00		488,000.00
c. Cost-of-Living Adjustment				-		-
d. Other Adjustments				(814,000.00)		300,000.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	20,121,320.00	-1.62%	19,795,320.00	3.98%	20,583,320.00
2. Classified Salaries						
a. Base Salaries				7,635,960.00		6,785,960.00
b. Step & Column Adjustment				165,000.00		165,000.00
c. Cost-of-Living Adjustment				-		-
d. Other Adjustments				(1,015,000.00)		150,000.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	7,635,960.00	-11.13%	6,785,960.00	4.64%	7,100,960.00
3. Employee Benefits	3000-3999	8,961,426.00	0.00%	8,961,426.00	0.00%	8,961,426.00
4. Books and Supplies	4000-4999	1,884,549.00	0.00%	1,585,367.00	0.00%	1,585,367.00
5. Services, Other Operating Expenses	5000-5999	3,127,987.00	0.00%	2,846,944.00	0.00%	2,846,944.00
6. Capital Outlay	6000-6999	224,448.00	0.00%	94,448.00	0.00%	94,448.00
	7100-7299					
7. Other Outgo (Excluding Direct/Indirect Costs)	7400-7499	223,529.00	0.00%	103,529.00	0.00%	103,529.00
8. Direct Support/Indirect Costs	7300-7399	(108,901.00)	0.00%	(108,901.00)	0.00%	(108,901.00)
9. Other Financing Uses	7610-7699	190,767.00	0.00%	-	#DIV/0!	-
10. Other Adjustments (Explain in Section F below)				-		-
11. Total (Sum lines B1 thru B10)		42,261,085.00	-5.20%	40,064,093.00	2.75%	41,167,093.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)</b>						
		(2,036,426.69)		(14,696.58)		(185,817.09)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance		5,555,003.00		3,518,576.31		3,503,879.73
2. Ending Fund Balance (Sum lines C and D1)		3,518,576.31		3,503,879.73		3,318,062.64
3. Components of Ending Fund Balance						
a. Fund Balance Reserves	9710-9740	205,118.00		205,118.00		205,118.00
b. Designated for Economic Uncertainties	9770	1,473,500.00		1,473,500.00		1,473,500.00
c. Fund Balance Designations	9775, 9780	700,000.00		700,000.00		700,000.00
d. Undesignated/Unappropriated Balance	9790	1,139,958.00		1,125,261.73		939,444.64
e. Total Components of Ending Fund Balance		3,518,576.00		3,503,879.73		3,318,062.64

Description	Object Codes	Projected Year Totals	% Change	2010/11 Projection	% Change	2011/12 Projection
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Designated for Economic Uncertainties	9770	1,473,500.00		1,473,500.00		1,473,500.00
b. Undesignated/Unappropriated Amount	9790	50,746.00		80,152.73		89,438.64
(Enter other reserve projections in Columns A, C and E for current year and subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay						
a. Designated for Economic Uncertainties	9770	-		-		-
b. Undesignated/Unappropriated Amount	9790	10,137.00		10,137.00		10,137.00
3. Total Available Reserves (Sum of lines E1thru E2b)		1,534,383.00		1,563,789.73		1,573,075.64
<b>F. RECOMMENDED RESERVES</b>						
1. Total Expenditures, Transfers Out, and Other Uses (Line B11)		42,261,085.00		40,064,093.00		41,167,093.00
2. Less: Special Education Pass-Through Funds		-		-		-
3. Sub-Total (Line F1 minus F2)		42,261,085.00		40,064,093.00		41,167,093.00
4. Recommended Minimum Reserve Percentage						
5. Recommended Minimum Reserve - By Percentage		-		-		-
6. Recommended Minimum Reserve - By Amount		-		-		-
7. Recommended Reserves (Greater of Line F5 or F6)		-		-		-
8. Available Reserves Meet Minimum Recommended Reserves		Yes		Yes		Yes
G. If Line F8 is NO, for the subsequent fiscal years, explain why reserves are projected to fall below the minimum and what actions, if any are being proposed to build reserves back up to the minimum levels.						

Description	Object Codes	2010/11 Budget	% Change	2011/12 Projection	% Change	2012/13 Projection
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. Revenue Limit Sources	8010-8099	25,317,119.00				
a. Base Revenue Limit per ADA (Form RLI, Line 4)		6,097.51	2.10%	6,225.56	2.40%	6,374.97
b. Revenue Limit ADA (Form RLI, Line 5b)		5,414.91	50.00%	5,442.00	50.00%	5,459.00
c. Total Base Revenue Limit (Line A1a times line A1b)		33,017,467.87	2.61%	33,879,497.52	29.10%	34,864,710.93
d. Other Revenue Limit		74,837.00	0.00%	74,837.00	0.00%	74,837.00
e. Total Revenue Limit subject to Deficit		33,092,304.87	0.00%	33,954,334.52	0.00%	34,939,547.93
f. Deficit Factor		0.816450		0.816450		0.816450
g. Deficit Revenue Limit		27,018,212.31		27,722,016.42		28,526,393.91
h. Plus: Other Adjustments (e.g. basic aid, charter schools, prior year adjustment)		-	0.00%	-	0.00%	-
i. Revenue Limit Transfers (Objects 8091/8097)		(477,918.00)	0.00%	(477,918.00)	0.00%	(477,918.00)
j. Other Adjustments		(1,223,175.00)	0.00%	(1,223,175.00)	0.00%	(1,223,175.00)
k. Total (Sum line A1c thru line A1f) (Must equal line A1)		25,317,119.31	2.70%	26,020,923.42	3.00%	26,825,300.91
2. Federal Revenues	8100-8299	405,000.00	0.00%	405,000.00	0.00%	405,000.00
3. Other State Revenues	8300-8599	5,394,065.00	-1.51%	5,312,567.00	2.40%	5,440,069.00
4. Other Local Revenues	8600-8799	198,063.00	0.00%	198,063.00	0.00%	198,063.00
5. Other Financing Sources	8910-8999	(1,839,658.00)	6.97%	(1,967,835.00)	0.00%	(1,967,835.00)
6. Total (Sum line A1g thru A5)		29,474,589.31	1.68%	29,968,718.42	3.11%	30,900,597.91
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				16,240,019.00		16,320,019.00
b. Step & Column Adjustment				400,000.00		400,000.00
c. Cost-of-Living Adjustment				-		
d. Other Adjustments				(320,000.00)		300,000.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	16,240,019.00	0.49%	16,320,019.00	4.29%	17,020,019.00
2. Classified Salaries						
a. Base Salaries				4,385,871.00		4,237,871.00
b. Step & Column Adjustment				102,000.00		102,000.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				(250,000.00)		150,000.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	4,385,871.00	-3.37%	4,237,871.00	5.95%	4,489,871.00
3. Employee Benefits	3000-3999	6,890,874.00	0.00%	6,890,874.00	0.00%	6,890,874.00
4. Books and Supplies	4000-4999	785,367.00	0.00%	785,367.00	0.00%	785,367.00
5. Services, Other Operating Expenses	5000-5999	2,226,944.00	0.00%	2,226,944.00	0.00%	2,226,944.00
6. Capital Outlay	6000-6999	29,500.00	0.00%	29,500.00	0.00%	29,500.00
	7100-7299					
7. Other Outgo (Excluding Direct/Indirect Costs)	7400-7499		0.00%		0.00%	
8. Direct Support/Indirect Costs	7300-7399	(551,263.00)	0.00%	(551,263.00)	0.00%	(551,263.00)
9. Other Financing Uses	7610-7699	190,767.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)				-		-
11. Total (Sum lines B1 thru B10)		30,198,079.00	-0.86%	29,939,312.00	3.18%	30,891,312.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)</b>						
		(723,489.69)		29,406.42		9,285.91
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance		3,152,854.00		2,429,364.31		2,458,770.73
2. Ending Fund Balance (Sum lines C and D1)		2,429,364.31		2,458,770.73		2,468,056.64
3. Components of Ending Fund Balance						
a. Fund Balance Reserves	9710-9740	205,118.00		205,118.00		205,118.00
a. Designated for Economic Uncertainties	9770	1,473,500.00		1,473,500.00		1,473,500.00
c. Fund Balance Designations	9775, 9780	700,000.00		700,000.00		700,000.00
d. Undesignated/Unappropriated Balance	9790	50,746.00		80,152.73		89,438.64
e. Total Components of Ending Fund Balance		2,429,364.00		2,458,770.73		2,468,056.64

HANFORD ELEMENTARY SCHOOL DISTRICT  
ADOPTED BUDGET 2010/2011

MULTI-YEAR PROJECTIONS – UNRESTRICTED ASSUMPTIONS

- Base Revenue Limit COLA is projected at -.039% for 10/11, 2.1% for 11/12 and 2.4% for 12/13. The deficit factor is projected to continue at 0.81645. The statutory on-going cut implemented in the 2010/11 fiscal year is included at the amount proposed in the Governor's budget. It is understood that these amounts may change and the District must be prepared to make additional expenditure reductions if necessary.
- ADA is projected to grow by 27 in 11/12 and by 26 in 12/13 which is a ½% growth each year.
- For 11/12, \$128,177 has been added to the Unrestricted Contribution to Special Ed (Res 6500) due to the loss of ARRA-Special Ed MOE funding.
- Negotiations are settled with the certificated union for 09/10 and resulted in \$0 cost. Negotiations are not settled with the classified union; however, it is estimated there will be little cost associated with the agreement once settled.
- Projected salary and/or health benefit COLA's are estimated at 0% for 10/11, 11/12 and 12/13.
- In preparation for future revenue reductions and expenditure increases, the following are possible expenditure reductions:

2011/12

Certificated: Reduction in days \$200,000;

Reductions in teaching positions \$120,000

Classified: Unfilled vacant positions/position reductions \$250,000

- In 2012/13, the following possible expenditure increases will occur due to the loss of ARRA-SFSF funding:

Certificated Salaries:           +\$300,000

Classified Salaries:           +\$150,000

Description	Object Codes	2010/11 Budget	% Change	2011/12 Projection	% Change	2012/13 Projection
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. Revenue Limit Sources	8010-8099	477,918.00	0.00%	477,918.00	0.00%	477,918.00
2. Federal Revenues	8100-8299	3,495,653.00	0.00%	2,826,262.00	0.00%	2,826,262.00
3. Other State Revenues	8300-8599	3,341,800.00	0.00%	3,341,800.00	0.00%	3,341,800.00
4. Other Local Revenues	8600-8799	1,595,040.00	0.00%	1,595,040.00	0.00%	1,595,040.00
5. Other Financing Sources	8910-8999	1,839,658.00		1,839,658.00		1,839,658.00
6. Total (Sum line A1g thru A5)		10,750,069.00	-6.23%	10,080,678.00	0.00%	10,080,678.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				3,881,301.00		3,475,301.00
b. Step & Column Adjustment				88,000.00		88,000.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				(494,000.00)		
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	3,881,301.00	-10.46%	3,475,301.00	2.53%	3,563,301.00
2. Classified Salaries						
a. Base Salaries				3,250,089.00		2,548,089.00
b. Step & Column Adjustment				63,000.00		63,000.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				(765,000.00)		
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	3,250,089.00	-21.60%	2,548,089.00	2.47%	2,611,089.00
3. Employee Benefits	3000-3999	2,070,552.00	0.00%	2,070,552.00	0.00%	2,070,552.00
4. Books and Supplies	4000-4999	1,099,182.00	0.00%	800,000.00	0.00%	800,000.00
5. Services, Other Operating Expenses	5000-5999	901,043.00	0.00%	620,000.00	0.00%	620,000.00
6. Capital Outlay	6000-6999	194,948.00	0.00%	64,948.00	0.00%	64,948.00
	7100-7299					
7. Other Outgo (Excluding Direct/Indirect Costs)	7400-7499	223,529.00	0.00%	103,529.00	0.00%	103,529.00
8. Direct Support/Indirect Costs	7300-7399	442,362.00	0.00%	442,362.00	0.00%	442,362.00
9. Other Financing Uses	7610-7699		0.00%	-	0.00%	-
10. Other Adjustments (Explain in Section F below)						-
11. Total (Sum lines B1 thru B10)		12,063,006.00	-16.07%	10,124,781.00	1.49%	10,275,781.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)</b>						
		(1,312,937.00)		(44,103.00)		(195,103.00)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance		2,402,149.00		1,089,212.00		1,045,109.00
2. Ending Fund Balance (Sum lines C and D1)		1,089,212.00		1,045,109.00		850,006.00
3. Components of Ending Fund Balance						
a. Fund Balance Reserves	9710-9740	-				
b. Designated for Ending Fund Balance	9770	-				
c. Fund Balance Designation	9775, 9780	-				
d. Undesignated/Unappropriated Balance	9790	1,089,212.00		1,045,109.00		850,006.00
e. Total Components of Ending Fund Balance		1,089,212.00		1,045,109.00		850,006.00

HANFORD ELEMENTARY SCHOOL DISTRICT  
ADOPTED BUDGET 2010/2011

MULTI-YEAR PROJECTIONS – RESTRICTED ASSUMPTIONS

- Revenue Limit and other State program COLA's are projected at -.039% for 10/11 and 0% for 11/12 and 12/13. A 0% COLA is projected for Federal funds.
- ARRA revenue is reflected in 10/11, but is not for 11/12 and 12/13.
- Projected salary and/or health benefit COLA's are estimated at 0% for 10/11, 11/12 and 12/13.
- ARRA expenditure budgets have been subtracted out for 11/12 and 12/13. Staffing and/or expenditure reductions will need to be planned due to this reduction.

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

**TO:** Dr. Paul J. Terry

**FROM:** Gerry Mulligan

**DATE:** September 24, 2010

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

**FOR:** (X) Information  
( ) Action

Date you wish to have your item considered: October 6, 2010

**ITEM:**

To receive information regarding HESD construction projects approved by the Division of State Architect (DSA).

**PURPOSE:**

The DSA requested that we inform our governing board members that they may be held personally liable for the failure of education buildings not certified by DSA. After a thorough review, all DSA projects within HESD have been certified by DSA that the building projects have been completed in accordance with requirements as to the safety of design and construction pursuant to Ed Code 17280-17316 and 81130-81147 (the Field Act). The California Ed Code 17371 and 81177 shields school board members from personal liability for injury to persons or damages to property resulting from the failure of an educational building as long as the requirements of the Field Act are met.

**FISCAL IMPACT:**

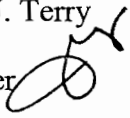
None.

**RECOMMENDATION:**

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 7, 2010

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: October 6, 2010

**ITEM:** Certify compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5 Section 9531(a).

**PURPOSE:** This certification is required before Instructional Materials Funding Realignment Program (IMFRP) may be spent on other adopted instructional materials and must be renewed following a primary state adoption of standards-aligned instructional materials for K-8 in history-social science, mathematics, reading/language arts, and science.

**FISCAL IMPACT:** None.

**RECOMMENDATIONS:** Approve.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**INSTRUCTIONAL MATERIALS FUNDING REALIGNMENT PROGRAM (IMFRP)  
CERTIFICATION**

The Board of Trustees of the Hanford Elementary School District hereby certifies that as of this date, each pupil in the district in kindergarten through grade eight has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/social science (2005 adoption)
- Mathematics (2008 adoption)
- Reading/language arts (2002 adoption)
- Science (2006 adoption)

The instructional materials were purchased from an approved standards-aligned state adoption list as required by *California Code of Regulation (CCR), Title 5, Section 9531(a)*.

The State Board of Education adopted new standards-aligned instructional materials for K-8 in mathematics in November 2007. The Board of Trustees of the Hanford Elementary School District has provided each pupil with a standards-aligned textbook, or basic instructional materials, from this adopted list by August 18, 2008, which is the start of the first school term that is no later than 24 months following the state adoption of these materials.

Certification was approved by the Board of Trustees at a public meeting held on October 6, 2010.

*Hanford Elementary School District*  
**DISTRICT CORE INSTRUCTIONAL MATERIALS**  
**2009-2010**

**MATHEMATICS (2007 Adoption)**

Gr	Text	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	Harcourt Math	Harcourt	2008-09	YES	YES
7	PreAlgebra	Holt	2008-09	YES	YES
8	Algebra I	Holt	2008-09	YES	YES

**READING/LANGUAGE ARTS/ELD (2002 Adoption)**

Gr	Text	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	A Legacy of Literacy	Houghton-Mifflin	2003-04	YES	YES
4-8	Fast Track	Wright Group	2002-03	YES	YES*
7-8	Language of Literature	McDougal Littell	2004-05	YES	YES

**HISTORY/SOCIAL SCIENCE (2005 Adoption)**

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	Houghton Mifflin	2006-07	YES	YES
7-8	Holt	2006-07	YES	YES

**SCIENCE (2006 Adoption)**

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
K-6	McGraw-Hill	2007-08	YES	YES
7-8	CPO	2007-08	YES	YES

**FOREIGN LANGUAGE - SPANISH (2003 Adoption)**

Gr	Publisher	District Implementation Year	SBE Adopted	1:1 Text Per Student Ratio
7-8	Glencoe	2007-08	YES	YES**

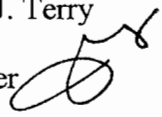
\*Per student needing Intervention Program materials

\*\*Per student enrolled in course

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 7, 2010

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: October 6, 2010

**ITEM:** Consider adoption of Resolution 1-11 pertaining to the sufficiency of instructional materials.

**PURPOSE:** In order to be eligible to receive instructional materials realignment program funding, the governing board is required to hold an annual public hearing to review district standards on instructional materials as they relate to Education Code Section 60119, and adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in specified subjects consistent with the content and cycles of the curriculum frameworks adopted by the state board.

**FISCAL IMPACT:** None.

**RECOMMENDATIONS:** Adopt Resolution 1-11.

RESOLUTION NO. 1-11BEFORE THE BOARD OF TRUSTEES  
OF THE HANFORD ELEMENTARY SCHOOL DISTRICT**In the matter pertaining to Sufficiency of Instructional Materials**

Whereas, the Board of Trustees of the Hanford Elementary School District, in order to comply with the requirements of Education Code Section 60119 (as revised by Chapter 118, Statutes of 2005) held a public hearing on October 6, 2010, at 6:10 o'clock p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

Whereas, the Board of Trustees provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the Board of Trustees encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing and to the Board of Trustees at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Hanford Elementary School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, between the 2008-09 through the 2012-2013 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Hanford Elementary School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics (2008 adoption) – Harcourt, grades K-6; Holt, grades 7-8
- Science (2006 adoption)-- McGraw-Hill, grades K-6; CPO, grades 7-8
- History-Social Science (2005 adoption)– Houghton Mifflin, grades K-6; Holt, grades 7-8
- English/Language Arts (2002 adoption) – Houghton Mifflin, grades K-6; McDougal Littell, grades 7-8; Wright Group, grades 4-8 intervention

Whereas, sufficient instructional materials were provided to each student enrolled in foreign language or health classes, and;

Therefore, it is resolved that for the 2010-11 school year, the Hanford Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted on the 6<sup>th</sup> day of October 2010 at a regular meeting of the Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

I hereby certify that the foregoing Resolution was duly introduced, passed and adopted by the Board of Trustees at a regularly called and conducted meeting on said date.

---

Lupe Hernandez  
President, Board of Trustees  
Hanford Elementary School District

# OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS K-8

2009-2010

62/92

Grade	Language Arts	Math	History/ Social Science	Science	Supplemental	Health:	PE
	Houghton Mifflin 2002	Harcourt <i>California HSP</i> 2007	Houghton Mifflin 2005	Macmillan McGraw-Hill 2006		Core	Game Day Sport
<b>K</b>	10 Theme Big Books	Student Text 1:20 Consumable (6 units) Student Manipulative Kits Practice Workbook	2 Big Books Leveled Readers Practice Book	3 Big Books Leveled Readers Grab N Go Kit Activity Workbook	Great Source Newcomers Kit		
<b>1</b>	Student Text 1:21 1.1-1.5	Student Text 1:20 Consumable (6 units) Student Manipulative Kits 3 in 1 Practice Book	Student Text 1:21 6 Big Books Leveled Readers Practice Books	Student Text 1:21 4 Big Books (supplemental) Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit		
<b>2</b>	Student Text 1:21 2.1, 2.2	Student Text 1:20 Consumable (6 units) Student Manipulative Kits 3 in 1 Practice Book	Student Text 1:21 7 Big Books Leveled Readers Practice Books	Student Text 1:21 4 Big Books (supplemental) Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit		
<b>3</b>	Student Text 1:21 3.1, 3.2	Student Text 1:21 Student Manipulative Kits 3 in 1 Practice Book	Student Text 1:21 Leveled Readers Practice Books	Student Text 1:21 Interactive Text Books Grab N Go Kit	Longman's Picture Dictionary Great Source Newcomers Kit		
<b>4</b>	Student Text 1:32	Student Text 1:32 Student Manipulative Kits 3 in 1 Practice Book	Student Text 1:32 Leveled Readers Practice Books	Student Text 1:32 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit		
<b>5</b>	Student Text 1:32	Student Text 1:32 Student Manipulative Kits 3 in 1 Practice Book	Student Text 1:32 Leveled Readers Practice Books	Student Text 1:32 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit		→
<b>6</b>	Student Text 1:32	Student Text 1:32 Student Manipulative Kits 3 in 1 Practice Book	Student Text 1:32 Leveled Readers Practice Books	Student Text 1:32 Interactive Books Grab N Go Kit	Fast Forward Math Kit Great Source Newcomers Kit		

**OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS K-8**  
**2009-2010**

<i>Grade</i>	<i>Language Arts</i>	<i>Math</i>	<i>History/ Social Science</i>	<i>Science</i>	<i>Foreign Language</i>	<i>Supplemental</i>
	<b>McDougal Littell</b>	<b>Holt</b>	<b>Holt</b>	<b>CPO</b>	<b>Glencoe</b>	
<b>7</b>	Language of Literature 2002 Language Network 2002	Mathematics Course 2: Pre-Algebra Homework/Practice WB Know-It Notebook	World History, Medieval to Early Modern Times	Focus on Life Science	Foreign Language - CA Como te Va? A, Nivel Verde	Great Source Newcomers Kit
<b>8</b>	Language of Literature 2002 Language Network 2002	Algebra 1 Homework/Practice WB Review for Mastery WB	U.S. History, Independence to 1914	Focus on Physical Science	Foreign Language - CA Como te Va? B, Nivel Azul	Great Source Newcomers Kit

# HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Doug Carlton

DATE: September 13, 2010

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: October 6, 2010

**ITEM:** Approve contract with the Supplemental Educational Services (SES) Provider organizations listed below, to provide SES to eligible students.

**PURPOSE:** Under NCLB rules, schools that are in Program Improvement Year 2 or greater are required to provide supplemental educational services (SES) to eligible students. King, Simas, Washington, Kennedy, Wilson, and Hanford Community Day School must offer SES to eligible students. The following SES Providers have indicated that they will provide SES to eligible students.

- |  |  |
|--|--|
| • 100% Learning Fun Center                 | • Camey Educational Services               |
| • A Tree of Knowledge Educational Services | • Club Z! In Home Tutoring Services, Inc   |
| • A+ Educational Centers                   | • Community College Foundation, The        |
| • A+ Learning Solutions                    | • CVS Learning                             |
| • A+ Student Learning                      | • Fresno CORAL dba CORAL                   |
| • AAA Academics                            | • Healthy Families                         |
| • ABC Phonetic Reading School              | • Innovadia                                |
| • Able Academics                           | • L.E.A.P.s Learning Services              |
| • Academia Servicios de Tutoria            | • Learning Ladder, Inc.                    |
| • Academic Advantage, The                  | • Math Think                               |
| • Academic Tutoring Services, Inc.         | • NFWSC/Cesar Chavez Education Institute   |
| • ACE Tutoring Services, Inc.              | • Professional Tutors of America           |
| • Adelante Education Services              | • Studentnest, Inc. dba StudentNest.com    |
| • Applied Scholastics                      | • Sullivan Learning Systems, Inc.          |
| • Arriba Education!                        | • Sylvan Learning Center – Hanford         |
| • ATS Project Success                      | • Ultimate Success Learning Program (USLP) |
| • California Tutoring Company, LLC         | • UROK Learning Institute                  |

Title I funds are set aside from the District allocation to provide the services.

**FISCAL IMPACT:** A minimum of 20% of District Title I funds are required to be set aside for SES. This is approximately \$311, 572.

**RECOMMENDATION:** Approve the SES contracts.



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: September 27, 2010

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 6, 2010**

**ITEM:** Consider adoption of the following revised Board Policy.

**PURPOSE:** The following Board Policy replaces the current Board Policy and reflects changes that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP 4020 – Drug and Alcohol-free Workplace (Delete current policy and replace with this one)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

**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

**DRUG AND ALCOHOL-FREE WORKPLACE** (continued)

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

(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 -

BP 4020(c)

**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

**HANFORD ELEMENTARY SCHOOL DISTRICT**

adopted: September 20, 1989

Hanford, California

revised: November 7, 2001

revised: June 19, 2002 revised September 20, 2002

revised: August 19, 2009

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: September 27, 2010

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **October 6, 2010**

**ITEM:** Consider adoption of the following revised Board Policy.

**PURPOSE:** The following Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law changes.

- BP 4313.3 – Work Year (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

**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.



BP 4313.3(b)

**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 27, 2010

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

**DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED:** **October 6, 2010**

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Classified

- Vanessa Romero, Educational Tutor, K-6 – 3.5 hrs., Richmond, effective 9/23/10

Temporary Employees/Substitutes/Yard Supervisors

- Freddie Juarez, Boys Football Coach – 1 unit, King, effective 9/7/10 to 10/30/10
- Matthew Borba, Substitute READY Program Tutor, effective 9/21/10
- Corrina Bowman, Substitute Yard Supervisor, effective 9/17/10; Short-term Yard Supervisor – 1.75 hrs., effective 9/27/10 to 11/19/10
- Nathan Child, Substitute Yard Supervisor, effective 9/24/10
- Idalmiro DaRosa, Substitute Custodian II, effective 9/22/10
- Raymond Enriquez, II, Substitute Educational Tutor, K-6, effective 9/15/10
- Javantae Farmah, Short-term READY Program Tutor – 4.5 hrs., Simas, effective 9/13/10 to 10/15/10
- David Goulart, Substitute Custodian II, effective 9/15/10
- Eric Galey, Substitute Special Education Aide, effective 9/13/10; Short-term Special Education Aide – 5.0 hrs., Wilson, effective 9/20/10 to 10/29/10
- Delia Griffith, Substitute Yard Supervisor, effective 9/14/10; Short-term Yard Supervisor – 2.25 hrs., Richmond, effective 9/27/10 to 11/19/10
- Meghan Henshaw, Substitute Clerk Typist I, effective 9/23/10

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Kimberly Jenkins, Substitute Yard Supervisor, effective 9/24/10
- Aven Jones, Yard Supervisor – 1.5 hrs., Hamilton, effective 9/20/10
- Jeannette Madrid, Short-term READY Program Tutor – 4.5 hrs., King, effective 9/27/10 to 12/17/10
- Irene Munoz, Substitute Translator: Oral Interpreter and Written Translator, effective 9/21/10
- Naricso Ribera, Substitute Yard Supervisor, effective, 9/23/10
- Vanessa Romero, Substitute READY Program Tutor, effective 9/23/10
- Carrie Serna, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 9/27/10 to 11/19/10
- June Strong, Substitute Yard Supervisor, effective 9/16/10; Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 9/16/10 to 11/19/10
- Ashley Urbano, Short-term READY Program Tutor – 4.5 hrs., Lincoln, effective 9/13/10 to 10/29/10
- Ashley Welch, Short-term READY Program Tutor – 4.5 hrs., Hamilton, effective 9/27/10 to 11/5/10
- Denise Westlund, Short-term Special Circumstance Aide – 3.75 hrs., Simas, effective 10/6/10 to 12/17/10

**b. Resignations**

- Sandra Armatas, Substitute Education Program Aide and Special Education Aide, effective 10/21/09
- Andrew Baker, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/8/10
- Pauline Carrasco, Substitute Clerk Typist I, READY Program Tutor and Yard Supervisor, effective 9/24/10
- Garrett K. Jones, READY Program Tutor – 4.5 hrs., Hamilton, effective 10/8/10
- Melissa Martinez, READY Program Tutor – 4.5 hrs., Roosevelt, effective 10/12/10

**c. More Hours**

- Vance Fredrick, Yard Supervisor, from 1.75 to 2.0 hrs., Washington, effective 9/20/10
- Joyce Martinez, Yard Supervisor, from 2.5 hrs., to 2.75 hrs., Washington, effective 9/7/10
- Jessica Szalai, Yard Supervisor, from 3.25 hrs. to 3.50 hrs., Monroe, effective 9/13/10

**d. Leave of Absence**

- Jenny Delgado, Yard Supervisor – 3.75 hrs., Kennedy, effective 9/22/10 to 11/30/10, personal
- Diana Silva, Teacher, Monroe, effective 10/18/10 to 11/24/10, child rearing

e. **Consider approval of an Internship Contract Agreement with Brandman University**

- Authorize agreement to enter into an Internship Contract Agreement between Hanford Elementary School District and Brandman University for the 2010-11 school year.

f. **Volunteers**

<u>Name</u>	<u>School</u>
DeShannon Conley	King
Freddy Juarez	King
Brenda Mendoza	King
Debra Renee Washington	Lincoln
Mary Dias	Monroe
Michelle Godinez	Monroe
John Blackburn	Roosevelt
Yolanda Bernal	Simas & Kennedy
Amanda Eurick	Simas
Gail Dillon	Washington
Gloria Hernandez	Washington
Iylis Jones	Washington
Michael Strutz	Washington

**RECOMMENDATION:** Approve.



## INTERNSHIP CONTRACT AGREEMENT

by and between

**BRANDMAN UNIVERSITY**

and

**Hanford Elementary SCHOOL DISTRICT**

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Hanford Campus, and District Support Provider (if appropriate) who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

1. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least **one academic year**, subject to the District's personnel policies and State law(s).
2. The intern receives salary and benefits based on the District's current policies. The intern may be assigned to extracurricular activities, department and/or faculty meetings proportionate to the teaching load of a regular contractual teacher. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
3. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

4. The intern is responsible for maintaining up-to-date records of course plans, lesson plans, and unit plans. The intern is expected to:
  - Make preparations to accomplish his/her teaching responsibilities outside the classroom;
  - Abide by the policies of the school and district;
  - Meet administrative due dates;
  - Communicate with parents by letter, phone, and/or conference when necessary;
  - Maintain prompt and regular attendance;
  - Maintain a grade book;
  - Initiate conferences with the University supervisor and district support provider to discuss progress and receive feedback about his/her teaching.
5. The District will assign a District Support Provider (if appropriate) to the intern to provide support throughout the year. The Support Provider will serve as an on-site guide, who observes the intern, and provides substantive feedback.
6. The District acknowledges that each intern under this Internship Contract Agreement shall be a paid employee of the District and thus covered under the District's insurance policies, including Workers' Compensation, to the extent available to other teachers. No intern shall be considered an employee or agent of Brandman University while performing services for the District.

*Please Note: As required by Education Code 44466: Interns shall not acquire tenure while serving on an Internship Credential.*

## APPENDIX A

**Preconditions Established by State Law for Internship Programs**

For initial and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law:

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. (Reference: Education Code Section 44453).
- (2) **Supervision of Interns.** In an internship program, the participating institutions shall provide supervision of all interns. No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern's salary is reduced, no more than eight interns may be advised by one district support person. (Reference: Education Code Section 44462). Institutions will describe the procedures used in assigning supervisors and where applicable, the system used to pay for supervision.
- (3) **Assignment and Authorization.** To receive approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential (Reference: Education Code Section 44454). The institution stipulates that the intern's services meet the instructional or service needs of the participating district(s). (Reference: Education Code Section 44458).
- (4) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential involved. (Reference: Education Code Section 44321 and 44452).

**Specific Preconditions Established by the Commission for Internship Programs**

For initial and continuing accreditation, participating districts and universities must adhere to the following requirements established by the Commission on Teacher Credentialing.

- (5) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (6) **Justification of Internship Program.** Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. Also, the local bargaining unit (teacher union) is encouraged to provide a written statement of support for the internship agreement. See Appendix B for examples.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

**TO:** Dr. Paul J. Terry

**FROM:** Nancy White

**DATE:** September 24, 2010

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

**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: October 6, 2010

**ITEM:**

Consider acceptance of Unaudited Actual Financial Report for 2009-10.

**PURPOSE:**

The unaudited actual financial report for 2009-10 contains financial information for the General Fund and all the other funds of the district. The report also includes:

Attendance Detail  
Lottery Report  
Revenue Limit Summary  
Special Education Revenue Summary  
Current Expense Formula  
Federal & State Entitlement, Revenue and Expenditures

The report is in excess of 130 pages in length and, therefore, is not included in your back up due to its size. The report is available for review in the Fiscal Services office. It will also be available at the Board meeting.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Accept Unaudited Actual Financial Report for 2009-10.



Description	Resource Codes	Object Codes	2009-10 Unaudited Actuals			2010-11 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) Revenue Limit Sources		8010-8099	24,842,609.04	476,122.74	25,318,731.78	25,317,119.00	477,918.00	25,795,037.00	1.9%
2) Federal Revenue		8100-8299	469,024.63	4,326,838.14	4,795,862.77	405,000.00	4,220,832.00	4,625,832.00	-3.5%
3) Other State Revenue		8300-8599	5,064,471.55	3,461,938.75	8,526,410.30	5,394,065.00	3,341,800.00	8,735,865.00	2.5%
4) Other Local Revenue		8600-8799	435,691.16	1,487,506.18	1,923,197.34	340,719.00	1,725,040.00	2,065,759.00	7.4%
5) TOTAL REVENUES			30,811,796.38	9,752,405.81	40,564,202.19	31,456,903.00	9,765,590.00	41,222,493.00	1.6%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	16,519,965.82	4,014,072.95	20,534,038.77	16,240,019.00	3,987,377.00	20,227,396.00	-1.5%
2) Classified Salaries		2000-2999	4,761,010.00	3,227,241.29	7,988,251.29	4,385,871.00	3,254,169.00	7,640,040.00	-4.4%
3) Employee Benefits		3000-3999	6,868,602.74	2,008,877.12	8,877,479.86	6,890,874.00	2,081,970.00	8,972,844.00	1.1%
4) Books and Supplies		4000-4999	744,417.09	873,289.69	1,617,706.78	786,367.00	1,588,450.00	2,374,817.00	46.8%
5) Services and Other Operating Expenditures		5000-5999	2,464,349.69	740,381.74	3,204,731.43	2,227,944.00	943,225.00	3,171,169.00	-1.0%
6) Capital Outlay		6000-6999	97,264.04	39,889.12	137,153.16	38,500.00	216,519.00	255,019.00	85.5%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	167,669.08	167,669.08	0.00	341,958.00	341,958.00	103.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(548,484.82)	449,902.31	(98,582.51)	(551,263.00)	491,572.00	(59,691.00)	-59.1%
9) TOTAL EXPENDITURES			30,907,124.56	11,521,323.30	42,428,447.86	30,018,312.00	12,905,240.00	42,923,552.00	1.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			(95,328.18)	(1,768,917.49)	(1,864,245.67)	1,438,591.00	(3,139,650.00)	(1,701,059.00)	8.1%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	10,000.00	10,000.00	N/A
b) Transfers Out		7600-7629	20,767.00	0.00	20,767.00	333,423.00	0.00	333,423.00	1505.5%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,397,849.14)	1,397,849.14	0.00	(1,839,658.00)	1,839,658.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(1,418,616.14)	1,397,849.14	(20,767.00)	(2,173,081.00)	1,849,658.00	(323,423.00)	1457.2%

Description	Resource Codes	Object Codes	2009-10 Unaudited Actuals			2010-11 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(1,513,944.32)	(371,068.35)	(1,885,012.67)	(734,490.00)	(1,289,992.00)	(1,024,482.00)	7.0%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance		9791							
a) As of July 1 - Unaudited		9793	5,068,268.25	3,038,062.92	8,106,331.17	3,554,323.93	2,666,994.57	3,221,318.50	-23.0%
b) Audit Adjustments			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,068,268.25	3,038,062.92	8,106,331.17	3,554,323.93	2,666,994.57	3,221,318.50	-23.0%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,068,268.25	3,038,062.92	8,106,331.17	3,554,323.93	2,666,994.57	3,221,318.50	-23.0%
2) Ending Balance, June 30 (E + F1e)			3,554,323.93	2,666,994.57	6,221,318.50	2,819,833.93	1,377,002.57	4,196,836.50	-32.0%
Components of Ending Fund Balance									
a) Reserve for Revolving Cash		9711	5,050.00	0.00	5,050.00	5,050.00	0.00	5,050.00	0.0%
Stores		9712	117,375.66	0.00	117,375.66	200,068.00	0.00	200,068.00	70.0%
Prepaid Expenditures		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Designated Amounts									
Designated for Economic Uncertainties		9770	1,760,000.00	0.00	1,760,000.00	1,473,500.00	0.00	1,473,500.00	-16.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury									
Other Designations		9775	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) Undesignated Amount		9780	700,000.00	0.00	700,000.00	700,000.00	0.00	700,000.00	0.0%
d) Unappropriated Amount		9790	971,898.27	2,666,994.57	3,638,892.84				
		9790				441,215.93	1,377,002.57	1,818,218.50	

			2009-10 Unaudited Actuals			2010-11 Budget		% Diff Column C & F
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)
G. ASSETS								
1) Cash		9110	1,975,444.57	1,691,758.69	3,667,203.26			
a) in County Treasury		9111	0.00	0.00	0.00			
1) Fair Value Adjustment to Cash in County Treasury		9120	0.00	0.00	0.00			
b) in Banks		9130	5,050.00	0.00	5,050.00			
c) in Revolving Fund		9135	0.00	0.00	0.00			
d) with Fiscal Agent		9140	0.00	0.00	0.00			
e) collections awaiting deposit		9150	0.00	0.00	0.00			
2) Investments		9200	6,730,402.90	1,431,415.93	8,161,818.83			
3) Accounts Receivable		9290	0.00	0.00	0.00			
4) Due from Grantor Government		9310	0.00	0.00	0.00			
5) Due from Other Funds		9320	117,375.66	0.00	117,375.66			
6) Stores		9330	0.00	0.00	0.00			
7) Prepaid Expenditures		9340	0.00	0.00	0.00			
8) Other Current Assets		9400						
9) Fixed Assets								
10) TOTAL ASSETS			8,828,273.13	3,123,174.62	11,951,447.75			
H. LIABILITIES								
1) Accounts Payable		9500	2,563,949.20	91,475.93	2,655,425.13			
2) Due to Grantor Governments		9590	0.00	0.00	0.00			
3) Due to Other Funds		9610	0.00	0.00	0.00			
4) Current Loans		9640	2,710,000.00	0.00	2,710,000.00			
5) Deferred Revenue		9650	0.00	364,704.12	364,704.12			
6) Long-Term Liabilities		9660						
7) TOTAL LIABILITIES			5,273,949.20	456,180.05	5,730,129.25			
I. FUND EQUITY								
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			3,554,323.93	2,666,994.57	6,221,318.50			

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

**TO:** Dr. Paul J. Terry

**FROM:** Nancy White

**DATE:** September 24, 2010

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

**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: October 6, 2010

**ITEM:**

Consider adoption of Resolution #5-11: Gann Amendment.

**PURPOSE:**

This Resolution is required by the Gann Amendment. It establishes the maximum amount of funds to be received by the school district relative to the limitations imposed by the Gann Amendment. The worksheet for calculating this limitation is available for review in Fiscal Services.

Under the law, if we receive an amount greater than our limit, we must notify the State. We are under the Gann Limit for both 2009-10 and 2010-11; therefore, no further action is necessary other than to adopt the limit.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Adoption of Resolution #5-11 establishing the District's Gann Limit for 2009-10 and 2010-11.

**HANFORD ELEMENTARY SCHOOL DISTRICT  
GANN AMENDMENT  
(Proposition 4, 1979)**

WHEREAS, in November 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII B to the California Constitution; and

WHEREAS, the provisions of that article establish maximum appropriation limitations, commonly called "Gann Limits" for public agencies, including county offices of education and school districts; and

WHEREAS, the Hanford Elementary School District must establish an estimated Gann Limit for the 2010-11 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law, and amend the 2009-10 estimated limit to correspond with actual information;

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary Board of Trustees does provide notice that the attached calculations and documentation of the 2009-10 and 2010-11 Gann Limits are made in accord with applicable constitutional and statutory law;

AND, BE IT FURTHER RESOLVED that the Hanford Elementary Board of Trustees does hereby declare that the appropriations in the budget do not exceed the limitations imposed by the Gann Amendment;

AND, BE IT FURTHER RESOLVED that the Superintendent provide copies of the resolution along with appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED this 6th day of October 2010 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Secretary to Board

	2009-10 Calculations			2010-11 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2008-09 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2008-09 Actual			2009-10 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	29,341,353.12		29,341,353.12			29,582,316.05
2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)	5,351.77		5,351.77			5,362.73
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	Adjustments to 2008-09			Adjustments to 2009-10		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2009-10 data should tie to Principal Apportionment Attendance Software reports)	2009-10 P2 Report			2010-11 P2 Estimate		
1. Total K-12 ADA (Form A, Line 10)	5,362.73		5,362.73	5,414.91		5,414.91
2. ROC/P ADA**						
3. Total Charter Schools ADA (Form A, Line 26)	0.00		0.00	0.00		0.00
4. Total Supplemental Instructional Hours**						
5. Divide Line B4 by 700 (Round to 2 decimal places)		5,362.73				5,414.91
6. TOTAL P2 ADA (Lines B1 through B3 plus B5)						
<b>OTHER ADA</b> (From Principal Apportionment Attendance Software)						
7. Apprentice Hours - High School						
8. Divide Line B7 by 525 (Round to 2 decimal places)		0.00				0.00
9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8)		5,362.73				5,414.91
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	2009-10 Actual			2010-11 Budget		
<b>TAXES AND SUBVENTIONS (Funds 01, 09, and 62)</b>						
1. Homeowners' Exemption (Object 8021)	42,775.43		42,775.43	42,183.00		42,183.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	7,273.30		7,273.30	0.00		0.00
4. Secured Roll Taxes (Object 8041)	2,545,778.06		2,545,778.06	2,472,831.00		2,472,831.00
5. Unsecured Roll Taxes (Object 8042)	119,989.68		119,989.68	120,560.00		120,560.00
6. Prior Years' Taxes (Object 8043)	95,918.11		95,918.11	87,391.00		87,391.00
7. Supplemental Taxes (Object 8044)	29,600.77		29,600.77	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(1,539,967.10)		(1,539,967.10)	(1,480,320.00)		(1,480,320.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Obj. 8046, 8047 & 8625) (Only if not counted in redevelopment agency's limit)	361,818.00		361,818.00	360,581.00		360,581.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	1,663,186.25	0.00	1,663,186.25	1,603,226.00	0.00	1,603,226.00
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	1,663,186.25	0.00	1,663,186.25	1,603,226.00	0.00	1,603,226.00

	2009-10 Calculations			2010-11 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from obis. 3301 & 3302; do not include negotiated amounts)			413,001.00			407,117.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			413,001.00			407,117.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. Revenue Limit State Aid - Current Year (Object 8011)	23,485,921.00		23,485,921.00	24,010,276.00		24,010,276.00
25. Revenue Limit State Aid - Prior Years (Object 8019)	895.00		895.00	0.00		0.00
26. Supplemental Instruction - CY (Res. 0000, Object 8590)**			0.00			0.00
27. Supplemental Instruction - PY (Res. 0000, Object 8590)**			0.00			0.00
28. Comm Day Sch Addl Funding - CY (Res. 2430, Obj. 8311 and Res. 0000, Obj. 8590)**			0.00			0.00
29. Comm Day Sch Addl Funding - PY (Res. 2430, Obj. 8319 and Res. 0000, Obj. 8590)**			0.00			0.00
30. ROC/P Apportionment - CY (Res. 0000, Object 8590)**			0.00			0.00
31. ROC/P Apportionment - PY (Res. 0000, Object 8590)**			0.00			0.00
32. Charter Schs. Gen. Purpose Entitlement (Object 8015)	0.00		0.00	0.00		0.00
33. Charter Schs. Categorical Block Grant (Object 8590)**			0.00			0.00
34. Class Size Reduction, Grades K-3 (Object 8434)	2,620,755.00		2,620,755.00	2,736,334.00		2,736,334.00
35. Class Size Reduction, Grade 9 (Object 8590)**			0.00			0.00
36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35)	26,107,571.00	0.00	26,107,571.00	26,746,610.00	0.00	26,746,610.00
<b>ADD BACK TRANSFERS TO COUNTY</b>						
37. County Office Funds Transfer (Form RL, Line 32)	294,747.00		294,747.00	410,523.00		410,523.00
38. TOTAL STATE AID (Lines C36 plus C37)	26,402,318.00	0.00	26,402,318.00	27,157,133.00	0.00	27,157,133.00
<b>DATA FOR INTEREST CALCULATION</b>						
39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	40,564,202.19		40,564,202.19	41,222,493.00		41,222,493.00
40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	94,627.09		94,627.09	75,000.00		75,000.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>	2009-10 Actual			2010-11 Budget		
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			29,341,353.12			29,582,316.05
2. Inflation Adjustment			1.0062			0.9746
3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places)			1.0020			1.0097
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			29,582,316.05			29,110,585.20
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			1,663,186.25			1,603,226.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero)			643,527.60			649,789.20
b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus C23; but not less than zero)			26,402,318.00			27,157,133.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			26,402,318.00			27,157,133.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c])			65,623.55			52,421.83
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			1,728,809.80			1,655,647.83
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero)			26,402,318.00			27,157,133.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			1,728,809.80			
b. State Subventions (Line D8)			26,402,318.00			
c. Less: Excluded Appropriations (Line C23)			413,001.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			27,718,126.80			

	2009-10 Calculations		2010-11 Calculations	
	Extracted Data	Entered Data/ Totals	Extracted Data	Entered Data/ Totals
<b>10. Adjustments to the Limit Per</b> Government Code Section 7502.1 (Line D9d minus D4; if negative, then zero)		0.00		
If not zero report amount to: Ana J. Matosantos, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814				
<b>Summary</b>				
<b>11. Adjusted Appropriations Limit</b> (Lines D4 plus D10)		29,582,316.05		29,110,585.20
<b>12. Appropriations Subject to the Limit</b> (Line D9d)		27,718,126.80		

\* Please provide below an explanation for each entry in the adjustments column.

\*\* Impacted by the flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009). Amounts in Section C, State Aid Received, can no longer be extracted and must be manually input into the Adjustments column.

NANCY WHITE  
Gann Contact Person

(559) 585-3628  
Contact Phone Number



## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: September 24, 2010

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: October 6, 2010

**ITEM:**

Consider approval of Resolution #6-11: Revision of the 2010-11 Budget.

**PURPOSE:**

Miscellaneous budget changes are listed on the attached resolution.

**FISCAL IMPACT:****RECOMMENDATION:**

Approve Resolution #6-11: Revision of the 2010-11 Budget.

BEFORE THE GOVERNING BOARD OF THE  
HANFORD ELEMENTARY SCHOOL DISTRICT  
COUNTY OF KINGS, STATE OF CALIFORNIA

The Matter of  
Adopting Budget  
Revisions

**RESOLUTION #: 6-11**

**NOW, THEREFORE**, the Board of Trustees of the District resolves that the transfers for the attached budget revision be made as indicated.

The Board of Trustees adopted this resolution on 10/06/2010 by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

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Clerk of the Governing Board  
Hanford Elementary School District

	Amount Changed	Reason for Change
<b>FUND 0100 - GENERAL FUND</b>		
<b>Revenue</b>		
829000 ARRA EETT - Technology	\$29,979	New Allocation
829000 School Improvement Grant - SIG	\$695,200	One-time grant for King & Richmond Schools
869900 Other Local Revenue	\$130,000	San Joaquin Valley Air Pollution Control District (SJVAPCD) Grant for a bus replacement
869900 Other Local Revenue	\$142,656	Refund of SISC Property/Liability Equity Balance
891900 Transfer from Special Reserve - Bus	\$10,000	District match for SJVAPCD bus replacement grant
<b>TOTAL REVENUE CHANGES - GENERAL FUND</b>	<b>\$1,007,835</b>	
<b>Expenditures</b>		
<u>LOCATION 000 - GENERAL</u>		
979000 Undesignated Reserve	\$12,000	Balance is now \$13,693
	<u>\$12,000</u>	
<u>LOCATION 001 - GENERAL ADMINISTRATION</u>		
550030 Utilities	-\$12,000	Savings - reduced refuse due to recycling food service trays
761200 Transfer to Special Reserve	\$142,656	Reserve for Instructional furniture, equipment, materials & supplies
	<u>\$130,656</u>	
<u>LOCATION 014 - TRANSPORTATION</u>		
650000 Equipment Replacement	\$140,000	Bus Replacement
	<u>\$140,000</u>	
<u>ARRA - IDEA - SPECIAL EDUCATION</u>		
640000 New Equipment	-\$118,429	Change object code for HESD share of KSTA bus purchase
714300 Other Tuition/Excess Costs - County Office of Education	\$118,429	
	<u>\$0</u>	
<u>ARRA - ENHANCING EDUCATION THROUGH TECHNOLOGY</u>		
440000 Equipment	\$5,000	New Allocation
731010 Indirect Costs	\$2,034	
979000 Undesignated Reserve	\$22,945	
	<u>\$29,979</u>	
<u>SCHOOL IMPROVEMENT GRANT</u>		
100000 Certificated Salaries	\$106,076	New Allocation
200000 Classified Salaries	\$4,080	
300000 Employee Benefits	\$11,418	
400000 Books & Supplies	\$484,268	
500000 Contracts & Services	\$42,182	
731010 Indirect Costs	\$47,176	
	<u>\$695,200</u>	
<b>TOTAL EXPENDITURE CHANGES - GENERAL FUND</b>	<b>\$1,007,835</b>	

Budget Changes  
2010-11 Budget  
October 6, 2010

	Amount	
	Changed	Reason for Change

FUND 1500 - SPECIAL RESERVE - PUPIL TRANSPORTATION EQUIPMENT

**Expenditures**

650000 Equipment Replacement	-\$15,000	Adjust budgeted amount for District
761900 Transfer to General Fund	\$10,000	Match for bus replacement
979000 Undesignated Reserve	\$5,000	
	<u>\$0</u>	

FUND 1700 - SPECIAL RESERVE - INSTRUCTIONAL FURNITURE, EQUIPMENT, MATERIALS & SUPPLIES

**Revenue**

891200 Transfer from General Fund	\$142,656	Add budget for transfer from General Fund
	<u>\$142,656</u>	

**Expenditures**

979000 Undesignated Reserve	\$142,756	
	<u>\$142,756</u>	