

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

*Wednesday, December 1, 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 #21-11 Kennedy
- Case #22-11 Wilson
- Case #23-11 King
- Case #24-11 Lincoln

### 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.)*

- a) Approve warrant listings dated November 12 and 19, 2010.
- b) Approve minutes of Regular Board Meeting November 17, 2010.
- c) Approve donation of \$2,000.00 from Walmart to Washington School.  
(Hines)

#### **3. INFORMATION ITEMS**

- a) Receive information regarding District Benchmark Assessments. (Gabler)
- b) Receive the following revised Administrative Regulations for information:
  - AR 4161.1 Certificated Personnel – Personal Illness/Injury Leave  
(revised)

- *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.*

- AR 4261.1 Classified Personnel – Personal Illness/Injury Leave (revised)
- AR 4361.1 Management, Supervisory and Confidential Personnel – Personal Illness/Injury Leave (revised)

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

- a) Consider adoption of the following new Administrative Regulation (Williams):
  - AR 4117.11/4317.11 – Preretirement Part-Time Employment (new)
- b) Consider adoption of the following revised Board Policy and Administrative Regulation (Williams):
  - BP/AR 4127/4227/4327 – Temporary Athletic Team Coaches (revised)
- c) Consider adoption of the following revised Board Policy for information (Williams):
  - BP 4156.2/4256.2/4356.2 – Awards and Recognition (revised)

#### **5. PERSONNEL**

- a) Employment  
*Classified* – READY Program Tutor  
*Temporary Employees/Substitutes/Yard Supervisors* – Boys Basketball (4-6); Assistant Wrestling Coach; Boys Soccer Coach; Head Wrestling Coach; Drum Coach; Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Written Translator; Short-term Custodian II; Substitute READY Program Tutor, Special Circumstance Aide and Special Education Aide; Substitute READY Program Tutor; Substitute Custodian II; Substitute Yard Supervisor
- b) Resignations – READY Program Tutor
- c) Leave of Absence – (2) Yard Supervisors, as listed
- d) More Hours – Bus Driver, as listed
- e) Salary/Wage Schedule for 2010-11– 2010-11 Classified Salary Schedule – Interim (revised)
- f) Volunteers – as listed

#### **6. FINANCIAL**

- a) Consider approval of Resolution #10-11: Revision of the 2010/11 Budget.
- b) Consider approval of Resolution #9-11: To Adopt 457 Deferred Compensation Plan documents.

#### **7. FUTURE ITEMS**

- a) Set date for Annual Organizational Meeting: December 15, 2010.

### **ADJOURN MEETING**

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: November 23, 2010

For:  Board Meeting  
 Superintendent's Cabinet  
 Information  
 Action

Date you wish to have your item considered: December 1, 2010

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

**Administrative Panel Recommendations**

Case# 21-11 Kennedy

Case# 22-11 Wilson

Case# 23-11 King

Case# 24-11 Lincoln

**Hanford Elementary School District**  
***Minutes of the Regular Board Meeting***  
***November 17, 2010***

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on November 17, 2010, at the District Office Board Room, 714 N. White Street, Hanford, CA.

**Call to Order** President Hernandez called the meeting to order at 5:30 p.m. Trustees Garner, Garcia, Hill, and Revious were present.

**Closed Session** Trustees immediately adjourned to closed session for:

- Student Discipline pursuant to Education Code section 48918
- Conference with Labor Negotiator (GC 54957.6) CSEA, District Negotiators: Paul Terry/Diane Williams
- Public Employee Discipline/Dismissal/Release (GC 54957) - Certificated

Trustees returned to open session at 6:15 p.m.

**HESD Managers Present**

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

**Expulsions**  
**#19-11, #20-11**

Trustee Garner made a motion to accept the Findings of Facts and expel Case #19-11 and 20-11 for the remainder of the 2010-2011 school year for violation of Education code 48900 and/or 48915 as determined by the Administrative Panel at hearings on November 15, 2010. Parents may apply for readmission on or after June 3, 2011. Motion seconded by Trustee Garcia seconded; motion carried 5-0.

**#70-10**

Trustee Garner made a motion to impose the Expulsion Order for Case #70-10 based upon the student's failure to abide by the Behavior Conditions Plan. Parents may apply for readmission on or after January 14, 2011. Motion seconded by Trustee Garcia; motion carried 5-0.

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Public Comments**

None.

**Board and Staff Comments**

Superintendent Dr. Terry introduced Mr. James Jay, new Trustee Elect for Area #5. Mr. Jay will be sworn in on December 15, 2010 and begin his tenure as a member of the Board of Trustees at that time.

Trustee Garner thanked teachers from the District who recently volunteered to participate in an evening event sponsored by Kings Community Action Organization as a fundraiser to benefit the local food bank.

**Requests to Address the Board** None.

**Dates to Remember** President Hernandez reviewed Dates to Remember: Parent Conferences will be held November 22 and 23; no school for students next week; Thanksgiving holidays November 25 and 26; next regular Board Meeting December 1.

### **INFORMATION ITEMS**

**AR 4117** Diane Williams, Assistant Superintendent Human Resources, presented for information the following new Administrative Regulation which will be returned to the Board for action at the next meeting:

- AR 4117.11/4317.11 – Preretirement Part-Time Employment (new)

**BP/AR 4127** Diane Williams, Assistant Superintendent Human Resources, presented for information the following revised Board Policy and Administrative Regulation which will be returned to the Board for action at the next meeting:

- BP/AR 4127/4227/4327 – Temporary Athletic Team Coaches (revised)

**BP 4156.2** Diane Williams, Assistant Superintendent Human Resources, presented for information the following revised Board Policy which will be returned to the Board for action at the next meeting:

- BP 4156.2/4256.2/4356.2 – Awards and Recognition (revised)

### **CONSENT ITEMS**

Trustee Revious made a motion to take consent items "a" through "d" together. Trustee Hill seconded, motion carried 5-0. Trustee Revious then made a motion to approve consent items "a" through "d". Trustee Garner seconded, motion carried 5-0. The items approved are:

- a) Warrant listings dated October 29, and November 5, 2010.
- b) Minutes of November 3, 2010 Regular Board Meeting.
- c) Donation of \$7,298.22 from Washington PTP Club to Washington School.
- d) Donation of books estimated to be worth \$5,000.00 from Sue Piper.

Trustee Revious acknowledged and thanked the Washington PTC and Sue Piper for their generous donations.

### **BOARD POLICIES AND ADMINISTRATION**

**HESD Technology Plan 2011-12 to 2013-14** Trustee Revious made a motion to approve the HESD Technology Plan for 2011-2012 to 2013-2014. Trustee Garner seconded; motion carried 5-0.

**Consultant Contract** Trustee Garcia made a motion to approve consultant contract with Dr. Luis Cruz from New Frontier 21. Trustee Hill seconded; motion carried 5-0.

**PERSONNEL**

Trustee Hill made a motion to take Personnel items "a" through "g" collectively. Trustee Garcia seconded; motion carried 5-0. Then Trustee Hill made a motion to approve Personnel items "a" through "g". Trustee Garcia seconded; the motion carried 5-0. The following items were approved:

**Item "a" –  
Employment**

Certificated: Elizabeth Stanton, Teacher; Andrea Garcia, Teacher  
Classified: Aristeo Calvillo, Bilingual Clerk Typist II

Temporary Employees/Substitutes/Yard Supervisors: Corrina Bowman, Yard Supervisor; Delia Griffith, Yard Supervisor; Carrie Serna, Yard Supervisor; June Strong, Yard Supervisor; Oscar Barron, Short-term Health Care Assistant; Inez Carreiro, Substitute Yard Supervisor, Short-term Yard Supervisor; Nathan Child, Short-term Yard Supervisor; Rogelio Espinoza, Short-term Custodian II; Javantae Farmah, Short-term READY Program Tutor; Marvin Jordan II, Short-term Custodian II; Amy Luna, Short-term Yard Supervisor; Vanessa Moos, Substitute Alternative Education Aide, Clerk Typist II, Educational Tutor, READY Program Tutor, Special Education Aide, and Yard Supervisor; Megan Reis, Substitute Educational Tutor and READY Program Tutor; Laura Sandoval, Short-term Yard Supervisor; Anthony Vasquez, Substitute Custodian II; Laura Velasco, Substitute Bilingual Aide I, READY Program Tutor and Translator; Oral Interpreter; Maria Villafana, Short-term Yard Supervisor

**Item "b" –  
Resignations**

Lizett Amador, Substitute Bilingual Clerk Typist II and Clerk Typist II; Gabriel Avalos, Yard Supervisor; Daniel Castaneda, Substitute Custodian II; Ray Caudillo, Yard Supervisor; Silvia Chavez, Substitute READY Program Tutor; Rachel Longmire, Substitute Clerk Trainee; Patty Perez, Substitute Alternative Education Program Aide, Clerk Typist II, Instructional Aide, Media Services Aide, READY Program Tutor, Special Education Aide and Yard Supervisor

**Item "c" –  
Retirement**

Jolene La Rue, Bus Driver

**Item "d" – Leave  
of Absence**

Robert Thomas Torres, READY Program Tutor

**Item "e" – Job  
Description**

Bilingual Translator/Clerk (new)

**Item "f" –  
Salaries/Wages**

Agreement has been reached with CSEA to place the following new position on the Classified Employees' Salary Schedule as follows:

- Bilingual Translator/Clerk – Range 9

**Item "g" –  
Volunteers**

As listed.

There being no further business, President Hernandez adjourned the meeting at 6:32 p.m.

Respectfully submitted,

Paul J. Terry,  
Secretary to the Board of Trustees

Approved:

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

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

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Charlotte Hines

DATE: November 23, 2010

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: December 1, 2010

**ITEM:** Donation of \$2,000.00 from Walmart

**PURPOSE:** to be used to purchase prizes for the Patriot Pit Store (\$500); Lunch Time Game Room (\$500); Lunch time Olympic Equipment (\$1000)

**FISCAL IMPACT:** Increase of \$2,000.00 to the Washington School 2010-2011 General Fund Budget 0100-0000-0-1110-1000-430001-028-0000.

**RECOMMENDATIONS:** Accept Donation

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

TO: Dr. Paul Terry

FROM: Diane Williams

DATE: November 22, 2010

FOR:  Board Meeting  
 Superintendent's Cabinet

Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 1, 2010**

**ITEM:** Receive Administrative Regulation 4161.1, 4261.1, and 4361.1 Personal Illness/Injury Leave for information.

**PURPOSE:** The following Administrative Regulations reflect 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 mandates and Education Code changes.

- AR 4161.1 Certificated Personnel – Personal Illness/Injury Leave (revised)
- AR 4261.1 Classified Personnel - Personal Illness/Injury Leave (revised)
- AR 4361.1 Management, Supervisory and Confidential Personnel – Personal Illness/Injury Leave (revised)

**FISCAL IMPACT:** None.

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

**Certificated Personnel**AR 4161.1(a)  
4361.1**PERSONAL ILLNESS/INJURY LEAVE****A. Sick Leave Entitlement**

1. Full-time certificated employees are entitled to 10 days of leave of absence for personal illness or injury (sick leave) per school year, with full pay. Employees working less than five days per week or less than a full school year shall be granted comparable sick leave in proportion to the time they work. (Education Code 44978)

*(cf. 4161/4261/4361 – Leaves)**(cf. 4161.9/4261.9/4361.9 – Catastrophic Leave Program)*

2. An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)
3. An employee who leaves district service before the end of the school year shall be charged for any unearned sick leave used as of the date of termination of service.
4. Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

**B. Transfer of Sick Leave**

1. New employees may transfer in the amount of unused sick leave earned at another California school district, county office of education, or community college district if the employee left that employment within a year prior to employment by the district. (Education Code 44979, 44980)
2. Any Certificated employee who leaves the district after at least one year of employment and accepts a certificated position in another district, county office of education or community college district within one year shall have transferred with him/her the total amount of earned and unused sick leave.

**C. Use of Sick Leave**

Sick leave may be used by certificated employees for absences from work due to:

1. Temporary inability to perform his/her duties because of illness, accident, ~~pregnancy, miscarriage, childbirth and recovery~~, or quarantine whether or not the cause of the absence arises out of and in the course of employment. (Education Code 44964)

*(cf. 4157.1/4257.1/4357.1 – Work Related Injuries)*

**PERSONAL ILLNESS/INJURY LEAVE** (continued)

2. Pregnancy, miscarriage, childbirth, and recovery. (Education Code 44965, 44978)

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

3. Personal necessity. (Education Code 44981)

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

4. Health related Medical and dental appointments

25. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted. (Education Code 44984)

*(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)*

56. Illness of the employee's child, parent, or spouse, registered domestic partner, or domestic partner's child in an amount not less than the sick leave that would be accrued by the employee during six months at his/her then current rate of entitlement (Labor Code 233).

67. For bargaining unit members, any other reason specified in the collective bargaining agreement.

78. Accumulated sick leave may also be used, within the limits established by regulations and/or the collective bargaining agreement, for donations to a Catastrophic Sick Leave bank.

*(cf. 4161.9/4261.9/4361.9 – Catastrophic Sick Leave)*

An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district.

**D. Differential Pay Leave**

1. During each school year, ~~When~~ a certificated employee has exhausted all ~~current-year and~~ available sick leave, including all accumulated sick leave, and, continues to be absent from his/her duties due to illness or accident, the employee shall receive his/her regular salary minus the actual cost of a substitute (differential pay) for an additional period up to five school months. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that might have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

**Certificated Personnel**AR 4161.1(c)  
~~4361.1~~**PERSONAL ILLNESS/INJURY LEAVE**

2. An employee shall not be provided more than one five-month period of differential pay leave per illness or accident. If the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)
3. When a certificated employee has exhausted all available sick leave and differential-pay leave and is not medically able to resume his/her duties and cannot be placed in another position, he/she shall be placed on a reemployment list. If the employee is in probationary status, he/she shall be placed on the reemployment list for 24 months beginning at the expiration of the five-month period; if he/she has permanent status, the employee shall be placed on the reemployment list for 39 months. If during this time the employee becomes medically able to resume his/her duties, the employee shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

**E. Verification Requirements**

1. Upon return to work from an absence charged to personal Sick Leave, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

*(cf. 4161/4261/4361 – Absence Reporting/Verification)*

2. The district may require written verification by the employee's physician for any absence due to illness or injury in excess of five consecutive work days.
3. The Superintendent or designee may, at any time, require additional written verification by the employee's physician or other authorized health care provider. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.
34. Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any restrictions or limitations. A determination whether work restrictions can be accommodated shall be made by the district in accordance with Board policy and administrative regulations.

*(cf. 4032 - Reasonable Accommodation)**(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

**PERSONAL ILLNESS/INJURY LEAVE (continued)***Legal Reference:*EDUCATION CODE*44964 Power to grant leave of absence in case of illness, accident or quarantine**44965 Granting of leaves of absence for pregnancy and childbirth**44976 Transfer of leave rights when school is transferred to another district**44977 Salary deduction during absence from duties**44978 Provisions for sick leave of certificated employees**44978.1 Inability to return to duty; placement in another position or on reemployment list**44979 Transfer of accumulated sick leave to another district**44980 Transfer of accumulated sick leave to a county office of education**44981 Leave of absence for personal necessity**44983 Exception to sick leave when district adopts specific rule**44984 Industrial accident or illness**44986 Leave of absence for disability allowance applicant*LABOR CODE*220 Sections inapplicable to public employees**233 Illness of child, parent or spouse**234 Absence control policy*CODE OF REGULATIONS, TITLE 5*5601 Transfer of accumulated sick leave*UNITED STATES CODE, TITLE 42*2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008*COURT DECISIONS*Veguez v. Governing Board of Long Beach Unified School District, (2005) 127 Cal.App. 4<sup>th</sup> 406*HESD/HETA COLLECTIVE BARGAINING AGREEMENT:*Article XVI, Leaves*

Regulation  
 approved: November 7, 2001  
 revised: \_\_\_\_\_, - 2010

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
 Hanford, California

**Classified Personnel**

AR 4261.1(a)

**PERSONAL ILLNESS/INJURY LEAVE****A. Full-pay Sick Leave Entitlement**

1. Full-time classified employees are entitled to 12 days of leave of absence, with full pay, for personal illness or injury (Sick Leave) per fiscal year. Employees who serve less than a full fiscal year or fewer than five days a week shall be granted comparable Sick Leave in proportion to the time they work. (Education Code 45191)
2. Permanent employees may take Sick Leave at any time during the year, even if credit for Sick Leave has not yet been accrued. Probationary employees may take no more than six days of Sick Leave until they have completed six months of active service with the district.
3. An employee who leaves the district before the end of the school year shall be charged for any unearned Sick Leave used as of the date of termination of service.
4. Unused days of Sick Leave shall be accumulated from year to year without limitation.

**B. Transfer of Sick Leave**

1. New employees may transfer in the amount of unused Sick Leave earned at another California school district, county office of education, or community college district if the employee left that employment within a year prior to employment by the district.
2. A classified employee who leaves the district after at least one year of employment and accepts employment in another district or county office of education within one year shall have transferred with him/her the total amount of earned and unused Sick Leave. This provision shall not apply to employees whose employment is terminated due to action initiated by the district for cause, unless both the district's Board and the Board of Trustees of the new employer agree.

**C. Use of Sick Leave**

Sick leave may be used by classified employees for:

1. Absences caused by accident or illness, pregnancy, miscarriage, childbirth and recovery, or by quarantine which results from contact during the performance of the employee's duties with other persons having a contagious disease

**PERSONAL ILLNESS/INJURY LEAVE** (continued)

2. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted

*(cf. 4261.11 – Industrial Accident/Illness Leave)*

3. Personal necessity

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

4. ~~Health-related~~ Medical and dental appointments

5. Illness of the employee's child, parent, or spouse, registered domestic partner, or domestic partner's child in an amount not less than the sick leave that would be accrued by the employee during six months at his/her then current rate of entitlement (Labor Code 233).

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

6. Any other reason specified in the collective bargaining agreement.
7. Accumulated Sick Leave may also be used, within the limits established by Board policy and administrative regulations and/or the collective bargaining agreement, for donations to the Catastrophic Sick Leave bank.

*(cf. 4161.9/4261.9/4361.9 – Catastrophic Sick Leave)*

**D. Half-pay Sick Leave**

When the current-year and accumulated Sick Leave days at full pay are exhausted, the employee shall be compensated at 50 percent of his/her regular salary for the number of days of absence that represent the difference between 100 days and the employee's current-year Sick Leave allowance, subject to the limitation of the collective bargaining agreement.

**E. Exhaustion of All Paid Leaves**

1. After a permanent employee has exhausted all available full-pay and half-pay Sick Leave, vacation, compensatory time off, and any other paid leave and is still absent because of nonindustrial accident or illness, he/she shall be so notified in writing and offered an opportunity to request additional, unpaid leave. Approval of additional leave is at the discretion of the Board of Trustees.

AR 4261.1(c)

**PERSONAL ILLNESS/INJURY LEAVE (continued)**

2. When a classified employee has exhausted all available leaves, paid or unpaid, and is still not able to resume his/her duties, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to return to work, he/she shall be re-employed in the first vacancy in the classification of his/her previous position. The employee's reemployment shall take preference over any applicants except employees who were laid off for lack of work or funds, in which case the employee shall be ~~offers~~ offered reemployment in accordance with his/her seniority ranking.

**F. Verification Requirements**

1. Upon return to work from any absence charged to Sick Leave, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.
2. The district may require written verification by the employee's physician for any absence due to illness or injury of five consecutive work days or more.
3. When the district has reason to believe that Sick Leave privileges may be abused, the district may require an employee to visit a physician selected and paid by the district in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work.
4. Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any work restrictions or limitations. A determination as to whether work restrictions can be accommodated shall be made by the district in accordance with Board policy and administrative regulations.

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

*Legal Reference: (see next page)*

**PERSONAL ILLNESS/INJURY LEAVE (continued)**

*Legal Reference:*

EDUCATION CODE

45191 *Leaves of absence for illness and injury*

45193 *Leave of absence for pregnancy (re use of sick leave under certain circumstances)*

45195 *Additional leave for nonindustrial accident or illness; reemployment preference*

45196 *Salary; deductions during sick leave*

45202 *Transfer of accumulated sick leave and other benefits*

LABOR CODE

233 *Illness of child, parent or spouse*

CSEA/HESD COLLECTIVE BARGAINING AGREEMENT

*Article 16, Leaves*

Regulation  
approved: November 7, 2001  
revised: \_\_\_\_\_, - 2010

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California

**Management, Supervisory and Confidential Personnel**

AR 4361.1 (a)

**PERSONAL ILLNESS/INJURY LEAVE****A. Sick Leave Entitlement**

1. Twelve-month management, supervisory, and confidential employees are entitled to 12 days of paid leave per year for personal illness or injury (Sick Leave). Employees working fewer than 12 months or fewer than five days per week shall be granted comparable Sick Leave in proportion to the time they work
2. Certificated management and supervisory employees and permanent classified management, supervisory, and confidential personnel may take Sick Leave at any time during the school year, even if credit for sick leave has not yet been accrued. Probationary classified managers, supervisors, and confidential employees may take no more than six days of Sick Leave until they have completed six months of active service with the district
3. An employee who does not complete a given year of service shall be charged for any unearned Sick Leave used as of the date of termination of service.
4. Unused days of Sick Leave shall be accumulated from year to year without limitation.

**B. Transfer of Sick Leave**

1. New employees may transfer in the amount of unused Sick Leave earned at another California school district, county office of education, or community college district if the employee left that employment within a year prior to employment by the district.
2. An employee who leaves the district after at least one year of employment and accepts a employment in another district, county office of education, or community college district within one year shall have transferred with him/her the total amount of earned and unused Sick Leave.

**C. Use of Sick Leave**

Sick Leave may be used for absences from work due to:

1. Temporary inability to work because of illness, accident, pregnancy, miscarriage, childbirth and recover, or quarantine
2. Work-related injury or illness when leave granted specifically for that purpose has been exhausted

*(cf. 4161.11 - Industrial Accident/Illness Leave)*

**PERSONAL ILLNESS/INJURY LEAVE (continued)**

## 3. Personal necessity

*(cf. 4361.2 - Personal Necessity Leaves)*4. ~~Health-related~~ Medical and Dental appointments5. Serious illness of the employee's child, ~~spouse~~, or parent, or spouse, registered domestic partner or domestic partner's child in an amount not less than the sick leave that would be accrued by the employee during six months at his/her then current rate of entitlement when Family Illness Leave has been exhausted. (Labor Code 233)*(cf. 4361.25 - Family Illness Leave)**(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

## 6. Accumulated sick leave may also be used, within the limits established by Board of Trustees policy and administrative regulations, for donations to a catastrophic sick leave bank.

*(cf. 4161.9/4261.9/4361.9 - Catastrophic Sick Leave)***D. Differential-Pay Leave**

1. When an employee has exhausted all current-year and accumulated sick leave and continues to be absent from his/her duties due to illness or accident, the employee shall receive 50% of his/her regular salary for an additional period of up to five calendar months.
2. An employee is entitled to only one five-month period per illness or accident. If the school/fiscal year ends before the five-month period is exhausted, the employee may take only the unused balance of the five-month period in the subsequent school/fiscal year.

**E. Exhaustion of All Leaves/Reemployment Rights**

1. When a management, supervisory, or confidential employee has exhausted all paid leaves, vacation, and compensatory time credits and is still unable to return to work, he/she may request additional, unpaid leave. Additional leave is subject to consideration of the needs of the district and requires approval by the Superintendent or designee and the Board.
2. After an employee has exhausted all available paid and unpaid leave and is not medically able to resume his/her duties and cannot be placed in another position, he/she shall be placed on a reemployment list.

AR 4361.1 (c)

**PERSONAL ILLNESS/INJURY LEAVE (continued)**

- a. If the employee is a certificated employee in probationary status, he/she shall be placed on the reemployment list for 24 months beginning at the expiration of the five-month period;
- b. If the employee is a permanent certificated employee or a probationary or permanent classified employee, the employee shall be placed on the reemployment list for 39 months.
- c. If during this time the employee becomes medically able to resume work, he/she shall be re-employed in a vacant position in the classification of his/her previous employment. The employee's reemployment shall take preference over any other person except former employees who were laid off for lack of work or funds, if any, in which case the employee shall be offered reemployment in accordance with his/her seniority ranking.

**F. Verification Requirements**

1. After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence report form to his/her immediate supervisor.

*(cf. 4161/4261/4361 - Absence Reporting and Verification)*

2. The district may require written verification by the employee's physician or practitioner for any absence due to illness or injury of five consecutive work days or more.
3. Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment shall submit a letter from his/her physician stating that he/she is able to return to work and stipulating any work restrictions or limitations. The determination whether work restrictions or limitations can be accommodated shall be made by the district in accordance with Board policy and administrative regulations.

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

*Legal Reference: (see next page)*

**PERSONAL ILLNESS/INJURY LEAVE (continued)**

*Legal Reference:*

EDUCATION CODE

44964 *Power to grant leave of absence in case of illness, accident or quarantine*

44965 *Granting of leaves of absence for pregnancy and childbirth*

44976 *Transfer of leave rights when school is transferred to another district*

44977 *Salary deduction during absence from duties*

44978 *Provisions for sick leave of certificated employees*

44979 *Transfer of accumulated sick leave to another district*

44980 *Transfer of accumulated sick leave to a county office of education*

44981 *Leave of absence for personal necessity*

44983 *Exception to sick leave when district adopts specific rule*

44986 *Leave of absence for disability allowance applicant*

LABOR CODE

233 *Illness of child, parent, spouse or domestic partner*

234 *Absence control policy*

CODE OF REGULATIONS, TITLE 5

5601 *Transfer of accumulated sick leave*

Regulation

approved: March 4, 1992

revised: November 7, 2001

revised: November 30, 2004

revised: August 19, 2009

revised: \_\_\_\_\_, \_\_\_\_\_, 2010

HANFORD ELEMENTARY SCHOOL DISTRICT  
Hanford, California

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

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: November 22, 2010

FOR:  Board Meeting  
 Superintendent's Cabinet

Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 1, 2010**

**ITEM:** Consider adoption of the following proposed Administrative Regulation 4117.11/4317.11 Preretirement Part-Time Employment.

**PURPOSE:** Education Code 22713 and 44922 authorize the Board of Trustees to adopt regulations that allow certificated employees, who are members of the defined benefit program of the California State Teachers' Retirement System to reduce their workload from full-time to part-time while still receiving the service credit they would have received as full-time employees and having their retirement allowance and other benefits be based on their final compensation calculated as if employed on a full-time basis.

- AR 4117.11/4317.11 – Preretirement Part-Time Employment (new)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

NEW ADMINISTRATIVE REGULATION

All Personnel

AR 4117.11 (a)  
4317.11**PRERETIREMENT PART-TIME EMPLOYMENT**

On a case-by-case basis, the Superintendent or designee may allow a certificated employee to reduce his/her workload from full time to part time when doing so does not disrupt the educational program and is in the best interests of the district.

A certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) and who reduces his/her workload to part time may maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis under the following conditions: (Education Code 22713, 44922)

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

1. The option to reduce the employee's workload shall be exercised at the request of the employee and can be revoked only with the mutual consent of the Superintendent or designee and the employee. The agreement to reduce the workload shall be in effect at the beginning of the school year.
2. Prior to the reduction in workload, the employee shall have performed creditable service on a full-time basis for a minimum of 10 years, of which the immediately preceding five years were full-time employment.
3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences for personal reasons from full-time employment shall not constitute a break in service. However, the period of time during which a member is retired shall constitute a break in service and an employee who reinstates from retirement shall be required to be employed in creditable service on a full-time basis for at least five school years preceding the workload reduction.

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

4. The employee shall have reached the age of 55 years prior to the workload reduction.
5. The employee shall not hold a position with a salary above that of a school principal.
6. The period of the reduced workload shall not exceed 10 years.
7. The reduced workload shall be equal to at least one-half of the full-time equivalent required by the employee's contract of employment in accordance with Education Code 22138.5 during his/her final year of full-time employment.

All Personnel

AR 4117.11 (b)  
4317.11**PRERETIREMENT PART-TIME EMPLOYMENT**

8. The employee shall be paid compensation that is the pro rata share of the compensation the employee would have earned had he/she not opted to reduce his/her workload.

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

Legal Reference:*EDUCATION CODE**22119.5 Creditable service, definition**22138.5 Full-time, definition**22713 Part-time employment; reduction of workload from full-time; credit**44922 Regulations; reduction to part-time employment**GOVERNMENT CODE**21110-21120 Reduced workload, partial service retirement under PERS**53201 Health and welfare benefits: election by officers and employees*Management Resources:*WEB SITES**California Public Employees' Retirement System: <http://www.calpers.ca.gov>**California State Teachers' Retirement System: <http://www.calstrs.com>*

Policy  
adopted: \_\_/\_\_/10

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California

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

TO: Dr. Paul Terry  
FROM: Diane Williams <sup>DW</sup>  
DATE: November 22, 2010  
FOR:  Board Meeting  
 Superintendent's Cabinet  
  
 Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 1, 2010**

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

**PURPOSE:** The following Board Policy and Administrative Regulation reflect 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/AR 4127/4227/4327 – Temporary Athletic Team Coaches (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

**THIS BP REPLACES CURRENT BP**

**All Personnel**

BP 4127(a)

4227

**TEMPORARY ATHLETIC TEAM COACHES**

4327

- A. The Board of Trustees desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6145.2 - Athletic Competition)*

- B. The Superintendent or designee may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

*(cf. 4121 - Temporary/Substitute Personnel)*

**C. Certificated Staff Coaches**

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

1. All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

*(cf. 4118 - Suspension/Disciplinary Action)*

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

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.63 - Steroids)*

2. Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

**D. Qualifications**

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

1. Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, obtain a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

All Personnel

BP 4127(b)

4227

## TEMPORARY ATHLETIC TEAM COACHES

4327

2. An individual who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4112.5/4312.5 - Criminal Record Check)*

*(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)*

*(cf. 4212.5 - Criminal Record Check)*

*Legal Reference:*

EDUCATION CODE

35179-35179.7 Interscholastic athletics

44010 Sex offense

44011 Controlled substance offense

44332-44332.5 Temporary certificates

44424 Conviction of a crime

44808 Liability when students are not on school property

44919 Classification of temporary employees

45125.01 Interagency agreements for criminal record information

45347 Instructional aides subject to requirements for classified staff

45349 Use of volunteers to supervise or instruct students

49024 Activity Supervisor Clearance Certificate

49030-49034 Performance-enhancing substances

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities

5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627

San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal.App.3d 1376

*Management Resources: (see next page)*

All Personnel

BP 4127(c)  
4227  
4327

**TEMPORARY ATHLETIC TEAM COACHES**

*Management Resources:*

CSBA PUBLICATIONS

*Steroids and Students: What Boards Need to Know, Policy Brief, July 2005*

*A School Board Member's Guide to CIF and Interscholastic Sports, 1997*

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

*Pursuing Victory with Honor, 1999*

*California Interscholastic Federation Constitution and Bylaws*

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

*10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010*

WEB SITES

CSBA: <http://www.csba.org>

California Athletic Trainers' Association: <http://www.ca-at.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Athletic Trainers' Association: <http://www.nata.org>

Policy

adopted: January 19, 1992

revised: November 7, 2001

revised: December 13, 2006

revised: \_\_\_\_\_, 2010

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

All Personnel

BP 4127(a)

4227

4327

**TEMPORARY ATHLETIC TEAM COACHES**

A. The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards and shall ensure that each temporary athletic coach, certificated or non-certificated, possesses the appropriate level of competence, knowledge, and skill to coach the sport(s) to which his is assigned.

1. In addition, all athletic coaches shall be subject to the California State Code of Ethical Conduct.
2. The Superintendent or designee may waive competency in child or adolescent psychology related to sport participation for athletic coaches enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met.

*(cf. 5131.1 - Bus Conduct)*

*(cf. 6145.2 - Athletic Competition)*

**B. Certificated Staff Coaches**

Any credentialed teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for the position shall be offered the position before it is offered to a walk-on coach.

**C. Walk-on Coaches**

No walk-on coach shall be employed prior to completion of fingerprinting, background clearance, and tuberculosis clearance. The Superintendent or designee shall ensure that a non-certificated person employed as a temporary athletic team coach.

1. Has not been convicted of any sex offense or violation of controlled substance law, as provided in Education Code 44010 and 44011, or of any serious or violent felony or other crime involving moral turpitude or evidencing unfitness to associate with children, and
2. Is free from tuberculosis or any other contagious disease.

**D. Volunteer Coaches**

1. Volunteer athletic team coaches who do not meet the district qualification criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

*(cf. 1240 - Volunteer Assistance)*

BP 4127(b)  
4227  
4327

**TEMPORARY ATHLETIC TEAM COACHES (continued)**

2. Non-certificated volunteer athletic coaches shall meet the requirements for walk-on coaches, per C. above.

*Legal Reference:*

EDUCATION CODE

35179-35179.7 Interscholastic athletics

44010 Sex offense

44011 Controlled substance offense

44424 Conviction of a crime

44808 Liability when students are not on school property

44919 Classification of temporary employees

49030-39033 Performance-enhancing substances

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities of pupils

5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627

San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal. App. 3d 1376

*Management Resources:*

CSBA POLICY BRIEFS

Steroids and Students: What Boards Need to Know, July 2005

WEB SITES

CSBA: <http://www.csba.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Policy  
adopted: January 19, 1992  
revised: November 7, 2001  
revised: December 13, 2006

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California

**THIS AR REPLACES CURRENT AR****All Personnel**

AR 4127(a)

4227

**TEMPORARY ATHLETIC TEAM COACHES**

4327

**A. Qualifications**

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
  - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
  - b. A valid sports injury certificate or first aid card, and a valid CPR card
  - c. A valid Emergency Medical Technician (EMT) I or II card
  - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
  - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
  - a. Completion of a college course in coaching theory and techniques
  - b. Completion of inservice programs arranged by a school district or county office of education
  - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
  - d. Prior coaching in community youth athletic programs in the sport being coached
  - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)

**All Personnel**

AR 4127(b)

4227

**TEMPORARY ATHLETIC TEAM COACHES**

4327

4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
  - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
  - b. Completion of a seminar or workshop on human growth and development of youth
  - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

*(cf. 1240 - Volunteer Assistance)*

**B. Additional Qualifications of Noncertificated Personnel and Volunteers**

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

**All Personnel**

AR 4127(c)

4227

**TEMPORARY ATHLETIC TEAM COACHES**

4327

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4112.5/4312.5 - Criminal Record Check)*

*(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)*

*(cf. 4212.5 - Criminal Record Check)*

Regulation  
approved: November 7, 2001  
revised: \_\_\_\_\_, 2010

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California

All Personnel

AR 4127(a)

4227

TEMPORARY ATHLETIC TEAM COACHES

4327

A. Recruitment and Selection – School Site Administration

1. The responsibility for recruitment and selection of athletic coaches is the primary responsibility of the school site administration. Recruitment may be from among certificated staff, classified staff, or members of the community. The Human Resources Department may assist if outside recruitment is needed.
2. All coaching positions shall be posted in the faculty lounge at the school site(s) that plan the respective sports activities for not fewer than five school day.
  - a. To ensure timely completion of recruitment, selection, and in-processing of walk-on athletic coaches, recruitment for fall sports should commence in May of the preceding school year.
  - b. Certificated employees who applied for a coaching position and who meet the qualification requirements listed below shall be given preference before classified employees or walk-on coaches are considered.
3. The school site administrator shall ensure that he coaching prospects they select meet the minimum qualifications for coaching, including:
  - a. Care and prevention of athletic injuries, basis first aid for sports injuries, and emergency procedures;
  - b. Coaching techniques;
  - c. Rules and regulations in the athletic activity being coached;
  - d. Child or adolescent psychology, whichever is appropriate for the grade level of the sports activity; and
  - e. Physical fitness and ability to demonstrate athletic maneuvers.
4. When a selection has been made, the school site administrator shall complete (a) Form ADM-005, Employment Status Request, for current employees of the district, or (b) Form ADM-024, Employment Request and Authorization, for walk-on coaches and direct the prospective coach to take the paperwork to the Director of Youth Development at the district office for verification of competency.

- Delete -

AR 4127(b)  
4227  
4327

**TEMPORARY ATHLETIC TEAM COACHES (continued)**

**B. Verification of Competency – Director of Youth Development**

The Director of Youth Development shall verify that athletic coaches selected by school site administrators are competent in the following four areas:

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by one or more of the following:
  - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
  - b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card
  - c. A valid Emergency Medical Technician (EMT) I or II card
  - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
  - e. Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards
2. Coaching techniques as evidenced by one or more of the following:
  - a. Completion of a college course in coaching theory and techniques
  - b. Completion of inservice programs arranged by a school district or county office of education
  - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
  - d. Prior coaching in community youth athletic programs in the sport being coached
  - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached

AR 4127(c)  
4227  
4327

**TEMPORARY ATHLETIC TEAM COACHES (continued)**

3. Rules and regulations in the athletic activity being coached
4. Child or adolescent psychology, whichever is appropriate to the grade level of the involved activity as evidenced by one or more of the following:
  - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
  - b. Completion of a seminar or workshop on human growth and development of youth
  - c. Prior active involvement with youth in school or community sports program
5. Competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency may be waived, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met.
6. If the prospective coach meets the above qualification requirements, the Director of Youth Services shall give the prospect a copy of the Code of Ethical Conduct attached hereto and, if a walk-on coach, refer the prospect to the Human Resources Department for in-processing. The Director shall forward the paperwork to the Human Resources Department and notify the school whether or not the prospective coach's competency was verified.

**C. In-processing of Walk-on Coaches – Human Resources Department**

If the walk-n coach prospect has not worked for the district in the past six months, the Human Resources Department shall direct the prospective coach to comply with criminal background check and tuberculosis testing requirements and prepare other documentation as necessary for employment and payroll purposes.

**D. Grading Students**

Non-certificated coaches have no authority to give grades to students.

- Delete -

AR 4127(d)  
4227  
4327

TEMPORARY ATHLETIC TEAM COACHES (continued)

E. Code of Ethical Conduct for Athletic Team Coaches (5 ccr 5596)

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall:

- a. Show respect for players, officials, and other coaches.
- b. Respect the integrity and judgment of game officials.
- c. Establish and model fair play, sportsmanship, and proper conduct.
- d. Establish player safety and welfare as the highest priority.
- e. Provide proper supervision of students at all times.
- f. Use discretion when providing constructive criticism and when reprimanding players.
- g. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
- h. Properly instruct players in the safe use of equipment.
- i. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private post-secondary educational institution.
- j. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics.
- k. Avoid suggesting, providing, or encouraging any athlete to use non-prescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.
- l. Avoid recruitment of athletes from other schools.
- m. Follow the rules of behavior and the procedures for crowd control as established by the Board of Trustees and the league in which the district participates.

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

TO: Dr. Paul Terry  
FROM: Diane Williams *ow*  
DATE: November 22, 2010  
FOR:  Board Meeting  
 Superintendent's Cabinet  
  
 Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 1, 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 4156.2/4256.2/4356.2 – Awards and Recognition (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

## All Personnel

BP 4156.2

4256.2

EMPLOYEE AWARDS AND RECOGNITION

4356.2

- A. ~~The Board of Trustees believes the district's employees are its most valuable resource and encourages recognition of the services they provide on or about the days of special significance set by law for that purpose values its instructional and noninstructional staff and desires to recognize their outstanding service in order to increase employee morale and encourage creative and innovative performance.~~

1. ~~Day of the Teacher (second Wednesday in May)~~
2. ~~Classified School Employee Week (third full week in May)~~
3. ~~Week of the School Administrator (first full week in March)~~

*(cf. 1150 – Commendations and Awards)*

*(cf. 5126 – Awards for Achievement)*

- B. ~~In addition to general recognition, employees with longstanding service (longevity) and employees who retire shall be honored, as shall be employees who received public acknowledgement of their contributions to the field of education. The Board encourages recognition of all staff during days of significance designated by the Board, state law, or state resolution.~~

*(cf. 6115 – Ceremonies and Observances)*

- C. ~~As the district budget permits, The Superintendent or designee may recognize employees by issue issuing service pins, certificates, plaques, and/or other mementos. In addition, he/she may recommend employees to the Board for recognition at a public Board meeting, appropriate items in recognition of employees' service and contributions to the district, and may provide refreshments for related events.~~

*(cf. 1150 – Commendations and Awards)*

*(cf. 3300 – Expenditures/Expending Authority)*

*(cf. 3100 – Budget)*

*(cf. 3300 – Expenditures and Purchases)*

*Legal Reference:*

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35161 Powers and duties generally

37222.10 Days of special significance, including Day of the Teacher

44015.1 Week of the school administrator

44015 Awards to employees

45460 Classified School Employee Week

Management Resources: (see next page)

BP 4156.2(b)  
4256.2  
4356.2

**EMPLOYEE AWARDS AND RECOGNITION**

*Management Resources:*

*CSBA PUBLICATIONS*

*Maximizing School Board Governance: The Board's Relationship to District Staff, 2008*

*WEB SITES*

*CSBA: <http://www.csba.org>*

*Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>*

Policy  
adopted: 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:** November 22, 2010  
**RE:** (X) Board Meeting  
 ( ) Superintendent's Cabinet  
 ( ) Information  
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **December 1, 2010**

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

**PURPOSE:**

**a. Employment**

Classified

- Ashley Welch, READY Program Tutor – 4.5 hrs., Hamilton, effective 11/9/10

Temporary Employees/Substitutes/Yard Supervisors

- George Cleary, Boys Basketball (4-6) – 2 units, Hamilton, effective 11/29/10 to 2/5/11
- Juan Covarrubias, Assistant Wrestling Coach – 2.5 units, Kennedy, effective 11/8/10 to 1/29/11
- Juan Galindo, Boys Soccer Coach – 6 units, Wilson, effective 11/16/10 to 1/25/11
- Eric Gonzales, Head Wrestling Coach – 12 units, Wilson, effective 11/8/10 to 1/29/11
- Joseph Hernandez, Drum Coach – 55 units, Kennedy and Wilson, effective 8/19/10 to 6/30/11
- Yadira Castrejon Granados, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 11/17/10
- Marvin Jordan II, Short-term Custodian II – 8.0 hrs., Simas, effective 11/29/10 to 12/17/10

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Melanie Peichoto, Substitute READY Program Tutor, Special Circumstance Aide and Special Education Aide, effective 11/11/10
- Rosemary Reynolds, Substitute READY Program Tutor, effective 11/9/10
- Francisco Santos, Substitute Custodian II, effective 11/8/10
- Sylvia Soto, Substitute Yard Supervisor, effective 11/9/10

**b. Resignations**

- Chelsea Cardoza, READY Program Tutor – 4.5 hrs., Richmond, effective 12/3/10

**c. Leave of Absence**

- Georgia Freeman, Yard Supervisor – 2.50 hrs., Monroe, effective 11/5/10 to 11/12/10, medical
- Veronica Leach, Yard Supervisor – 3.75 hrs., Hamilton, effective 10/29/10 to 11/15/10, medical

**d. More Hours**

- Donna Vierra, Bus Driver, from 4.5 hrs. to 6.0 hrs., Transportation, District Services Facility, effective 1/3/11

**e. Salary/Wage Schedule for 2010-11**

- 2010-11 Classified Salary Schedule – Interim (revised)

**f. Volunteers**

<u>Name</u>	<u>School</u>
Peggy Horner	All Schools
Julianne Antelo	Jefferson
Karri Thompson	Jefferson
Cindy Camara	Lincoln
Leslie Lafferty	Monroe
Melissa Moore	Monroe
Bonnie Anderson	Richmond
Lillia Villalpando	Roosevelt
Michal McWay	Washington

**RECOMMENDATION:** Approve.

**HANFORD ELEMENTARY SCHOOL DISTRICT  
2010-11 CLASSIFIED SALARY SCHEDULE (Interim)**

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		per Month per Hour	1,792 10.34	1,882 10.86	1,976 11.40	2,074 11.97	2,178 12.57
2		per Month per Hour	1,882 10.86	1,976 11.40	2,074 11.97	2,178 12.57	2,287 13.19
3	Clerk Trainee	per Month per Hour	1,976 11.40	2,074 11.97	2,178 12.57	2,287 13.19	2,401 13.85
4		per Month per Hour	2,074 11.97	2,178 12.57	2,287 13.19	2,401 13.85	2,522 14.55
5	Clerk -Typist I Food Service Worker I Instructional Aide	per Month per Hour	2,178 12.57	2,287 13.19	2,401 13.85	2,522 14.55	2,648 15.27
6	Bilingual Aide I Bilingual Clerk-Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	per Month per Hour	2,287 13.19	2,401 13.85	2,522 14.55	2,648 15.27	2,780 16.04
7	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	per Month per Hour	2,401 13.85	2,522 14.55	2,648 15.27	2,780 16.04	2,919 16.84
8	Account Clerk II Bilingual Aide II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide	per Month per Hour	2,522 14.55	2,648 15.27	2,780 16.04	2,919 16.84	3,065 17.68
9	Bilingual Clerk-Typist II <u>Bilingual Translator/Clerk</u> Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	per Month per Hour	2,648 15.27	2,780 16.04	2,919 16.84	3,065 17.68	3,218 18.57
10	Bus Driver Health Care Assistant Help Desk Technician Secretary	per Month per Hour	2,780 16.04	2,919 16.84	3,065 17.68	3,218 18.57	3,379 19.49
11	Bilingual Health Care Assistant Irrigation Specialist Lead Custodian	per Month per Hour	2,919 16.84	3,065 17.68	3,218 18.57	3,379 19.49	3,548 20.47
12	Account Technician I Warehouse/Reprographic & Mail Technician	per Month per Hour	3,065 17.68	3,218 18.57	3,379 19.49	3,548 20.47	3,725 21.49

13	Head Custodian Maintenance Worker II Mechanic Migrant Services Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	per Month per Hour	3,218 18.57	3,379 19.49	3,548 20.47	3,725 21.49	<del>4,312</del> 22.57
14	Administrative Secretary I	per Month per Hour	3,379 19.49	3,548 20.47	3,725 21.49	3,912 22.57	4,107 23.70
15	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician Database Specialist I	per Month per Hour	3,548 20.47	3,725 21.49	3,912 22.57	4,107 23.70	4,313 24.88
16	Account Technician III Educational Interpreter Student Specialist	per Month per Hour	3,725 21.49	3,912 22.57	4,107 23.70	4,313 24.88	4,528 26.12
17	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	per Month per Hour	3,912 22.57	4,107 23.70	4,313 24.88	4,528 26.12	4,755 27.43
18	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Student Advocate Junior High Systems Engineer	per Month per Hour	4,107 23.70	4,313 24.88	4,528 26.12	4,755 27.43	4,992 28.80
19		per Month per Hour	4,313 24.88	4,528 26.12	4,755 27.43	4,992 28.80	5,242 30.24
20		per Month per Hour	4,528 26.12	4,755 27.43	4,992 28.80	5,242 30.24	5,504 31.75

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

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

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

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

- 20 Years - \$ 500
- 25 Years - \$1,250
- 30 Years - \$2,250

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year. Part-time employees shall receive the appropriate pro rata share.

Adopted: 06/16/10  
Revised: 08/18/10  
Revised: \_\_/\_\_/10

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Dr. Paul J. Terry  
 FROM: Nancy White  
 DATE: November 23, 2010  
 FOR: (X) Board Meeting  
       ( ) Superintendent's Cabinet  
 FOR: ( ) Information  
       (X) Action

Date you wish to have your item considered: December 1, 2010

**ITEM:**

Consider approval of Resolution #10-11: Revision of the 2010-11 Budget.

**PURPOSE:**

The State Budget Act for 2010-11 was approved on October 8, 2010. The following are the major items in this legislation that affect Hanford Elementary.

<u>Budget Item</u>	<u>HESD Adopted Budget</u>	<u>State Budget Act</u>
Revenue Limit:		
Revenue Limit COLA	(0.39%)	(0.39%)
Revenue Limit Deficit	(18.355%)	(17.963%)
Net effect over 09/10	(0.39%)	0.00%
Statutory on-going cut	(\$1,003,323)	\$0
State Categorical Programs	(0.39%)	(0.00%)

The amount of 10/11 Revenue Limit Apportionment that will be deferred into 11/12 has grown to almost 30% which will make cash flow problems grow as we approach June 30, 2011. And, mid-year cuts are a possibility we need to prepare for.

**FISCAL IMPACT:**

The attached budget changes include adjustments to the General Fund, General Purpose budgets and some categorical budgets for:

- Actual Beginning Balance
- Revenue Limit Adjustments due to State Budget Legislation
- Revenue Limit adjustment for estimate of 131 additional ADA
- Actual Staffing

Adjustments to categorical program budgets for actual allocations and staffing will be presented at a later date.

**RECOMMENDATION:**

Approve Resolution #10-11: Revision of the 2010-11 Budget.

**Resolution #10-11**

**HANFORD ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION FOR BUDGET CHANGES**

WHEREAS, certain budget items appear to be overdrawn; and

WHEREAS, an excess remains in certain other budget items;

THEREFORE, BE IT RESOLVED that the various funds of the District be adjusted and in accordance with Education Code Sections 20952 and 20601(c), that the following budget changes be made:

FROM:            (See Attached)

TO:              (See Attached)

Board of Trustees

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Dated: December 1, 2010

**Budget Changes  
2010-11 Budget  
December 1, 2010**

	Amount Changed	Reason for Change
<b>FUND 0100 - GENERAL FUND</b>		
<b>Revenue</b>		
979100 Beginning Balance	\$629,407	Unrestricted +\$33,608; Restricted +\$595,799
801100 Revenue Limit	\$1,815,119	Increase ADA estimate by +131; adjust for Budget Legislation
869900 Other Income	\$45,436	Donations
869900 Other Income	\$158,208	San Joaquin Valley Air Pollution Control District Grant
879200 Special Ed Master Plan	\$62,148	Updated estimate of revenue
<b>TOTAL REVENUE CHANGES - GENERAL FUND</b>	<b>\$2,710,318</b>	
<b>Expenditures</b>		
<u>LOCATION 000 - GENERAL</u>		
971200 Stores	-\$82,496	Adjust to actual
977000 Reserve for Economic Uncertainties	\$1,000,000	Reserve is now approximately 5.5%
979000 Undesignated Reserve	\$291,988	Balance is now \$305,661
979000 Undesignated Reserve	\$31,302	Redevelopment
	<u>\$1,240,794</u>	
<u>LOCATION 001 - GENERAL ADMINISTRATION</u>		
100000 Certificated Salaries	-\$2,873	Adjust to actual salary
200000 Classified Salaries	\$26,768	
300000 Employee Benefits	\$17,287	
500000 Contracts & Services	-\$1,000	
	<u>\$40,182</u>	
<u>LOCATION 014 - TRANSPORTATION</u>		
200000 Classified Salaries	-\$1,527	Adjust to actual staffing
300000 Employee Benefits	-\$19,976	
400000 Supplies	\$3,539	San Joaquin Valley Air Pollution Control District Grant
500000 Contracts & Services	\$125,388	
600000 Sites & Equipment	\$31,765	
	<u>\$139,189</u>	
<u>LOCATION 020 - GENERAL SCHOOLS</u>		
100000 Certificated Salaries	\$343,249	Adjust to actual staffing
200000 Classified Salaries	\$39,801	
300000 Employee Benefits	\$88,988	
400000 Books & Supplies	-\$19,000	
	<u>\$453,038</u>	
<u>LOCATIONS 022 - 031 SCHOOLS</u>		
400000 Books & Supplies	\$82,296	Donations; attendance incentives
500000 Services	-\$5,000	
	<u>\$77,296</u>	

**Budget Changes  
2010-11 Budget  
December 1, 2010**

	Amount Changed	Reason for Change
<u>LOCATION 039 - SPECIAL EDUCATION</u>		
100000 Certificated Salaries	-\$10,243	Adjust to actual staffing
200000 Classified Salaries	-\$32,603	
300000 Employee Benefits	\$16,591	
714300 Excess Costs	\$5,314	
	-\$20,941	
<u>LOCATION 062 - HEALTH SERVICES</u>		
430004 Medical Supplies	\$2,752	AIR Health Awards
	\$2,752	
<u>LOCATION 063 - CHILD WELFARE AND ATTENDANCE</u>		
580000 Contracts	\$2,000	Overtime for SRO Contract
	\$2,000	
<u>SPECIAL EDUCATION - FEDERAL</u>		
200000 Classified Salaries	\$3,470	Adjust to actual staffing
300000 Employee Benefits	\$1,844	
714300 Excess Costs	-\$5,314	
	\$0	
<u>MIGRANT</u>		
200000 Classified Salaries	\$15,770	Adjust budget for staffing
300000 Employee Benefits	\$6,063	
400000 Books & Supplies	-\$25,000	
500000 Services	\$3,167	
	\$0	
<u>AFTER SCHOOL LEARNING &amp; SAFE NEIGHBORHOODS (READY)</u>		
200000 Classified Salaries	-\$8,003	Adjust to actual staffing
300000 Employee Benefits	-\$270	
400000 Books & Supplies	\$2,923	
500000 Services	\$5,350	
	\$0	
<u>SCHOOL SITE DISCRETIONARY BLOCK GRANT</u>		
400000 Books & Supplies	\$31,270	Add budget for carryover funding
731010 Indirect Costs	\$1,047	
	\$32,317	
<u>INSTRUCTIONAL MATERIALS (IMFRP)</u>		
979000 Undesignated Reserve	\$602,481	Carryover plus current year allocation
	\$602,481	
<u>VARIOUS CATEGORICAL PROGRAMS</u>		
979000 Undesignated Reserve	\$141,210	Adjustments for actual beginning balances that are not yet budgeted for expenditure
	\$141,210	
<b>TOTAL EXPENDITURE CHANGES - GENERAL FUND</b>	<b>\$2,710,318</b>	

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** November 18, 2010

**FOR:**  Board Meeting  
 Superintendent's Cabinet

**FOR:**  Information  
 Action

Date you wish to have your item considered: December 1, 2010

**ITEM:**

Consider approval of Resolution #9-11: To Adopt 457 Deferred Compensation Plan Documents.

**PURPOSE:**

The Business Offices of the school districts in Kings County have become dissatisfied with the services of the third-party administrator that handles the deposit of employee voluntary 457 Deferred Compensation contributions.

A committee reviewed the options to remedy this situation and determined that changing to a direct deposit of funds rather than using the services of a third-party administrator was a preferred method of handling employee contributions. The committee requested proposals from interested parties and is recommending Security Benefit and VALIC 457 plans as the two options for employee contributions. These happened to be the two companies that most of the current employees 457 contributions are going to.

This resolution will allow revisions to the 457 Deferred Compensation Plan document to facilitate this change. The revisions have been reviewed and approved by legal counsel.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Approve Resolution #9-11: To Adopt 457 Deferred Compensation Plan Documents.

## RESOLUTION #9-11

**HANFORD ELEMENTARY SCHOOL DISTRICT  
To Adopt 457 Deferred Compensation Plan Documents**

**WHEREAS**, the Hanford Elementary Board of Trustees (the "Board") for Hanford Elementary School District (the "Employer"), pursuant to its authority to adopt employee benefit programs, wishes to adopt plan documents to make the benefits of the Security Benefit and VALIC 457 Deferred Compensation Plan available to its Employees (the "Plan"); and

**WHEREAS**, the Board wishes to take any action necessary to adopt such trust accounts, annuity contracts or custodial accounts as are necessary to establish funding vehicles with Security Benefit and VALIC affiliates for the Plan, to receive and invest contributions in such investment options as are selected by Employees participating in the Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the form of plan document for the Security Benefit and VALIC 457 Deferred Compensation Plan is hereby approved and adopted by this Board for the benefit of Employees of the Employer;

**FURTHER RESOLVED**, that pursuant to the Plan, The Board further establishes funding accounts with Security Benefit and VALIC for receipt of the investment contributions made under the Plan, as directed by participating Employees; and

**FINALLY RESOLVED**, that the Assistant Superintendent of the Employer is hereby authorized and directed to execute the plan documents for the Plan is substantially the form presented to this Board, to communicate the terms of the Plan to Employees, to designate Employees as eligible for participation in the Plan in accordance with Plan terms, to enter into agreements with Plan participants for participation in the Plan, including Salary Reduction Agreements, and to take such further actions as may be necessary and appropriate to implement the Plan and effectuate the terms and intent of these resolutions.

The foregoing Resolution was adopted upon the motion of Trustee \_\_\_\_\_ seconded by Trustee \_\_\_\_\_, at a regular meeting on this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by the following vote:

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstains: \_\_\_\_\_ Absent: \_\_\_\_\_

\_\_\_\_\_  
President - Board of Trustees

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

