

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

**Wednesday, August 17, 2011**

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

- **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) – District Negotiators: Paul Terry/Diane Williams; Employee Organization: HETA

### 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 June 10, 2011; June 17, 2011; June 24, 2011; June 30, 2011; July 6, 2011; July 8, 2011; July 15, 2011; July 22, 2011; July 29, 2011; and August 5, 2011.
- b) Approve minutes of Regular Board Meeting June 15, 2011.
- c) Approve donation of \$1,064.87 from the Washington Parent and Teachers Club to Washington School. (Rubalcava)

#### 3. INFORMATION ITEMS

- a) Review 2010-11 Board Goals and receive recommendations for 2011-12.  
(Terry)

- *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.*

- b) Receive quarterly report on Williams Uniform Complaints. (Terry)
- c) Receive the following revised Board Policy and Administrative Regulation for information:
  - BP 4161.24 – Leave for Religious Reasons (revised) (Williams)
  - BP 4020 – Drug and Alcohol-Free Workplace (revised) (Williams)
  - Exhibit 4020 - Drug and Alcohol-Free Workplace (revised) (Williams)
  - BP 4354 – Health and Welfare Benefits (revised) (Williams)
  - AR 4112.23 – Special Education Staff (revised) (Williams)
  - AR 6145.5 – Student Organizations and Equal Access (Terry)

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

- a) Consider approval of consultant contract with Dr. Sharroky Hollie to provide QEIA funded professional development services to M. L. King Elementary School. (Colvard)

#### **5. PERSONNEL**

- a) Employment

##### Certificated, effective August 16, 2011

- Judy Chavez, Teacher, Probationary 1
- Judith Corrales, Teacher, Probationary 1
- Kimberly Hunt, Teacher, Probationary 1
- Melissa Parreira, Teacher, Probationary 1
- Kristie Ross, Teacher, Probationary I
- Susan Schneider, Teacher, Probationary I
- Rachel Simpson, Teacher, Probationary 1

##### Classified

- Sandra Acevedo, Educational Tutor K-6 – 3.5 hrs., Richmond, effective 9/1/11
- Mary "Gladys" Brindis, Bilingual Student Specialist – 4.8 hrs., (M,T,Th,F– 5.0 hrs. & W–4.0 hrs.), Washington, effective 8/4/11
- Kimberly Caceres, Media Services Aide – 5.5 hrs., Wilson/Kennedy, effective 8/4/11
- Yadira Castrejon Granados, Bilingual Clerk Typist II – 5.0 hrs., Lincoln, effective 8/4/11
- Summer Dalafu, Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 9/1/11
- Rogelio Espinoza, Custodian II – 4.0 hrs., Jefferson, effective 8/1/11
- Melissa Martinez, READY Program Tutor – 4.5 hrs., Richmond, effective 8/12/11
- Tamara Oliveira, Account Clerk I – 3.0 hrs., Washington, effective 8/17/11
  
- Jodi Prodoehl, Special Circumstance Aide – 5.75 hrs., Simas, effective 8/18/11

Temporary Employees/Substitutes/Yard Supervisors

- Angelica Aguilar, Substitute Yard Supervisor, effective 8/18/11
- Maria Aragon, Substitute Bilingual Clerk Typist I and Clerk Typist I, effective 8/4/11
- Clara "Maxine" Brown, Substitute Alternative Education Program Aide and Clerk Typist II, effective 8/4/11
- Inez Carreiro, Short-term Yard Supervisor – 3.0 hrs., Jefferson, effective 8/18/11 to 11/18/11
- Nathan Child, Yard Supervisor – 1.5 hrs., Monroe, effective 8/18/11
- Deborah Chinchock, Substitute Clerk Typist II, effective 8/4/11
- Maureen Diaz, Substitute Database Specialist II, effective 8/15/11
- Brittany Farris, Substitute Yard Supervisor, effective 8/18/11
- Magdalena Flores, Substitute Yard Supervisor, effective 8/18/11
- Kimberly Jenkins, Short-term Yard Supervisor – 1.0 hrs., Jefferson, effective 8/18/11 to 9/16/11
- Michal "Mack" McWay, Substitute Clerk Typist I and READY Program Tutor, effective 8/4/11
- Juana Melendrez, Short-term Yard Supervisor – 1.0 hr., Washington, effective 8/18/11 to 11/18/11
- Juana Meza, Short-term Yard Supervisor - .50 hr., (M,T,Th,F), Roosevelt, effective 8/18/11 TO 6/8/12
- Brenda Rosas, Short-term Yard Supervisor – 2.0 hrs., Simas, effective 8/18/11 to 11/18/11
- Sylvia Soto, Short-term Yard Supervisor – 2.0 hrs., King, effective 8/18/11 to 9/22/11
- Fred Vargas, Substitute Custodian II, effective 8/1/11
- Kelly Ventuleth, Yard Supervisor – 1.5 hrs., Hamilton, effective 8/18/11
- Maria Villafana, Short-term Yard Supervisor – 2.25 hrs., Jefferson, effective 8/18/11 to 11/18/11

b) Resignations

- Silvina Avila, Yard Supervisor – 2.0 hrs., King, effective 6/3/11
- Marisa Benitez, Educational Tutor K-6 – 3.5 hrs., Richmond, effective 5/5/11
- Corrina Bowman, Yard Supervisor – 2.25 hrs., (1.75 hrs. at Hamilton/.50 hrs. at Washington), effective 5/4/11
- Jaqueline Brooks, READY Program Tutor – 4.5 hrs., King, effective 6/3/11
- Michelle Cano, Teacher, Washington, effective 6/3/11
- Diana Carmany, Teacher, Hamilton, effective 6/3/11
- Annette Fuentes, Teacher, Washington, effective 6/3/11
- Angelica Gomez, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/3/11
- Teddi Hernandez, Substitute Clerk Typist II, effective 6/10/11
- Charlotte Hines, Principal, Washington, effective 6/10/11
- Kimberly Hulsey, Substitute Yard Supervisor, effective 6/3/11

- Megan Kurtz, Lead READY Program Tutor – 5.0 hrs., Simas, effective 6/3/11
  - Kelly Macias, Teacher, Simas, effective 6/3/11
  - Narinder Maman, Substitute Translator – Oral Interpreter and Written Translator, effective 1/28/11
  - Christina Novielli, READY Program Tutor – 4.5 hrs., Simas, effective 6/3/11
  - Rosemary Reynolds, Substitute Clerk Trainee and READY Program Tutor, effective 3/11/11
  - Guadalupe Rodriguez, Bilingual Clerk Typist II – 8.0 hrs., Kennedy, effective 6/10/11
  - Dianna Silveira, Teacher, Lincoln, effective 6/3/11
  - Margaret Toste, Food Service Worker I – 2.25 hrs., Richmond, effective 6/3/11
  - Mary Velez, Yard Supervisor – 1.75 hrs., Kennedy, effective 6/3/11
  - Tracy Verdegaal, Special Education Aide – 5.0 hrs., Simas, effective 6/3/11
- c) Retirement
- Joan Champlin, Teacher, Monroe, effective 6/3/11
  - Maureen Diaz, Database Specialist II – 8.0 hrs., HESDNet, effective 8/12/11
  - Sue Hill, Teacher, effective 9/30/11
  - Blanca "Estelle" Johnston, Bilingual Clerk Typist II – 8.0 hrs., Hamilton, effective 9/5/11
  - Sherrill Neagle, Media Services Aide – 5.5 hrs., Kennedy, effective 6/10/11
- d) Transfer
- Kristina Baldwin, Learning Director, from Richmond to Simas, effective 7/28/11
  - Jill Rubalcava, Principal, from Roosevelt to Washington, effective 7/28/11
- e) Administrative Transfer
- Guadalupe "Maggie" Cervantes, READY Program Tutor – 4.5 hrs., from Roosevelt to Simas, effective 8/12/11
  - Maxine Sims, Special Circumstance Aide – 5.75 hrs., from Simas to Monroe, effective 8/18/11
- f) Promotion/Transfer
- Anthony Carrillo, from Learning Director at Simas to Principal at Roosevelt, effective 7/28/11
  - Lindsay Hastings, from Teacher at Washington to Learning Director at Richmond, effective 8/2/11

- g) More Hours
- Revina Bias, Yard Supervisor, from 1.25 hrs. to 3.25 hrs., Kennedy, effective 8/18/11
  - Valerie Brakeman, Yard Supervisor, from 3.0 hrs., to 3.25 hrs., Simas, effective 8/18/11
  - Jenny Delgado, Yard Supervisor, from 2.75 hrs., to 3.5 hrs., Kennedy, effective 8/18/11
  - Georgia Freeman, Yard Supervisor, from 1.5 hrs., to 2.5 hrs., Monroe, effective 8/18/11
  - Loretta King, Yard Supervisor, from 2.5 hrs., to 2.75 hrs., Wilson, effective 8/18/11
  - Araceli Mandujano, Yard Supervisor, from 3.0 hrs., to 3.25 hrs., King, effective 8/18/11
  - Robin Patison, Yard Supervisor, from 2.5 hrs. to 3.0 hrs., Jefferson, effective 8/18/11
- h) More Hours/Transfer
- Aristeo Calvillo, Bilingual Clerk Typist II, from 5.0 hrs., Lincoln to 8.0 hrs., Hamilton, effective 8/4/11
  - Claudia Vega-Valtierra, Bilingual Clerk Typist II, from 5.0 hrs., at Jefferson to 8.0 hrs., at Kennedy, effective 8/4/11
- i) Certificated Transfers/Reassignments/Reinstatements, effective 08/16/11

Involuntary Transfers

- Amy Gonsalves, from Monroe Kindergarten to Monroe 1<sup>st</sup> Grade
- Bethaney Kuenning, from Washington 2<sup>nd</sup> Grade to Washington 1<sup>st</sup> Grade
- Robert McKinney, from Roosevelt 4<sup>th</sup> Grade to Roosevelt 3<sup>rd</sup> Grade
- Amy Mello, from Roosevelt Kindergarten to Roosevelt 1<sup>st</sup> Grade
- Nikki Nash, from Simas 3<sup>rd</sup> Grade to Simas 5<sup>th</sup> Grade
- Christina Raymer, from Simas 4<sup>th</sup> Grade to Lincoln 2<sup>nd</sup> Grade
- Stacey Silva, from Hamilton 5<sup>th</sup>/6<sup>th</sup> Grade to Hamilton 3<sup>rd</sup> Grade
- Sonia Velo, from Washington 3<sup>rd</sup> Grade to Simas 2<sup>nd</sup> grade

Voluntary Transfers

- Kathy Barcellos, from Washington 5<sup>th</sup> Grade to Washington 3<sup>rd</sup> Grade
- Nadia D'Agostino, from Richmond 1<sup>st</sup> Grade to Lincoln 2<sup>nd</sup> Grade
- Danielle Darpli, from Monroe 2<sup>nd</sup> Grade to Monroe 4<sup>th</sup> Grade
- Omar Fierro, from Wilson 7<sup>th</sup> Grade Math/Science to 4-6 Community Day School at Jefferson Site
- Natividad George, from Washington Kindergarten to Washington 6<sup>th</sup> Grade
- Julian Gonzalez, from Simas 2<sup>nd</sup> Grade FLI to Simas 3<sup>rd</sup> Grade FLI
- Beatriz Huizar, from Washington 1<sup>st</sup> Grade to Simas 1<sup>st</sup> Grade FLI at Jefferson

Voluntary Transfers (continued)

- Julie McCalister, from Richmond 4<sup>th</sup> Grade to Wilson 7<sup>th</sup> Grade Language Arts/Social Studies
- Brooke Miller, from Hamilton 3<sup>rd</sup> Grade to Hamilton Kindergarten
- Tara Monard, from Richmond Kindergarten to Richmond 2<sup>nd</sup> Grade
- Maria Nunez, from Simas 4<sup>th</sup> Grade FLI to Simas 4<sup>th</sup>/5<sup>th</sup> Grade FLI
- Veronica Pelayo-Morales, from Simas 4<sup>th</sup>/5<sup>th</sup> Grade FLI to Simas 5<sup>th</sup> Grade FLI
- Kristin Uldall, from Richmond 5<sup>th</sup>/6<sup>th</sup> Grade to Wilson 7<sup>th</sup> Grade Math/Science
- Jan Wantland, Richmond 2<sup>nd</sup> Grade to Richmond 4<sup>th</sup> Grade

Reassignments

- Jammie Caballero, from Monroe RSP to Richmond RSP
- Stacey Claycamp, from Roosevelt RSP to Simas RSP
- Kelley Mayfield, from Richmond RSP to Kennedy RSP

Reinstatements

- Lauren Altermatt, from Roosevelt 5<sup>th</sup>/6<sup>th</sup> Grade to Roosevelt 6<sup>th</sup> Grade
- Stephanie Dwiggin, from Richmond 4<sup>th</sup>/5<sup>th</sup> Grade to Richmond 5<sup>th</sup> Grade
- Patricia Rodriguez, from Simas 2<sup>nd</sup>/3<sup>rd</sup> Grade to Simas 2<sup>nd</sup> Grade

Change in Work Site

- Josefa Bustos-Lopez, from Simas 1<sup>st</sup> Grade FLI to Simas 1<sup>st</sup> Grade FLI at Jefferson Site
- Chad Nielsen, from Kennedy Art to Wilson Art

Return from Leave of Absence

- Dianne Dias, from Leave of Absence to Richmond Kindergarten

j) Leave of Absence

- Kali Gonsalves, Teacher, Lincoln, effective 8/16/11 to 10/7/11
- Loriann Riley, School Psychologist, Special Services, effective 8/10/11 to 11/2/11

k) Consider approval of Joint Powers Agreement with Tulare County Office of Education, Visalia

- Approve agreement between Hanford Elementary School District and Tulare County Office of Education to join the Employer/Employee Relations Support Services Consortium for 2011-2012 and 2012-13 agreement periods.

- l) Consider approval of Internship Agreement with Fresno Pacific University, Division of Pupil Personnel Services.

Approve agreement between Hanford Elementary School District and Fresno Pacific University for the purpose of providing internship experience to FPU school psychology candidates through the pupil services programs operating within the jurisdiction of the District.

- m) Certify Employment Status of Non-Permanent Certificated Staff for 2011-12 School Year (EC 44916)  
See attached listing

- n) Salary/Wage Schedules for 2011-2012
  - 2011-12 Classified, Substitute/Temporary Wage Schedule (Final)

- o) Volunteers

<u>Name</u>	<u>School</u>
John Vasquez	Monroe

## 6. FINANCIAL

- a) Consider approval of consultant contract with Demsey, Filliger and Associates for an updated actuarial study as required by GASB 45. (White)
- b) Consider approval of Resolution #01-12: Revision of the 2011-2012 Budget. (White)
- c) Consider approval of Resolution #02-12: Certificate of Resolution – 457 Deferred Compensation Plan Amendment for Roth 457. (White)

## ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava

DATE: 8/10/11

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: 8/17/11

**ITEM:** Donation of \$1,064.87 from the Washington PTP Club.

**PURPOSE:** To purchase yearbooks for the 2010-2011 school year.

**FISCAL IMPACT:** Increase of \$1,064.87 to the Washington School 2010-2011 General Fund Budget 0100-0000-0-1110-1000-571030-028-0000.

**RECOMMENDATIONS:** Accept donation.



# Hanford Elementary School District

## Board Goals

*2010-2011*

### Student Achievement

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

### Student Health and Safety

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

### Parent and Community Involvement

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

### Personnel Quality

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

### Fiscal and Facilities

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

**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186(d)]

District: HANFORD ELEMENTARY

Person completing this form: Paul J. Terry Title: Superintendent

Quarterly Report Submission Month/Quarter:  October 1st Quarter  
 (check one)  January 2<sup>nd</sup> Quarter  
 April 3<sup>rd</sup> Quarter  
 Quarterly Report Submission Year: 2010-11  July 4<sup>th</sup> Quarter

Date for information to be reported publicly at governing board meeting: August 17, 2011

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	= Resolved	= Unresolved
Textbooks and Instructional Materials	-0-		
Teacher Vacancy or Misassignment	-0-		
Facilities Conditions	-0-		
CAHSEE Intensive Instruction and Services	-0-		
TOTALS	-0-		

Paul J. Terry, Ed.D.  
 Superintendent

\_\_\_\_\_  
 Signature

August 1, 2011  
 Date

Please submit to:

Russell Watley, Sr.  
 Kings County Office of Education  
 Williams Compliance Technician  
 (559)589-7082  
 rwatley@kingscoe.org

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

TO: Dr. Paul Terry

FROM: Diane Williams (D)

DATE: August 8, 2011

FOR:  Board Meeting  
 Superintendent's Cabinet

Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 17, 2011**

**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  
4361.24

**LEAVE FOR RELIGIOUS REASONS**

- 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: October 20, 2010  
revised: \_\_\_\_\_, 2011

**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: August 8, 2011

FOR:  Board Meeting  
 Superintendent's Cabinet

Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 17, 2011**

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

**PURPOSE:** The following Board Policy and Exhibit 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.

- BP 4020 Drug and Alcohol-Free Workplace (revised)
- Exhibit 4020 Drug and Alcohol-Free Workplace (revised)

**FISCAL IMPACT:** None.

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

## DRUG AND ALCOHOL-FREE WORKPLACE

The Board of Trustees 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~~ in the workplace. (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.~~ Employees are prohibited from being under the influence of controlled substances or alcohol while on duty, on district property, or at a school or district related activity or event. For purposes of this policy, *on duty* means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. *Under the influence* means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

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)*

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

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

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

*(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: October 6, 2010  
 revised: \_\_\_\_\_, 2011

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
 Hanford, California

**DRUG AND ALCOHOL-FREE WORKPLACE  
NOTICE TO ALL EMPLOYEES**

YOU ARE HEREBY NOTIFIED that it is a violation of Board of Trustees policy for any employee of the Hanford Elementary School District to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations while on duty at a district workplace or otherwise engaged in district business.

“School district workplace” include any place where work is performed for the district, including a school building or other district premises; off-sites location when supervising or participating in a school-sponsored or school-approved activity or function, such as a field trip, athletic event, or academic competition, where students are under district jurisdiction; any off-site location when on district business or attending district-sponsored conferences or other training; any district-owned or personal vehicle used to transport students to and from school or school activities, or to pick up or deliver equipment and supplies for the district, or to commute to/from district work sites while on duty.

Pursuant to the federal law and Board Policy and Administrative Regulations 4212.42, all school bus drivers are subject to random drug and alcohol testing.

It is the policy of the Board to place on compulsory leave of absence any employee reported to be, arrested for, or charged with, involvement in the sale, use, or exchange to minors of certain controlled substances pending investigation or disposition of the charge and to take appropriate disciplinary action up to, and including, termination against employees for any controlled substance offence.

California law prohibits the employment in a public school district of any persons convicted of a controlled substance offense as defined in health and Safety Code 11350-11355, 11361, 11368, 11380, 115502 or former Health and Safety Code 11500-1503, 11557, 11715, 11721, or equivalent statutes in other states. If any such conviction is reversed and the person acquitted in a new trial or the charges are dismissed, his/her employment is at the sole discretion of the Board.

The district may employ or retain in a classified position a person who has been convicted of a controlled substance offense only if the Board determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board’s determination as to whether or not the person has been rehabilitated is final. Continued employment, regardless of the Board’s determination, is at the sole discretion of the Board.

Whenever the holder of any credential issued by the State Commission for Teacher Credentialing has been convicted of a controlled substance offense as defined above, the Commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the Commission shall revoke the credential.



**DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO ALL EMPLOYEES**

(continued)

The district may require or approve an employee to participate in a drug or alcohol abuse assistance or rehabilitation program for such purposes by an approved program. The following drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally:

<b>Facility</b>	<b>Program</b>	<b>Address</b>	<b>Telephone</b>
Kings View Community Services	Alcoholism Information and Treatment Center	289 E. 8 <sup>th</sup> Street Hanford, CA 93230	(559) 582-9307
<del>Recovery Association of Hanford</del>	<del>Alcoholism Information and Treatment Center</del>	<del>115 N. Douty Hanford, CA 93230</del>	<del>(559) 583-9428</del>
Kings View Mental Health Services for Kings County	Hanford Clinic – Outpatient Adult and Children’s Services	1393 Bailey Drive Hanford, CA 93230	(559) 582-4481
<u>Hanna’s House</u>	<u>Transitional for Women</u>	<u>222 Keith Street Hanford, CA 93230</u>	<u>583-7800</u>
<del>Cornerstone Community Alcohol and Drug Recovery Systems, Inc.</del>	<del>Alcoholism Information and Treatment Center</del>	<del>817 W. 7<sup>th</sup> Street Hanford, CA 93230</del>	<del><u>Men’s Program</u> (559) 583-2034 <u>Women’s Program</u> (559) 583-2030 <u>Coordinator</u> (559) 583-2035</del>
Champions Recovery Alternative Programs	Alcoholism Information and Treatment Center	101 N. Irwin Hanford, CA 93230	(559) 583-9300
Alano Club of Kings County	Alcoholism Information and Treatment Center	15981 Hanford- Armona Rd. Lemoore, CA 93245	(559) 582-2215 <u>Meeting nightly</u> <u>No phone #</u>

Attached is Board Policy 4020, the district’s Drug and Alcohol-Free Workplace policy and a copy of this Notice. As a condition of your continued employment with the district, you agree that you have read, understand, and will comply with the district’s Drug and Alcohol-Free Workplace policy and the information provided in this Notice. You further agree that, if you are convicted of any criminal drug or alcohol statute violation, you will notify your supervisor of this conviction not later than five days after such conviction. Please sign agreement on the next page and return it to Human Resources.

**DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO ALL EMPLOYEES**  
(continued)

Attached is Board Policy 4020, the district's Drug and Alcohol-Free Workplace policy and a copy of this Notice. As a condition of your continued employment with the district, you agree that you have read, understand, and will comply with the district's Drug and Alcohol-Free Workplace policy and the information provided in this Notice. You further agree that, if you are convicted of any criminal drug or alcohol statute violation, you will notify your supervisor of this conviction not later than five days after such conviction. Please sign below and return this signature page to Human Resources.

\_\_\_\_\_  
(Employee's Name – please print)

Witness: \_\_\_\_\_

\_\_\_\_\_  
(Employee's Signature)

Position: \_\_\_\_\_

\_\_\_\_\_  
(Date)

Exhibit  
Version: November 7, 2001  
revised: June 19, 2002  
revised: \_\_\_\_\_, 2011

**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: August 8, 2011

FOR:  Board Meeting  
 Superintendent's Cabinet

Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 17, 2011**

**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 mandates and Education Code changes.

- BP 4354 Health and Welfare Benefits (revised)

**FISCAL IMPACT:** None.

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

## HEALTH AND WELFARE BENEFITS

### A. Employee Benefits

1. For each management, supervisory, professional specialist, and confidential employee who is employed for at least 6 hours per day (or 30 hours per week), the district shall provide the following health and welfare benefits to the employee and his/her dependents:
  - a. A medical plan, including prescription drug and mental health benefits, covering reasonable and customary fees after a deductible and a co-insurance or co-payment have been met;
  - b. A dental plan featuring a scale of 70-100% payment of reasonable and customary fees for covered services of a preferred provider after a co-payment
  - c. A vision plan paying for annual eye examinations, standard lenses and frames after a co-payment;
  - d. A district-paid level-term life insurance plan for \$100,000; and
  - e. A district-paid long-term disability insurance plan.
2. The following provisions shall regulate such coverage:
  - a. Coverage by the benefit plans listed above shall begin on the first day of the month following employment in a management, supervisory, or confidential position subject to timely submission of enrollment forms.
  - b. 12-month employees who complete the standard work year established for their positions shall be provided with coverage under the above benefit plans (1.a. – c.), until June 30<sup>th</sup> of each year, regardless of the length of commencement of the work year.

10 and 11 month certificated employees who complete the standard work year established for their positions, shall be provided with coverage under the above benefit plans (1.a. – c.), until August 31<sup>st</sup> of each year, ~~regardless of length of work year~~ regardless of the commencement of the work year.

10 and 11 month classified employees who complete the standard work year established for their positions, shall be provided with coverage under the above benefit plans (1.a. – c.), until June 30<sup>th</sup> of each year, regardless of the commencement of the work year.

**HEALTH AND WELFARE BENEFITS** (continued)

All employees who do not complete the standard work year established for their positions (due to resignation, termination, etc.) shall be provided with coverage under the above benefit plans (1.a. – c.), until the last day of the month in which termination of their employment occurs. The benefit plans listed in items 1.d. & 1.e. above shall end the same day that employment is terminated.

- c. The district shall pay the premium costs for the benefit plans listed above up to the established cap.

**B. Physicals**

1. Management, supervisory, and confidential employees shall be offered the opportunity to obtain a physical examination at designated intervals, depending on the age of the employee, covering examinations and tests recommended by the medical community for the gender and age group of the employee.
2. Medical charges associated with such physical examinations and tests that are not covered by the district's group medical insurance plan shall be reimbursed to the employee by the district, in full or in part based on a graduated schedule depending on the recommended exams and tests for the employee's age group and gender, to a maximum of five hundred dollars (\$500).

**C. District-Paid Retiree Health Insurance Benefit Continuation**

The district shall contribute an amount equal to that paid for active employees toward the cost of the district's group medical and dental insurance for retirees and their eligible dependents until such time as the retiree reaches age sixty-five, provided the retiree meets the eligibility criteria specified below:

1. The retiree shall have reached age fifty-five (55).
2. The retiree shall have served in the district during the five (5) years immediately prior to retirement and must have served full-time a total of at least ten (10) years in the district. Board approved leaves totaling two years or less shall count toward the service requirement.
3. Should an active or retired employee die, the surviving spouse or domestic partner of the employee, who met the eligibility criteria, will be allowed to continue in the medical and dental insurance at their own expense under the same time limits as the employee would have enjoyed (10 years or to age 65).
4. Upon reaching age 65, the retiree's dependent must enroll in Medicare Part B (medical insurance) and pay the required premium, and must enroll in Medicare Part A (hospital insurance) if eligible without cost to the retiree or his/her dependent.

**HEALTH AND WELFARE BENEFITS (continued)****D. Retiree-Paid Health Insurance Benefit Continuation**

1. Retirees over age 65, and retirees under age 65 who do not qualify for district-paid health insurance benefit continuation, shall be offered the option to continue coverage under the district's health insurance benefit plans at their own expense by paying the full monthly premiums prior to the due dates established by the district. Failure to make timely premium payments shall result in cancellation of insurance coverage.
2. District Health Insurance Benefits Plan coverage shall also be available at their own expense to any surviving spouse/domestic partner of a former management, professional specialist or confidential employee who retired from the District or was, at the time of death, employed by the District.
3. In order to continue such coverage beyond the retiree's and his/her dependent's 65th birthday, the retiree and/or dependent shall enroll in Medicare Part A and Part B and pay the required premiums.

**E. Group Insurance Coverage During Unpaid Leaves of Absence**

1. Employees may continue coverage under the district's group health insurance plans during approved unpaid leaves of absence.
  - a. For leaves qualifying under the Family Care and Medical Leave Act (FMLA), the district shall maintain district contributions to premiums for a total of 12 weeks per year, whether the leave is paid or unpaid.

*(cf. 4161.8-42161.8-4361.8 - Family Care and Medical Leave)*

- b. For FMLA leaves exceeding 12 weeks a year and for all other unpaid leaves, the employee may continue group insurance coverage at his/her own expense by paying the monthly premiums on or before the dates established by the district. Failure to make timely premium payments may result in cancellation of the insurance(s).
2. Employees who elect to discontinue group medical insurance during an unpaid leave of absence may be subject to exclusions or limitations of benefits imposed by insurers when they resume membership in the district's group medical insurance plan(s). The district assumes no liability for expenses not covered by its group insurance plans as a result of such lapse in coverage.

**F. Group Insurance Continuation under COBRA**

Eligible employees and their dependents may continue coverage under the district's group health insurance plans at their own expense in accordance with the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA).

**HEALTH AND WELFARE BENEFITS (continued)**

*(cf. 4154-4254/4354 - Continuation of Health Insurance Coverage)*

**G. Confidentiality**

The Superintendent or designee shall maintain the confidentiality of employee health records in accordance with law.

Policy  
adopted: June 11, 1997  
revised: November 7, 2001  
revised: October 16, 2002  
revised: January 12, 2005  
revised: December 13, 2006  
revised: August 22, 2007  
revised: \_\_\_\_\_, 2011

**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: August 8, 2011

FOR:  Board Meeting  
 Superintendent's Cabinet

Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 17, 2011**

**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 mandates and Education Code changes.

- AR 4112.23 Special Education Staff (revised)

**FISCAL IMPACT:** None.

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



HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: August 8, 2011

FOR: Board Meeting

FOR: Information

Date you wish to have your item considered: August 17, 2011

**ITEM:** Consider revision of Administrative Regulation 6145.5 – Student Organizations and Equal Access.

**PURPOSE:** The language in the current AR 6145.5 is not consistent. The recommended language changes affirm that all school sponsored organizations are curriculum related organizations.

**FISCAL IMPACT:** None

**RECOMMENDATIONS:** Consider adoption at next regularly scheduled 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

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: August 8, 2011

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: August 17, 2011

**ITEM:** Contract one full day with Dr. Sharroky Hollie, the executive director of the Center for Culturally Responsive Teaching and Learning; Assistant Professor at California State University, Dominguez Hills and co-founder of the nationally acclaimed laboratory school, Culture and Language Academy of Success (CLAS) in Los Angeles.

**PURPOSE:** To provide professional development opportunity to MLK leadership team, school staff and parents. The objectives for the day include: 1) Build teachers' background knowledge in the cultures and languages of underserved students, 2) Build teacher's skill level in five specific pedagogies, and 3) Create exemplary classroom models at school site for replication.

**FISCAL IMPACT:** \$4,500 (funding source: Quality Education Investment Act)

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Diane Williams  
**DATE:** August 5, 2011  
**RE:** (X) Board Meeting  
( ) Superintendent's Cabinet  
( ) Information  
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 17, 2011**

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

**PURPOSE:**

**a. Employment**

Certificated, effective August 16, 2011

- Judy Chavez, Teacher, Probationary 1
- Judith Corrales, Teacher, Probationary 1
- Kimberly Hunt, Teacher, Probationary 1
- Melissa Parreira, Teacher, Probationary 1
- Kristie Ross, Teacher, Probationary I
- Susan Schneider, Teacher, Probationary I
- Rachel Simpson, Teacher, Probationary 1

Classified

- Sandra Acevedo, Educational Tutor K-6 – 3.5 hrs., Richmond, effective 9/1/11
- Mary "Gladys" Brindis, Bilingual Student Specialist – 4.8 hrs., (M,T,Th,F–5.0 hrs. & W–4.0 hrs.), Washington, effective 8/4/11
- Kimberly Caceres, Media Services Aide – 5.5 hrs., Wilson/Kennedy, effective 8/4/11
- Yadira Castrejon Granados, Bilingual Clerk Typist II – 5.0 hrs., Lincoln, effective 8/4/11
- Summer Dalafu, Educational Tutor K-6 – 3.5 hrs., Hamilton, effective 9/1/11
- Rogelio Espinoza, Custodian II – 4.0 hrs., Jefferson, effective 8/1/11
- Melissa Martinez, READY Program Tutor – 4.5 hrs., Richmond, effective 8/12/11
- Tamara Oliveira, Account Clerk I – 3.0 hrs., Washington, effective 8/17/11
- Jodi Prodoehl, Special Circumstance Aide – 5.75 hrs., Simas, effective 8/18/11

### Temporary Employees/Substitutes/Yard Supervisors

- Angelica Aguilar, Substitute Yard Supervisor, effective 8/18/11
- Maria Aragon, Substitute Bilingual Clerk Typist I and Clerk Typist I, effective 8/4/11
- Clara "Maxine" Brown, Substitute Alternative Education Program Aide and Clerk Typist II, effective 8/4/11
- Inez Carreiro, Short-term Yard Supervisor – 3.0 hrs., Jefferson, effective 8/18/11 to 11/18/11
- Nathan Child, Yard Supervisor – 1.5 hrs., Monroe, effective 8/18/11
- Deborah Chinchock, Substitute Clerk Typist II, effective 8/4/11
- Maureen Diaz, Substitute Database Specialist II, effective 8/15/11
- Brittany Farris, Substitute Yard Supervisor, effective 8/18/11
- Magdalena Flores, Substitute Yard Supervisor, effective 8/18/11
- Kimberly Jenkins, Short-term Yard Supervisor – 1.0 hrs., Jefferson, effective 8/18/11 to 9/16/11
- Michal "Mack" McWay, Substitute Clerk Typist I and READY Program Tutor, effective 8/4/11
- Juana Melendrez, Short-term Yard Supervisor – 1.0 hr., Washington, effective 8/18/11 to 11/18/11
- Juana Meza, Short-term Yard Supervisor - .50 hr., (M,T,Th,F), Roosevelt, effective 8/18/11 TO 6/8/12
- Brenda Rosas, Short-term Yard Supervisor – 2.0 hrs., Simas, effective 8/18/11 to 11/18/11
- Sylvia Soto, Short-term Yard Supervisor – 2.0 hrs., King, effective 8/18/11 to 9/22/11
- Fred Vargas, Substitute Custodian II, effective 8/1/11
- Kelly Ventuleth, Yard Supervisor – 1.5 hrs., Hamilton, effective 8/18/11
- Maria Villafana, Short-term Yard Supervisor – 2.25 hrs., Jefferson, effective 8/18/11 to 11/18/11

#### **b. Resignations**

- Silvina Avila, Yard Supervisor – 2.0 hrs., King, effective 6/3/11
- Marisa Benitez, Educational Tutor K-6 – 3.5 hrs., Richmond, effective 5/5/11
- Corrina Bowman, Yard Supervisor – 2.25 hrs., (1.75 hrs. at Hamilton/.50 hrs. at Washington), effective 5/4/11
- Jaqueline Brooks, READY Program Tutor – 4.5 hrs., King, effective 6/3/11
- Michelle Cano, Teacher, Washington, effective 6/3/11
- Diana Carmany, Teacher, Hamilton, effective 6/3/11
- Annette Fuentes, Teacher, Washington, effective 6/3/11
- Angelica Gomez, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/3/11
- Teddi Hernandez, Substitute Clerk Typist II, effective 6/10/11
- Charlotte Hines, Principal, Washington, effective 6/10/11
- Kimberly Hulse, Substitute Yard Supervisor, effective 6/3/11
- Megan Kurtz, Lead READY Program Tutor – 5.0 hrs., Simas, effective 6/3/11

**b. Resignations** (continued)

- Kelly Macias, Teacher, Simas, effective 6/3/11
- Narinder Maman, Substitute Translator – Oral Interpreter and Written Translator, effective 1/28/11
- Christina Novielli, READY Program Tutor – 4.5 hrs., Simas, effective 6/3/11
- Rosemary Reynolds, Substitute Clerk Trainee and READY Program Tutor, effective 3/11/11
- Guadalupe Rodriguez, Bilingual Clerk Typist II – 8.0 hrs., Kennedy, effective 6/10/11
- Dianna Silveira, Teacher, Lincoln, effective 6/3/11
- Margaret Toste, Food Service Worker I – 2.25 hrs., Richmond, effective 6/3/11
- Mary Velez, Yard Supervisor – 1.75 hrs., Kennedy, effective 6/3/11
- Tracy Verdegaal, Special Education Aide – 5.0 hrs., Simas, effective 6/3/11

**c. Retirement**

- Joan Champlin, Teacher, Monroe, effective 6/3/11
- Maureen Diaz, Database Specialist II – 8.0 hrs., HESDNet, effective 8/12/11
- Sue Hill, Teacher, effective 9/30/11
- Blanca “Estelle” Johnston, Bilingual Clerk Typist II – 8.0 hrs., Hamilton, effective 9/5/11
- Sherrill Neagle, Media Services Aide – 5.5 hrs., Kennedy, effective 6/10/11

**d. Transfer**

- Kristina Baldwin, Learning Director, from Richmond to Simas, effective 7/28/11
- Jill Rubalcava, Principal, from Roosevelt to Washington, effective 7/28/11

**e. Administrative Transfer**

- Guadalupe “Maggie” Cervantes, READY Program Tutor – 4.5 hrs., from Roosevelt to Simas, effective 8/12/11
- Maxine Sims, Special Circumstance Aide – 5.75 hrs., from Simas to Monroe, effective 8/18/11

**f. Promotion/Transfer**

- Anthony Carrillo, from Learning Director at Simas to Principal at Roosevelt, effective 7/28/11
- Lindsay Hastings, from Teacher at Washington to Learning Director at Richmond, effective 8/2/11

**g. More Hours**

- Revina Bias, Yard Supervisor, from 1.25 hrs. to 3.25 hrs., Kennedy, effective 8/18/11
- Valerie Brakeman, Yard Supervisor, from 3.0 hrs., to 3.25 hrs., Simas, effective 8/18/11

**g. More Hours (continued)**

- Jenny Delgado, Yard Supervisor, from 2.75 hrs., to 3.5 hrs., Kennedy, effective 8/18/11
- Georgia Freeman, Yard Supervisor, from 1.5 hrs., to 2.5 hrs., Monroe, effective 8/18/11
- Loretta King, Yard Supervisor, from 2.5 hrs., to 2.75 hrs., Wilson, effective 8/18/11
- Araceli Mandujano, Yard Supervisor, from 3.0 hrs., to 3.25 hrs., King, effective 8/18/11
- Robin Patison, Yard Supervisor, from 2.5 hrs. to 3.0 hrs., Jefferson, effective 8/18/11

**h. More Hours/Transfer**

- Aristeo Calvillo, Bilingual Clerk Typist II, from 5.0 hrs., Lincoln to 8.0 hrs., Hamilton, effective 8/4/11
- Claudia Vega-Valtierra, Bilingual Clerk Typist II, from 5.0 hrs., at Jefferson to 8.0 hrs., at Kennedy, effective 8/4/11

**i. Certificated Transfers/Reassignments/Reinstatements, effective 08/16/11**

Involuntary Transfers

- Amy Gonsalves, from Monroe Kindergarten to Monroe 1<sup>st</sup> Grade
- Bethaney Kuenning, from Washington 2<sup>nd</sup> Grade to Washington 1<sup>st</sup> Grade
- Robert McKinney, from Roosevelt 4<sup>th</sup> Grade to Roosevelt 3<sup>rd</sup> Grade
- Amy Mello, from Roosevelt Kindergarten to Roosevelt 1<sup>st</sup> Grade
- Nikki Nash, from Simas 3<sup>rd</sup> Grade to Simas 5<sup>th</sup> Grade
- Christina Raymer, from Simas 4<sup>th</sup> Grade to Lincoln 2<sup>nd</sup> Grade
- Stacey Silva, from Hamilton 5<sup>th</sup>/6<sup>th</sup> Grade to Hamilton 3<sup>rd</sup> Grade
- Sonia Velo, from Washington 3<sup>rd</sup> Grade to Simas 2<sup>nd</sup> grade

Voluntary Transfers

- Kathy Barcellos, from Washington 5<sup>th</sup> Grade to Washington 3<sup>rd</sup> Grade
- Nadia D'Agostino, from Richmond 1<sup>st</sup> Grade to Lincoln 2<sup>nd</sup> Grade
- Danielle Darpli, from Monroe 2<sup>nd</sup> Grade to Monroe 4<sup>th</sup> Grade
- Omar Fierro, from Wilson 7<sup>th</sup> Grade Math/Science to 4-6 Community Day School at Jefferson Site
- Natividad George, from Washington Kindergarten to Washington 6<sup>th</sup> Grade
- Julian Gonzalez, from Simas 2<sup>nd</sup> Grade FLI to Simas 3<sup>rd</sup> Grade FLI
- Beatriz Huizar, from Washington 1<sup>st</sup> Grade to Simas 1<sup>st</sup> Grade FLI at Jefferson
- Julie McCalister, from Richmond 4<sup>th</sup> Grade to Wilson 7<sup>th</sup> Grade Language Arts/Social Studies



#### Voluntary Transfers (continued)

- Brooke Miller, from Hamilton 3<sup>rd</sup> Grade to Hamilton Kindergarten
- Tara Monard, from Richmond Kindergarten to Richmond 2<sup>nd</sup> Grade
- Maria Nunez, from Simas 4<sup>th</sup> Grade FLI to Simas 4<sup>th</sup>/5<sup>th</sup> Grade FLI
- Veronica Pelayo-Morales, from Simas 4<sup>th</sup>/5<sup>th</sup> Grade FLI to Simas 5<sup>th</sup> Grade FLI
- Kristin Uldall, from Richmond 5<sup>th</sup>/6<sup>th</sup> Grade to Wilson 7<sup>th</sup> Grade Math/Science
- Jan Wantland, Richmond 2<sup>nd</sup> Grade to Richmond 4<sup>th</sup> Grade

#### Reassignments

- Jammie Caballero, from Monroe RSP to Richmond RSP
- Stacey Claycamp, from Roosevelt RSP to Simas RSP
- Kelley Mayfield, from Richmond RSP to Kennedy RSP

#### Reinstatements

- Lauren Altermatt, from Roosevelt 5<sup>th</sup>/6<sup>th</sup> Grade to Roosevelt 6<sup>th</sup> Grade
- Stephanie Dwiggin, from Richmond 4<sup>th</sup>/5<sup>th</sup> Grade to Richmond 5<sup>th</sup> Grade
- Patricia Rodriguez, from Simas 2<sup>nd</sup>/3<sup>rd</sup> Grade to Simas 2<sup>nd</sup> Grade

#### Change in Work Site

- Josefa Bustos-Lopez, from Simas 1<sup>st</sup> Grade FLI to Simas 1<sup>st</sup> Grade FLI at Jefferson Site
- Chad Nielsen, from Kennedy Art to Wilson Art

#### Return from Leave of Absence

- Dianne Dias, from Leave of Absence to Richmond Kindergarten

#### **j. Leave of Absence**

- Kali Gonsalves, Teacher, Lincoln, effective 8/16/11 to 10/7/11
- Loriann Riley, School Psychologist, Special Services, effective 8/10/11 to 11/2/11

#### **k. Consider approval of Joint Powers Agreement with Tulare County Office of Education, Visalia**

- Approve agreement between Hanford Elementary School District and Tulare County Office of Education to join the Employer/Employee Relations Support Services Consortium for 2011-2012 and 2012-13 agreement periods.

**l. Consider approval of Internship Agreement with Fresno Pacific University, Division of Pupil Personnel Services**

Approve agreement between Hanford Elementary School District and Fresno Pacific University for the purpose of providing internship experience to FPU school psychology candidates through the pupil services programs operating within the jurisdiction of the District.

**m. Certify Employment Status of Non-Permanent Certificated Staff for 2011-12 School Year (EC 44916)**

See attached listing

**n. Salary/Wage Schedules for 2011-2012**

- 2011-12 Classified, Substitute/Temporary Wage Schedule (Final)

**o. Volunteers**

<u>Name</u>	<u>School</u>
John Vasquez	Monroe

**RECOMMENDATION:** Approve.

Fiscal Years: 2011-2012 and 2012-2013

---

District

## **JOINT POWERS AGREEMENT**

*Among a Group of School Districts  
Referred to Herein as*

### **THE EMPLOYER/EMPLOYEE RELATIONS SUPPORT SERVICES**

THIS JOINT POWERS AGREEMENT is entered into by, between, and among those California Public School Districts designated below who are, or hereafter become parties hereto and who have duly executed or hereafter duly execute this Agreement: which school districts, as a group, are hereinafter referred to as "Employer/Employee Relations Council." The term "school district" as used herein includes "county superintendent of schools" and "county board of education" when parties hereto.

WITNESSETH:

WHEREAS, public school districts have common problems in employer/employee relations; and

WHEREAS, Section 53060 of the California Government Code authorizes public school districts to contract for special services and advice in financial, economic and administrative matters with specially trained, experienced and competent persons; and

WHEREAS, Section 35205 of the California Education Code authorizes public school districts to contract with a qualified attorney in private practice to provide specialized legal service; and

WHEREAS, Section 35172 of the California Education Code authorizes public school districts to join with other school districts in the conduct of studies in connection with the present and future management, conditions and needs of the schools; and

WHEREAS, the public school districts who are, or hereafter become signatory to this Agreement, deem it desirable to study and review the problems unique to employer/employee relations, to communicate among themselves and to seek expert legal services for advice on matters relating to employer/employee relations; and

WHEREAS, Section 6500 et. seq. of the California Government Code authorizes public agencies to exercise jointly any powers common to them;

NOW, THEREFORE, the parties to this agreement and each of them hereby agree as follows:

I. PURPOSES OF THE EMPLOYER/EMPLOYEE RELATIONS COUNCIL

a. The purposes of the Employer/Employee Relations Council, hereinafter called "Council," shall be to study and review the problems unique to employer/employee relations, to communicate among the member districts in seeking solutions to such problems, and to seek and share expert legal services and advice on matters relating to employer/employee relations.

b. The Council shall not be a separate entity.

II. MEMBERSHIP IN THE COUNCIL

a. Membership in the Council shall consist of all school districts which are or hereafter become, parties to the Joint Powers Agreement. Each member school district shall exercise the right and perform duties incident to membership in the Council only in accordance with the provisions of this Joint Powers Agreement.

b. California school districts concerned with problems of employer/employee relations in education may become members of the council by entering into this Joint Powers Agreement, provided that an application for such membership is first approved by the Superintendent of Schools of Tulare County. Following such approval, membership shall become effective at such time as the district executes a counterpart original copy of this Agreement, and files a copy of it with the Superintendent of Schools of Tulare County or his designee.

III. GOVERNANCE OF THE COUNCIL

a. Policy. The policy of the Council shall be set by the members. The governing board of each member district shall designate in writing a representative and an alternate, a copy of such designation shall be filed with the Superintendent of Schools of Tulare County or his designee.

b. Quorum and Voting. Designated representatives or their alternates present shall constitute a quorum for voting. Each member district shall be entitled to one (1) vote. Except as otherwise provided herein, all matters pending before the Council shall be decided by majority vote of those present at a meeting. An abstention from voting shall not be counted. The "ayes" and "noes" shall be taken and entered in the minutes. Voting by proxy shall not be permitted.

c. Compensation. Each designated representative shall serve without monetary compensation from the Council.

d. Administrative Officer. The Superintendent of Schools of Tulare County, or his designee, is hereby designated as the Coordinator or Administrator of the Council.

e. Meetings. The Administrative Officer shall call meetings as necessary. The Administrative Officer shall call meetings upon the written request of a majority of the membership of the Council.

f. Specific Powers and Duties of the Administrative Officer. Specific powers and duties of the Administrative Officer are:

- (1) Administration of Contract. He shall administer this Contract on behalf of all member districts.
- (2) Contract for Attorney. The Council will recommend a law firm which may perform legal services for districts. However, these services are not to usurp the authority of County Counsel described in Education Code compliance sections 35204 and 35206. (In essence our labor negotiator shall maintain a consultative-harmonious relationship with County Counsel.) Such additional services will be arranged between the individual district and the law firm.
  - (a) Support Services. Is defined to include the following:
    - (1) Conducting periodic meetings to discuss recent legislation and case law affecting labor relations;
    - (2) Providing up to five hours of telephone conversation with the legal firm regarding items on negotiations;
    - (3) Issue periodic newsletter regarding legal developments pertinent to school districts.

#### IV. FEES

a. Annual Fee. Each district party or district which hereafter becomes a party to this Agreement shall pay an annual fee as follows:

Employer/Employee Support Service, Three Hundred Dollars (\$300) for all member districts regardless of size.

b. Payment of Fees. Each district joining for the support services shall pay the annual fee on or before January 1, 2012. The second year annual fee for services shall be paid on or before January 1, 2013.

Districts joining after July 1, 2011, or July 1, 2012, shall pay the entire annual fee.

All funds contributed shall be deposited in a common fund to be known as the Consortium Legal Fund, which will be collected, administered and disbursed by the Administrator or Coordinator of the County for services rendered in the area of Employer/Employee Relations Support Services.

#### V. TERM AND DISSOLUTION

Term. This Joint Powers Agreement shall be effective on July 1, 2011, and shall continue until midnight, June 30, 2013. In the event that the Council is dissolved, all fees in excess of costs and expenses shall be returned to each district on a prorated basis. A school district may terminate this Agreement by giving written notice at least ninety (90) days in advance to the County Superintendent of Schools.

VI. ASSIGNMENT

No party to the Joint Powers Agreement may sell, sub-contract, assign or transfer any interest or obligation in the Joint Agreement without the written consent of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Joint Powers Agreement to be executed on their behalf by their duly authorized representatives on the respective dates indicated below.

Services Charged for 2011-2012:

1. Employer/Employee Support Services:

a. \$300 for all districts regardless of size ..... \$300

Annually \$ \_\_\_\_\_

Services Charged for 2012-2013:

1. Employer/Employee Support Services:

a. \$300 for all districts regardless of size ..... \$300

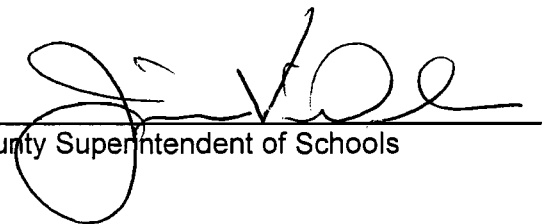
Annually \$ \_\_\_\_\_

Total Amount Authorized for 2011-2013 \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date of Governing Board Action

  
\_\_\_\_\_  
County Superintendent of Schools

**TO:** Tulare County Superintendent of Schools Office  
 Attention: Jeanne Nava, Assistant Superintendent, Human Resources

Please transfer the following amount from our district funds to the County Schools "Legal Fund."

Enclosed is a copy of the district board minutes authorizing the expenditure.

FD	RE	PY	GO	FN	OB	SI	CO	RP	%

Amount for 2011-2012: \$ \_\_\_\_\_

Amount for 2012-2013: \$ \_\_\_\_\_

\_\_\_\_\_  
 District

\_\_\_\_\_  
 District Superintendent

\_\_\_\_\_  
 Date

*Pupil Personnel Services Division*

SCHOOL OF EDUCATION



AGREEMENT

BETWEEN

FRESNO PACIFIC UNIVERSITY  
DIVISION OF PUPIL PERSONNEL SERVICES

AND

HANFORD ELEMENTARY SCHOOL DISTRICT  
HANFORD, CALIFORNIA

THIS AGREEMENT entered into this 15<sup>th</sup> day of JUNE 2011 by and between Fresno Pacific University, hereinafter called the University, and HANFORD ELEMENTARY SCHOOL DISTRICT, HANFORD, CALIFORNIA hereinafter called the District:

It is mutually agreed between the parties hereto, as follows:

I.

"Field/Supervised or Internship Experiences" as used herein and elsewhere in this Agreement, means active participation in the duties and functions of a Pupil Personnel Services professional (i.e., school counselor or school psychologist under the direct supervision and instruction of employees of the District holding valid Pupil Personnel Services credentials/licenses issued by the California Department of Education authorizing them to serve as a PPS professional in the schools in which the internship is provided.

The District shall provide an Internship experience through the pupil services programs operating within the jurisdiction of the District. Such experiences shall be provided under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon.

The District may refuse to accept for an Internship experience any PPS candidate of the University assigned to the District, and upon the request of the District, the University shall terminate the assignment of any student in the



## District.

The District agrees to provide FPU school psychology candidates with adequate time in the school setting to complete the field-based requirements outlined in the course syllabus for Internship in School Psychology. The school psychology candidate will provide this information for their school site supervisor.

## II.

Liability Insurance. University shall maintain in full force and effect, at all times during the term of this Agreement, the following liability insurance:

1. Commercial General Liability Insurance including, but not limited to, personal injury (including bodily injury and death) and property damage for liability arising out of each of their intern's performance under the Agreement. Said insurance coverage shall be no less than ONE MILLION DOLLARS (\$1,000,000) per occurrence and THREE MILLION DOLLARS (\$3,000,000) aggregate.
2. Professional Liability (Errors and Omissions) Insurance for liability arising out of, or in connection with, each of their intern's performance under this Agreement. Coverage shall include Abuse or Molestation Liability. Coverage shall be no less than ONE MILLION DOLLARS (\$1,000,000) per claim and THREE MILLION DOLLARS (\$3,000,000) aggregate.

Within ten days following execution of this Agreement, University shall deliver all required certificates of insurance to District. The certificates shall make reference to all provisions and endorsements referred to in this section and shall be signed on behalf of the insurer by its authorized representative.

Insurance provided under University's policy shall be primary and any insurance maintained by District shall apply, only if required by law, in excess of and not contributory with insurance required under the terms of this Agreement.

## III.

This assignment of a student of the University to Internship experiences in the District shall be deemed to be effective for the purposes of this Agreement as of the date the student presents to the proper authorities of the University the preliminary Certificate of Clearance (or other state-mandated clearance) and to the District the assignment sheet issued by the University.

## IV.

Each party shall hold harmless, indemnify and, if requested, defend the other party, its officers, agents, employees and Board members, from and against any and all demands, claims, causes of action, liability, judgments and expenses, including attorney's fees and costs, arising out of or related to that party's performance of or failure to perform its respective responsibilities, duties and

obligations under this agreement. For purposes of this paragraph, the actions of the school counselor candidate, while acting within the legitimate scope of their authority, shall be deemed to be the actions of the University.

V.

The term of this agreement shall commence on the first day of July, 2011 and terminate on the last day of June 2012.

Notwithstanding anything herein contained to the contrary, this Agreement may be terminated and the provisions of this Agreement may be altered, changed or amended by the mutual consent of the parties hereto.

VI.

Discrimination Clause

The District agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of,1990.

The District agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by the District, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

Fresno Pacific University  
1717 S. Chestnut Avenue  
Fresno, CA 93702

Hanford Elementary School District  
Hanford, California

\_\_\_\_\_  
Diane Catlin  
Chief Financial Officer  
559-453-2252

BY: \_\_\_\_\_  
Superintendent

BY: \_\_\_\_\_  
Clerk/Secretary (strike one) of  
the Board of Trustees

HANFORD ELEMENTARY SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT  
**ANNUAL BOARD CERTIFICATION:**  
**STATUS OF NON-PERMANENT CERTIFICATED EMPLOYEES**  
**2011-12 SCHOOL YEAR**  
**August 17, 2011**

Effective with the first paid duty day of their 2011-2012 employment contracts, the following non-permanent certificated employees shall be classified as follows:

**A. TENURED**

Ayach, LaNita	K-6 Teacher
Cabrera, Carlos	School Psychologist
Gonsalves, Kali	K-6 Teacher
Riley, Loriann	School Psychologist
Stone, Joanna	K-6 Teacher
Tan, Mica	K-6 Teacher

**B. SECOND-YEAR PROBATIONARY**

DeCuir, Sara	K-6 Teacher
Drummond, Melody	K-6 Teacher
Dwiggins, Stephanie	K-6 Teacher
Fuller, Brooke	7-8 Teacher
Gordon, Sheri	Special Ed. Teacher
Hernandez, Carol	K-6 Teacher
Hymmer, Kearsten	7-8 Teacher
Marquez, Haley	K-6 Teacher
Martinez, Andrew	K-6 Teacher
Mello, Amy	K-6 Teacher
Miller, Brooke	K-6 Teacher
Minick, Allison	K-6 Teacher
Moore, Janell	K-6 Teacher
Moreno, Diego	K-6 Teacher
Nuñez, Maria	K-6 Teacher
Polder, Lisa	Special Ed. Teacher
Ramos, Anne	K-6 Teacher
Raymer, Christina	K-6 Teacher
Robinson, Carrie	K-6 Teacher
Ryan, Tracy	K-6 Teacher
Silva, Stacey	K-6 Teacher
Stills, Audrey	K-6 Teacher
Tritch, Kathryn	7-8 Teacher

**C. FIRST-YEAR PROBATIONARY**

Barrientos, Christina	K-6 Teacher Intern, Year 2
Chavez, Judy	K-6 Teacher
Corrales, Judith	K-6 Teacher
Detlefsen, Mary	4-8 Music/Band Teacher
Goldring, Jocelyn	K-6 Teacher
Gonsalves, Amy	K-6 Teacher Intern, Year 2
Haynes, Susan	K-6 Teacher
Hunt, Kimberly	K-6 Teacher
Lake, Zachary	K-6 Teacher
Landers, Danielle	K-6 Teacher
Levinson, Jennifer	Special Education Intern
Molina, Jose David	K-6 Teacher Intern
Mueller, Steven	K-6 Teacher
Parreira, Melissa	K-6 Teacher
Quesada, Sarah	K-6 Teacher
Rosales, Maria	K-6 Teacher
Ross, Kristie	K-6 Teacher
Schneider, Susan	Special Education Teacher
Serrato III, Isaias	K-6 Teacher
Simpson, Rachel	K-6 Teacher
Stanton, Elizabeth	K-6 Teacher Intern, Year 2
Tuon, Lina	K-6 Teacher
Vail, Tiffany	K-6 Teacher
Young, Katherine	K-6 Teacher

**D. TEMPORARY: CATAGORICALLY FUNDED**

Nielsen, Chad	5-8 Art Teacher
---------------	-----------------

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
**2011-2012 CLASSIFIED, SUBSTITUTE/TEMPORARY WAGE SCHEDULE**  
 Effective July 1, 2011

Range	Position	Hourly Rate*
1S		\$9.67
2S		10.15
3S	Clerk Trainee	10.66
4S		11.19
5S	Clerk Typist I Food Service Worker I Instructional Aide	11.75
6S	Bilingual Aide I Bilingual Clerk Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	12.33
7S	Account Clerk I Custodian I Educational Tutor Groundskeeper I Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk Lead READY Program Tutor	12.95
8S	Account Clerk II Clerk-Typist II Cook/Baker Family Resource Center Receptionist Food Service Utility Worker Media Services Aide	13.60
9S	Bilingual Clerk-Typist II Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	14.28
10S	Bus Driver Health Care Assistant Help Desk Technician Secretary	15.00

Range	Position	Hourly Rate*
11S	Bilingual Health Care Assistant Irrigation Specialist Lead Custodian	15.75
12S	Account Technician I Warehouse/Reprographics and Mail Technician	16.53
13S	Head Custodian Maintenance Worker II Mechanic I Migrant Services Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	17.36
14S	Administrative Secretary I	18.22
15S	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician-I Database Specialist I	19.14
16S	Account Technician III Educational Interpreter Student Specialist	20.09
17S	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	21.10
18S	Account Technician IV Computer Maintenance Technician II Database Specialist II Lead Mechanic (Automotive) Network Engineer Student Advocate, Junior High Student Advocate, K-6 Systems Engineer	22.16
19S		23.26
20S		24.42

\*93.5% of CSEA Schedule, Step 1  
 Adopted: \_\_/\_\_/11

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** August 8, 2011  
**FOR:** (X) Board Meeting  
( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: August 17, 2011

**ITEM:**

Consider approval of consultant contract with Demsey, Filliger and Associates for an updated actuarial study as required by GASB 45.

**PURPOSE:**

Government Accounting Standards Board (GASB) 45 establishes standards for governmental employers to measure and report their costs and obligations relating to post employment benefits other than pensions. The most common example of post employment benefits, other than pensions, is retiree health benefits. An actuarial study is required in order to determine the cost of these retiree benefits.

Our last study was performed in 2009. An update is required every two years. Demsey, Filliger and Associates performed our initial GASB 45 actuarial study and has provided actuarial services for our District in the past for our self-funded dental fund.

**FISCAL IMPACT:**

The cost of the actuarial study will be \$4,500 and will be paid from the General Fund.

**RECOMMENDATION:**

Approve consultant contract with Demsey, Filliger and Associates for an actuarial study as required by GASB 45.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** August 8 2011  
**FOR:** (X) Board Meeting  
( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: August 17, 2011

**ITEM:**

Consider approval of Resolution #01-12: Revision of the 2011-12 Budget.

**PURPOSE:**

The 2011-12 budget act contained the following major provisions affecting K-12 education:

- Added \$4 billion in General Fund Revenues over the \$6.6 billion additional in the May Revise.
- Enacted "trigger language" that automatically implements reductions to K-12 education if State revenue forecasts are not met.
- Adds additional revenue deferrals bringing the total of deferrals to \$9.44 billion for K-12 or approximately 38% of the Revenue Limit funding. For HESD, this means that as of June 30, 2012, the State will still owe the District approximately \$9.9 million in 11/12 funding.
- Provides flat funding from 10/11 to 11/12 if the "trigger language" is not implemented mid-year.

Education Code requires Districts to revise the Adopted Budget to reflect provisions in the State Budget Act.

**FISCAL IMPACT:**

Budget revisions and explanations are listed on the attached summary of the budget changes.

**RECOMMENDATION:**

Approve Resolution #01-12: Revision of the 2011-12 Budget.



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

The Matter of  
Adopting Budget  
Revisions

**RESOLUTION #: 01-12**

**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 August 17, 2011 by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

---

Clerk of the Governing Board  
Hanford Elementary School District

**Budget Changes  
2011-12 Budget  
August 17, 2011**

	<b>Amount Changed</b>	<b>Reason for Change</b>
<b>FUND 0100 - GENERAL FUND</b>		
<b>Revenue</b>		
801100 State Revenue Limit	\$1,828,490	Adjust Revenue Limit Funding estimate upward from a \$330/ADA reduction to Flat Funding as per the State Budget Legislation
<b>TOTAL REVENUE CHANGES - GENERAL FUND</b>	<b>\$1,828,490</b>	
<b>Expenditures</b>		
<u>LOCATION 000 - GENERAL - Balance Sheet Accounts</u>		
978900 Reserve for Economic Uncertainty	\$1,505,000	Reserve percentage is now 7%
979000 Undesignated Reserve	\$173,501	Balance is now \$184,852
	<u>\$1,678,501</u>	
<u>LOCATION 001 - GENERAL ADMINISTRATION</u>		
550000 Utilities	\$51,489	Adjust for revised estimates
580000 Contracted Services	\$4,500	GASB 45 Actuarial Study
580010 Legal Services	\$10,000	Adjust for revised estimates
	<u>\$65,989</u>	
<u>LOCATION 020 - GENERAL SCHOOLS</u>		
110010 Certificated Substitutes	\$80,000	Adjust for revised estimates
110040 Certificated Stipends	\$4,000	
	<u>\$84,000</u>	
<b>TOTAL EXPENDITURE CHANGES - GENERAL FUND</b>	<b>\$1,828,490</b>	

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** August 8, 2011  
**FOR:**  Board Meeting  
 Superintendent's Cabinet  
**FOR:**  Information  
 Action

Date you wish to have your item considered: August 17, 2011

**ITEM:**

Consider approval of Resolution #02-12: Certificate of Resolution - 457 Deferred Compensation Plan Amendment for Roth 457.

**PURPOSE:**

The Board adopted a 457 Deferred Compensation Plan Document in December 2010. This amendment will allow our employees to participate in a post-tax 457 plan as well as a pre-tax 457 plan.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Approve Resolution #02-12: Certificate of Resolution - 457 Deferred Compensation Plan Amendment for Roth 457.

**RESOLUTION NO. 02-12**

**HANFORD ELEMENTARY SCHOOL DISTRICT**

**CERTIFICATE OF RESOLUTION  
457 Deferred Compensation Plan Amendment for Roth 457**

WHEREAS, the Hanford Elementary School District Board of Trustees (the "Board") for Hanford Elementary School District (the "Employer") hereby certifies that the following resolutions were duly adopted by the Board on this 17<sup>th</sup> day of August 2011, and that such resolution has not been modified or rescinded:

RESOLVED, that the Roth 457 Amendment of the Hanford Elementary School District 457 Plan (the "Amendment"), effective August 1, 2011, presented at this meeting to the Board is hereby approved and adopted and that the proper representatives of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

RESOLVED, that the proper representatives of the Employer shall act as soon as possible to notify Participants of the Plan of the adoption of this Amendment and of the changes presented at this meeting to the Board, which form is hereby approved.

The undersigned further certifies that attached hereto is a true copy of the Amendment as approved and adopted in the foregoing resolution.

Name of Plan: Hanford Elementary School District 457 Plan

**EMPLOYER**

Name of Employer: Hanford Elementary School District

By:

\_\_\_\_\_  
Nancy White, Assistant Superintendent, Fiscal Services

Date Signed: August 17, 2011

The foregoing resolution was adopted upon the motion of Trustee \_\_\_\_\_,  
seconded by Trustee \_\_\_\_\_ at a regular meeting on this 17th day of  
August 2011 by the following vote:

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

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

ABSTAINS: \_\_\_\_\_

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

HANFORD ELEMENTARY SCHOOL BOARD OF TRUSTEES

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**Hanford Elementary School District**  
**Minutes of the Regular Board Meeting**  
**June 15, 2011**

**DRAFT**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on June 15, 2011, at the District Office Board Room, 714 N. White Street, Hanford, CA.

**Call to Order** Trustee Revious called the meeting to order at 5:31 p.m. Trustees Hernandez, and Jay were present. President Garner and Trustee Hill were absent for reasons deemed acceptable by the Board.

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

- Student Discipline pursuant to Education Code section 48918

Trustees returned to open session at 5:53 p.m.

**HESD Managers Present** Dr. Paul J. Terry, Superintendent, was absent. Acting Superintendent for the meeting was Nancy White, Assistant Superintendent Fiscal Services. The following administrators were present: Doug Carlton, Joy Gabler, David Goldsmith, Karen McConnell, Liz Simas, and Diane Williams.

**Expulsion Cases #78-11, 79-11** Trustee Revious made a motion to accept the Findings of Facts and suspend from Community Day School Case #78-11 and #79-11 for the first semester of the 2011-12 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on June 6, 2011. Parents may apply for readmission on or after January 13, 2012. Trustee Jay seconded; motion carried 3-0.

**Expulsion Cases #72-11, 73-11, 76-11** Trustee Revious made a motion to accept the Findings of Facts and expel Cases #72-11, 73-11, and 76-11 for the first semester of the 2011-12 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on June 6, 2011. Parents may apply for readmission on or after January 13, 2012. Trustee Jay seconded; motion carried 3-0.

**Expulsion Cases #80-11, 77-11** Trustee Revious made a motion to accept the Findings of Facts and expel Cases #80-11 and 77-11 for the first and second semesters of the 2011-12 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on June 6, 2011. Parents may apply for readmission on or after June 8, 2012. Trustee Jay seconded; motion carried 3-0.

**Expulsion Case #74-11** Trustee Revious made a motion to accept the Findings of Facts and expel Case #74-11 for the first and second semesters of the 2011-12 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held June 6, 2011. However, Trustee Revious further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through January 13,

2012. Trustee Hernandez seconded; motion carried 3-0.

**Expulsion  
Case # 75-11**

Trustee Revious made a motion to accept the Findings of Facts and expel Case #75-11 for the first and second semesters of the 2011-2012 school year for violation of Education code 48900 and/or 48915 as determined by the Administrative Panel at hearing held on June 6, 2011. However, Trustee Revious further moved that the parents may apply for readmission on or after January 13, 2012. If readmission is granted, the expulsion order shall be suspended and student may attend regular school in probationary status on a Behavior Conditions Plan through June 8, 2012. Trustee Jay seconded; motion carried 3-0.

**PUBLIC HEARING  
2011-2012 Budget**

At 6:00 p.m. Trustee Revious opened the Public Hearing: 2011-12 Budget. Nancy White, Assistant Superintendent Fiscal Services, presented the proposed budget for the 2011-12 fiscal year.

Trustee Revious asked about filling several Media Services positions that are currently vacant. Diane Williams, Assistant Superintendent Human Resources, responded that the District is not currently recruiting to fill those positions.

Trustee Revious invited comments from the public. There being none, Trustee Revious closed the public hearing at 6:04 p.m.

**PUBLIC HEARING  
SBX3 4 Tier Three  
Programs Flexibility  
Transfers for 2011-12**

At 6:05 p.m Trustee Revious opened the Public Hearing regarding SBX3 4 Tier Three Programs and Flexibility Transfers. Nancy White, Assistant Superintendent Fiscal Services, introduced the item, and the Board discussed the proposed use of the funding as presented in the back up packet to the Board Agenda.

Trustee Revious called for comments or questions from the public. No public questions or comments were offered, and Trustee Revious closed the public hearing at 6:07 p.m.

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Public Comments**

None.

**Board and Staff  
Comments**

None.

**Requests to Address  
the Board**

None.

**Dates to Remember**

Trustee Revious reviewed Dates to Remember: upcoming July 4<sup>th</sup> Holiday; no Board Meeting in July; next regular Board Meeting August 17, 2011.

**CONSENT ITEMS**

Trustee Hernandez made a motion to take consent items "a" through "d" together. Trustee Jay seconded, motion carried 3-0. Trustee Hernandez then made a motion to approve consent items "a" through "d". Trustee Jay seconded, motion carried 3-0.

The items approved are:

- a) Warrant listings dated May 13, 20, 27, and June 3, 2011
- b) Approve minutes of May 18, 2011 regular board meeting.
- c) Donation of \$300.00 from Westat Research Corporation to Monroe School.
- d) Donation of \$544.04 from MLK PTC to King School.

Trustee Revious thanked and acknowledged donors for their contributions and support of Monroe School and King School.

### **INFORMATION ITEMS**

Trustee Revious welcomed attorney Randy Edwards of Griswold, LaSalle, Cobb, Dowd & Gin, LLC, who presented information regarding the 2010 census and Trustee Attendance Boundaries.

2010 Census data shows Hanford population has grown from approximately 30,000 in 2000 to over 57,000 in 2010. A detailed timeline is forthcoming to assist the Board in meeting deadlines and legal requirements regarding adjusting Trustee Attendance Boundaries in light of the increased population. Three alternate maps will be proposed. Public hearings will be posted to give opportunity for comment from the community. Trustees will then have to act and submit to Department of Justice within 120 days before next election cycle (by March 2012).

### **BOARD POLICIES AND ADMINISTRATION**

- Approve QEIA plans** Trustee Jay made a motion to approve 2011-12 Quality Education Investment Act (QEIA) plans for King, Lincoln, and Richmond Schools. Trustee Hernandez seconded; motion carried 3-0.
- Approve 2011-12 School Plans and School Improvement Plans** Trustee Hernandez made a motion to approve 2011-12 School Plans and School Improvement Plans. Trustee Jay seconded; motion carried 3-0.
- Approve Consolidated Application (Part I)** Trustee Jay made a motion to approve Consolidated Application for Funding Categorical Aid Programs (Part I). Trustee Hernandez seconded; motion carried 3-0.
- BP/AR 3100, BP/AR 3450** Trustee Jay made a motion to approve the following revised Board Policies and Administrative Regulations. Trustee Hernandez seconded; motion carried 3-0:
- BP/AR 3100 – Budget
  - BP/AR 3460 – Financial Reports and Accountability
- BP/AR 3553** Trustee Hernandez made a motion to approve the following revised Board Policy and Administrative Regulation. Trustee Jay seconded; motion carried 3-0:
- BP/AR 3553 – Free and Reduced Price Meals



**Consultant Contract** Trustee Hernandez made a motion to approve consultant contract with Lawrence-Nye-Andersen Associates to provide engineering services to evaluate the efficiency of the heating/cooling central plant systems at King and Washington Schools. Trustee Jay seconded; motion carried 3-0.

## **PERSONNEL**

**Item "o" added to Personnel agenda** An additional item to the agenda was added under the Personnel Section. The item was included in the back up packet to the Board. Trustee Hernandez made a motion to amend the agenda to add the following item. Trustee Jay seconded; the motion carried 3-0:

"5.o. Consider adoption of Resolution #20-11: Reduction in Classified Services for the 2011-12 school year."

Trustee Hernandez then made a motion to take Personnel items "a" through "o" collectively. Trustee Jay seconded; motion carried 3-0.

Then Trustee Hernandez made a motion to approve Personnel items "a" through "o". Trustee Jay seconded; the motion carried 3-0. The following items were approved:

***Item "a" – Employment***

Certificated: Mary Detlefsen, Band Teacher; Jose David Molina, Teacher; Lina Tuon, Teacher; as listed.

Temporary Employees/Substitutes/Yard Supervisors: Tiffany Casillas, Substitute Circumstance Aide and Special Education Aide; as listed.

***Item "b" – Resignations***

Lauren Atchison, READY Program Tutor; Lorri Cochran, READY Program Tutor; Kristy Wood, READY Program Tutor; as listed.

***Item "c" – More Hours***

Edward Bielik, Educational Interpreter; Aristeo Calvillo, Bilingual Clerk Typist II; Claudia Valtierra Carrera, Bilingual Clerk Typist II; as listed.

***Item "d" – Transfer/More Hours***

Diane Molina, Bilingual Student Specialist; as listed.

***Item "e" - Transfer/Lateral Change/More Hours***

Yolanda Bernal, to Special Education Aide; as listed.

***Item "f" - Promotion***

Amanda Braden, to Special Education Aide; Lillian "Lilly" Garcia, to School Operations Officer; as listed.

***Item "g" - Short-term Employment***

Certificated Staff – Extended Learning Opportunities:

Burriss Park Summer School: Christopher Piche, Lead Teacher; Angel Bravo, Teacher; Lindsay Hastings, Teacher; Cynthia Lara, Teacher; Patty Soper, Nurse; as listed.

Special Education Extended School Year: Amy Fochetti, Teacher; Lisa Polder, Teacher; as listed.

Classified Staff Extended Learning Opportunities:

Burriss Park Summer School Program: Daniel Bocanegra, READY Program Tutor; Ashley Lizotte, READY Program Tutor; Danna Miller, Bus Driver; Andrea Valencia, READY Program Tutor; Norma Vera, Migrant Services Specialist; as listed.

Richmond Summer School: Jared Oliveira, Special Education Aide; as listed.

Burriss Park and West Hills 5C's: Robert Leon, Bilingual Student Specialist; as listed.

West Hills 5C's: John Arnett, Bus Driver; Dan Ramponi, Bus Driver; as listed.

ESY Program: Donna Vierra, Bus Driver; as listed.

ESY – DHOH Program – Hanford High School: Edward Bielik, Educational Interpreter; as listed.

Classified Staff – Seamless Summer Meal Program: Yolanda Bernal, Yard Supervisor; Corina Carrera, Food Service Worker I; Wilma Etulian-Baraibar, Cook/Baker; Naomi Gaffney, Food Service Worker I; Veronica Grever, Food Service Worker I; Loretta King, Yard Supervisor; Michelle Lowell, Food Service Worker I; Araceli Mandujano, Yard Supervisor; Diana Medellin, Food Services Supervisor; Anneliese Roa, Food Services Program Manager; Lucy Rose, Food Service Worker I; as listed.

**Item "h" -**  
**Leave of Absence** Barbara Silva, Yard Supervisor; Stephanie Walbridge, Teacher; Zujey Garcia Zavala, Yard Supervisor; as listed.

**Item "i" – Ratify**  
**Assistant**  
**Superintendents'**  
**Employment Contracts**  
**for 2011-12** Per Government Code Section 53262, Assistant Superintendents' Employment Contracts for 2011-12, Joy Gabler, Nancy White, Diane Williams, as listed, are ratified.

**Item "j" - Declaration**  
**of Need for Fully**  
**Qualified Educators for**  
**2011-12 School year** Declaration of Need for Fully Qualified Educators for 2011-2012 School Year, as attached, is adopted.

**Item "k" – Statement**  
**of Need for 30-Day**  
**Substitute Teaching**  
**Permits** Annual Statement of Need for 30-Day Substitute Teaching Permits, as attached, is declared.

**Item "l" – Variable**  
**Term Waiver Request** BCLAD for Beatriz Huizar, 1<sup>st</sup> Grade FLI Teacher, Simas School (at Jefferson) for 2011-2012 school year.

**Item "m" -**  
**Reclassification** David Trevino, to Computer Maintenance Technician, as listed.

**Item "n" –**  
**Salary/Wage Schedules**  
**for 2011/12** Management/Professional Specialist/Confidential Salary Schedule (Interim); Credentialed Teacher Salary Schedule (Interim); Non-Credentialed Teacher and Intern Salary Schedule "B" (Interim); School Nurse Salary Schedule "C" (Interim); Classified Salary Schedule (Interim); Non-Represented Part-Time Employee Wage Schedule (Final); as attached.

**Item "o" –**  
**Resolution #20-11:**  
**Reduction in Classified**  
**Services** Resolution #20-11: Reduction of Classified Services for the 2011-2012 School Year, as attached.

## **FINANCIAL**

**2011-12 Flexibility**  
**Transfers approved** Trustee Revious made a motion to approve 2011-12 Flexibility Transfers of Categorical Funds. Trustee Jay seconded; motion carried 3-0.

**Resolution #19-11** Trustee Jay made a motion to approve Resolution #19-11: Board Delegation of Powers/Duties of Governing Board. Trustee Hernandez seconded; motion carried 3-0.

**2011-12 Budget adopted**

Trustee Jay made a motion to adopt the 2011-12 Hanford Elementary School District Budget. Trustee Hernandez seconded; motion carried 3-0.

**Legal Services Agreements for 2011-12**

Trustee Hernandez made a motion to approve legal services agreements and fees for fiscal year 2011-12. Trustee Jay seconded; motion carried 3-0.

Trustee Jay then made a motion to take items "e" through "i" together. Trustee Hernandez seconded; motion carried 3-0. Trustee Jay made a motion to approve items "e" through "i" collectively. Trustee Hernandez seconded; motion carried 3-0. The following items were approved:

**Consultant Contracts**

- e) Consultant contract with Mandate Resource Services, LLC for the preparation of Mandated Cost Claims.
- f) Consultant contract with School Facility Consultants for advisory services related to school facilities funding, financing and planning.
- g) Consultant contract with Government Financial Strategies.
- h) Consultant contract with Mangini Associates, Inc.
- i) Consultant contract with David B. Beller.

Trustee Jay then made a motion to take items "j" through "l" together. Trustee Hernandez seconded; motion carried 3-0. Trustee Jay made a motion to approve items "j" through "l" collectively. Trustee Hernandez seconded; motion carried 3-0. The following items were approved:

**Portable Classroom lease renewals**

- j) Renew lease agreement with Mobile Modular Management Corporation for twelve (12) portable classrooms.
- k) to renew lease agreement with Designed Mobile Systems, Inc. for one (1) portable classroom
- l) Renew lease agreement with Modular Space Corporation for five (5) portable classrooms.

**Adjournment**

There being no further business, Trustee Revious adjourned the meeting at 6:23 p.m.

Respectfully submitted,

Nancy White for Paul J. Terry  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Jeff Garner, President

\_\_\_\_\_  
Tim Revious, Clerk