

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, January 11, 2012

HESD District Office Board Room

714 N. White Street, Hanford, CA

OPEN SESSION

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

CLOSED SESSION

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

Administrative Panel Recommendations:

Case# 12-01 – Lincoln	Case# 56-11 - Hamilton
Case# 12-02 – Lincoln	Case# 57-11 - Hamilton
Case# 105-09 - Wilson	Case# 62-11 - Richmond
Case# 16-10 – Washington	Case# 64-11 - Monroe
Case# 27-10 – Hamilton	Case# 65-11 - Lincoln
Case# 30-11 – King	Case# 66-11 - Kennedy
Case# 51-11 – Richmond	Case# 67-11 - King
Case# 52-11 – Washington	Case# 68-11 - Monroe
Case# 54-11 – Washington	Case# 71-11 – Washington
Case# 09-11 - JFK	

- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
 - **Conference with Labor Negotiator** (GC 54957.6) – CSEA
District Negotiators: Paul Terry/Diane Williams
 - **Public Employee Discipline/Dismissal/Release** (GC 54957) - Classified

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

- *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.*

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 December 2, 2011; December 9, 2011; December 16, 2011; December 27, 2011; and January 3, 2012
- b) Approve minutes of Regular Board Meeting December 7, 2011.
- c) Approve donation of \$100.00 from Edison International to Simas School. (Duvall)
- d) Approve donation of \$3,600.00 from Hamilton PTC to Hamilton School for the purchase of a SMART Board. (Espindola)
- e) Approve donation of ten \$100 gift cards to Lincoln teachers from Walmart's Teacher Rewards Program. (Pitkin)

3. INFORMATION ITEMS

- a) Receive CSEA Tentative Agreements for information (Williams)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Memorandum of Understanding ("MOU") between the County of Kings Behavioral Health and Hanford Elementary School District. (McConnell)
- b) Consider approval of the HESD Local Agency Plan Addendum Update including Title III Year 2 Action Plan for English Learners. (Carlton)

5. PERSONNEL

a) Employment

Classified

- Paige Hartshorn, Educational Tutor K-6 - 3.5 hrs., Monroe, effective 12/5/11

Temporary Employees/Substitutes/Yard Supervisors

- Oscar Barron, Short-term Yard Supervisor – 2.25 hrs., Washington, effective 1/9/12 to 3/23/12
- Amelia "Amy" Carpenter, Substitute Bus Driver, effective 1/9/12
- Vanessa Jacuinde, Substitute Special Education Aide, effective 12/5/11
- Veronica Leach, Substitute Babysitter, effective 1/9/12
- William Lloyd, Substitute Yard Supervisor, effective 12/12/11
- Michal "Mack" McWay, Short-term READY Program Tutor – 4.5 hrs., Washington, effective 1/9/12 to 2/10/12
- Jenny Palmer, Short-term Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 1/9/12 to 2/10/12
- Robin Patison, Substitute Babysitter, effective 12/12/11
- Seth Ritchie, Substitute Yard Supervisor, effective 12/7/11

b) Resignations

- Juana Meza, Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 12/16/11
- Megan Reis, READY Program Tutor – 4.5 hrs., Hamilton, effective 12/16/11

c) More Hours

- June Strong, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., effective 12/6/11

d) Volunteers

<u>Name</u>	<u>School</u>
Cynthia Barth	Simas
Michael Dotts	Washington
Raymond Guevara	Wilson

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
 FROM: Liz Simas
 DATE: December 13, 2011

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: January 11, 2012

ITEM: Student Discipline

PURPOSE: Readmissions

Case# 12-01 – Lincoln	Case# 56-11 - Hamilton
Case# 12-02 – Lincoln	Case# 57-11 - Hamilton
Case# 105-09 - Wilson	Case# 62-11 - Richmond
Case# 16-10 – Washington	Case# 64-11 - Monroe
Case# 27-10 – Hamilton	Case# 65-11 - Lincoln
Case# 30-11 – King	Case# 66-11 - Kennedy
Case# 51-11 – Richmond	Case# 67-11 - King
Case# 52-11 – Washington	Case# 68-11 - Monroe
Case# 54-11 – Washington	Case# 71-11 – Washington
Case# 09-11 - JFK	

Hanford Elementary School District
Minutes of the Regular Board Meeting
December 7, 2011

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on December 7, 2011, at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garner called the meeting to order at 5:32 p.m. Trustees Hernandez, Hill, Revious, and Jay were present.
- Closed Session** Trustees immediately adjourned to closed session for:
- Student Discipline pursuant to Education Code section 48918
 - Conference with Labor Negotiator (GC 54957.6) – CSEA
District Negotiators: Paul Terry/Diane Williams
 - Public Employee Discipline/Dismissal/Release (GC 54957) -
Classified
- Trustees returned to open session at 6:07 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Anthony Carrillo, Debra Colvard, Javier Espindola, Joy Gabler, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jeanne Rios, Jill Rubalcava, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.
- Announcement of Closed Session Action** Trustee Revious stated, "during closed session, the Board acted to approve Resolution #12-12, placing a classified employee, a custodian, on compulsory leave without pay, pending disciplinary action, under Administrative Regulation 4218. The motion carried by a vote of 5 to 0."
- Expulsions:**
- #12-14** Trustee Revious made a motion to accept the Findings of Facts and expel Case #12-14 for the remainder of the 2011-2012 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on December 5, 2011. Parents may apply for readmission on or after June 8, 2012. Motion seconded by Trustee Hill, motion carried 5-0.
- #12-15** Trustee Revious made a motion to accept the Findings of Facts and expel Case #12-15 for the remainder of the 2011-2012 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on December 5, 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 June 8, 2012. Motion seconded by Trustee Hernandez, motion carried 5-0.
- #12-12** Trustee Revious made a motion to impose the Expulsion Order for Case #12-12 based upon the student's failure to abide by the Behavior Conditions Plan. Parents may apply for readmission on or after June 8, 2012. Trustee Hill seconded, motion carried 5-0.

Public Comments None.

Board and Staff Comments None.

Requests to Address the Board at future meetings None.

Dates to Remember President Garner reviewed Dates to Remember, including: December 10 JFK Boys' Roundball Invitational; December 14 JFK Winter Band Concert; schools on Winter Break December 19-January 6.

INFORMATION ITEMS

2012 Budget Calendar Nancy White, Assistant Superintendent Fiscal Services presented the Budget calendar for 2012 for information.

CONSENT ITEMS

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

- a) Warrant listings dated November 14, 2011; November 18, 2011; and November 28, 2011.
- b) Minutes of November 16, 2011 Regular Board Meeting.
- c) Inter-district transfers as recommended.
- d) Donation of \$91.84 from Savemart Shares Program, and \$100.00 from Edison International to Simas School.
- e) Donation of a trombone with estimated value of \$440 from Susan Minor, and donation of two clarinets with estimated values of \$405 each from Rick and Laurie Harris to the Woodrow Wilson Band program.

President Garner acknowledged and thanked Savemart Shares, Edison International, Susan Minor, and Rick and Laurie Harris for their donations in support of HESD schools.

BOARD POLICIES AND ADMINISTRATION

AR 5142.1 Trustee Revious made a motion to adopt the following revised Administration. Seconded by Trustee Hill, motion carried 5-0:

- AR 5142.1 – Identification and Reporting of Missing Children (revised)

BP 5145.11
E 5145.11 Trustee Jay made a motion to adopt the following revised Board Policy and Exhibit. Seconded by Trustee Hill, motion carried 5-0:

- BP 5145.11/E 5145.11 – Questioning and Apprehension by Law Enforcement (revised)

BP 6111

Trustee Hill made a motion to adopt the following revised Administration. Seconded by Trustee Revious, motion carried 5-0:

- BP 6111 – School Calendar (revised)

PERSONNEL

Trustee Revious made a motion to take Personnel items "a" through "c" together. Trustee Hernandez seconded and motion carried 5-0. Then Trustee Hernandez made a motion to approve Personnel items "a" through "c". Trustee Jay seconded, and the motion carried 5-0. The following items were approved:

**Item "a" –
Employment**

Classified:

- Cassandra Arceo, Bilingual Health Care Assistant – 6.0 hrs., Simas, effective 11/29/11
- Nora Sandoval Hernandez, Food Service Worker I – 2.25 hrs., Washington, effective 11/8/11

Temporary Employees/Substitutes/Yard Supervisors:

- Cassandra Arceo, Substitute Translator: Oral Interpreter and Written Translator, effective 11/8/11
- Traci Fox, Substitute Alternative Education Program Aide and READY Program Tutor, effective 11/8/11
- Alicia Grandmont, Substitute Yard Supervisor, effective 11/7/11
- Nora Sandoval Hernandez, Substitute Translator: Oral Interpreter, effective 11/21/11
- Tyre Hudgins, Substitute Yard Supervisor, effective 11/28/11
- Kimberly Jenkins, Short-term Yard Supervisor – 2.25 hrs., Richmond, effective 11/28/11 to 3/30/12
- Carlos Lerma, Jr., Substitute Custodian I, effective 10/14/11
- Martha Martinez, Short-term Educational Tutor (LAS Testing) – 4.0 hrs., various sites, effective 11/29/11 to 4/30/12
- Sharon Mishan, Substitute Clerk Typist II, effective 11/28/11
- Laura Rodriguez, Substitute Translator: Oral Interpreter and Written Translator, effective 11/14/11
- Laura Sandoval, Short-term Yard Supervisor – 1.0 hr., Jefferson, effective 11/28/11 to 3/30/12 (revision to hours and site)

**Item "b" –
Resignations**

- Amelia Carpenter, Bus Driver – 4.5 hrs., Transportation/DSF, effective 11/29/11
- Riley Davis, Substitute READY Program Tutor and Yard Supervisor, effective 10/25/11

**Item "c" –
Volunteers**

<u>Name</u>	<u>School</u>
Jose Lasarit	Lincoln
Miriam Gomez	Richmond

FINANCIAL

Approve Certification of Signatures

Trustee Revious made motion to approve Certification of Signatures for 2012. Trustee Hill seconded, motion carried 5-0.

Report of Developer Fees Collected and Spent

Trustee Revious made a motion to accept the report of Developer Fees Collected and Spent. Trustee Hernandez seconded, motion carried 5-0.

Certification of First Interim Report Trustee Hill made a motion to approve Certification of First Interim Report for 2011-2012. Trustee Hernandez seconded, motion carried 5-0.

Resolution #11-12 Trustee Jay made a motion to approve Resolution #11-12: Resolution of the Governing Board Authorizing an Increase to Maximum Amount of Borrowing of Funds for Fiscal Year 2011-12 and Authorizing the Issuance and Sale of an Additional Series of 2011-12 Tax and Revenue Anticipation Notes Through the California School Cash Reserve Program and Requesting the Board of Supervisors of the County to Issue and Sell Said Series of Additional Notes. Trustee Revious seconded, motion carried 5-0.

Bus Purchase Trustee Hill made a motion to approve purchase of one (1) new 78-passenger Bluebird school bus from A-Z Sales, Inc. via piggyback on a bid by the Waterford Unified School District. Trustee Hernandez seconded, motion carried 5-0.

ANNUAL ORGANIZATION

Annual Organization Superintendent Dr. Terry, as Secretary of the Board, conducted the election of officers.

Trustee Hernandez nominated Jeff Garner for President of the HESD Board of Trustees. Trustee Revious nominated Dennis Hill for President of the Board of Trustees. There were no other nominations. Trustee Jay moved that nominations be closed, Trustee Hernandez seconded, and the motion carried 5-0.

The roll call vote for Jeff Garner as 2012 President of the Board of Trustees was as follows: Garner - no; Hernandez - no; Hill - yes; Jay - no; Revious - no

Dennis Hill elected President for 2012 Trustees then cast their votes by roll call for Dennis Hill as 2012 President of the Board of Trustees as follows: Garner - yes; Hernandez - yes; Hill - yes; Jay - yes; Revious - yes. By unanimous vote, Dennis Hill was elected to serve as President of HESD Board of Trustees.

Tim Revious elected Vice President for 2012 Trustee Hill nominated Tim Revious for Vice-President of the HESD Board of Trustees. There were no other nominations. Trustee Hill moved that nominations be closed, Trustee Garner seconded, and the motion carried 5-0. Trustees then cast their vote for Revious as Vice President of the Board of Trustees as follows: Garner, Hernandez, Hill, Jay and Revious all voted aye. By unanimous vote, Tim Revious will serve as Vice President of HESD Board of Trustees.

James L. Jay III elected for Clerk for 20123 Trustee Revious nominated James L. Jay III for Clerk of the Board of Trustees. There were no other nominations. Trustee Revious moved that nominations be closed, Trustee Hill seconded, and the motion carried 5-0. Trustees then cast their vote for James L. Jay III as Clerk of the Board by roll call vote: Garner, Hernandez, Hill, Jay and Revious all voted aye. By unanimous vote, James L. Jay III will serve as Clerk for the HESD Board of Trustees.

**Committee
Appointments**

President Hill appointed Trustees to serve on the following committees for 2012 as follows:

Finance Committee – Jeff Garner, Lupe Hernandez
Budget Committee – Dennis Hill, Jeff Garner
Kings County School Boards Association – Tim Revious
HESD Educational Foundation – Dennis Hill

**Board Meeting 2012
Calendar approved -
December 21, 2011
Board Meeting
cancelled**

Trustee Revious motioned to adopt the Board Meeting Calendar as submitted, including cancelling the final meeting 2011 on December 21st. Trustee Jay seconded, motion carried 5-0.

Adjournment

There being no further business, President Hill adjourned the meeting at 6:38 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Dennis Hill, President

James L. Jay III, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Silvia Duvall 

DATE: 12/7/11

FOR: Board Meeting
 Superintendent's CabinetFOR: Information
 Action

Date you wish to have your item considered: 1/11/12

ITEM: Donation from Edison International for \$100.00

PURPOSE: instructional supplies

FISCAL IMPACT: \$100.00

RECOMMENDATIONS: accept donations

10/30

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Javier Espindola



DATE: December 5, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: ~~December 21, 2011~~ January 11, 2012

ITEM: Donation of \$3,600.00 from Hamilton PTC.

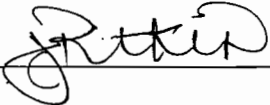
PURPOSE: To purchase a SMART Board for a second grade classroom.

FISCAL IMPACT: Accept donation. Increase of \$3,600.00 to the Hamilton School 2011-2012 General Fund Budget ♦ 0100-0000-0-1110-1000-430001-029-0000

RECOMMENDATIONS: Accept donation.

AGENDA REQUEST FORM

TO: SUPERINTENDENT

FROM: Jen Pitkin 

DATE: December 15, 2011

- For: Board Meeting
- Superintendent's Cabinet
- Instructional Cabinet
- Curriculum Committee

- For: Information
- Action

Date you wish to have your item considered: January 11, 2012

ITEM: Donation of 10 - \$100 gift cards to Lincoln teachers from WalMart's Teacher Rewards Program.

(Use complete sentence.)

URPOSE: (Write summary or justification): Accept donation of gift cards.

FISCAL IMPACT: (If any): None

RECOMMENDATION: (If any): Accept donation.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams ^{OW}

DATE: December 16, 2011

FOR: Board Meeting
 Superintendent's Cabinet

Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: January 11, 2012

ITEM: Receive, for information, Tentative Agreements between District and California School Employees Association (CSEA) for 2011-2012 (contract re-openers).

PURPOSE: To meet the "sunshining" provisions of Government Code Section 3547 prior to approval of Tentative Agreements reached in collective bargaining.

A copy of the Tentative Agreements will be available, for review and comment by the public, in the Superintendent's Office on January 12, 2012.

Board approval of the amendments to the collective bargaining agreement will be recommended at the next scheduled Board meeting.

FISCAL IMPACT: Costs and funding sources are attached.

RECOMMENDATION: Receive for information only.

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
In Accordance with AB 1200 (Statutes of 1991, Chapter 1213); G.C. 3547.5

Hanford Elementary School District

Name of Bargaining Unit: Classified School Employees Association, Chapter #344

Certificated _____ Classified X
New Agreement _____ or Reopener X

The proposed agreement is a three-year agreement that covers the period beginning July 1, 2011 and ending June 30, 2014 and will be acted upon by the Governing Board at its meeting on January 25, 2012.

A.(1) Proposed Change in Compensation

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change		
		*Current Year 2011-12	*Year 2 2012-13	*Year 3 2013-14
1. Base Salary		\$ 0	\$ 0	\$ 0
	\$	%	%	%
2. Other Compensation – i.e. Stipends or Bonuses		\$ 7,953	\$ 688	\$ 4,594
	\$	0.15%	0.013%	0.09%
3. Total Salary - (Sum of 1 & 2)		\$ 7,953	\$ 688	\$ 4,594
	\$	0.15%	0.013%	0.09%
4. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare		\$ 1,772	\$ 140	\$ 1,051
	\$	0.03%	0.002%	0.02%
5. Health/Welfare Benefits		\$ 0	\$ 0	\$ 0
	\$	%	%	%
6. Total Benefits - (Total Lines 4 & 5)		\$ 1,772	\$ 140	\$ 1,051
	\$	0.03%	0.002%	0.02%
7. Total Compensation – (sum of 3 & 6)		\$ 9,725	\$ 828	\$ 5,645
	\$	0.18%	0.015%	0.11%

*Includes General Fund and Cafeteria Fund

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

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

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

Beginning with the 2011-12 school year and every school year thereafter, a one-time non-renewable bonus of \$500 shall be paid to each full-time employee in his/her 15th year of service to the District. For the 2011-12 school year only, a one-time non-renewable bonus of \$500 shall be paid to each full-time employee who during 2012 is in his/her 16th, 17th, 18th or 19th year of District Service.

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

- Maximum allowed Accumulated Vacation at June 30 of each fiscal year will decrease by one (1) day from 20 days to 19 days.
- Current Personal Necessity Leave (6 days) and current Personal Business Leave (2 days) will be combined into one category titled Personal Necessity Leave (8 days).

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

None

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

15/30

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

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

During the term of the 2011-2014 agreement, the District and/or CSEA may re-open negotiations for the 2011-12, 2012-13 and 2013-14 school years over Pay and Allowance (Article 23) and/or Health and Welfare Benefits (Article 22) and two (2) additional Articles each.

E. Source of Funding for Proposed Agreement

1. Current Year

General Fund – Undesignated Reserve		Cafeteria Fund – Undesignated Reserve	
Unrestricted	\$7,199	\$1,917	
	<u>609</u>	<u>0</u>	
Restricted	\$7,808	\$1,197	= \$9,725

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

General Fund – Undesignated Reserve Unrestricted and Restricted	Cafeteria Fund – Undesignated Reserve

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

Not applicable – This is not a multi-year agreement.

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

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

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

G. Certification

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

District Superintendent
(Signature)

January 11, 2012
Date

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

17/30

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

	(Col. 1) Latest Board- Approved Budget	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES		*		
Revenue Limit Source (8010-8099)				
Remaining Revenues (8100-87991)				
TOTAL REVENUES				
EXPENDITURES				
1000 Certificated Salaries				
2000 Classified Salaries		+ \$ 7,953		
3000 Employees' Benefits		+ \$ 1,772		
4000 Books and Supplies				
5000 Services and Operating Exps				
6000 Capital Outlay				
7000 Other				
TOTAL EXPENDITURES		+ \$ 9,725		
OPERATING SURPLUS (DEFICIT)				
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT				
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE		(\$ 9,725)		
BEGINNING BALANCE				
CURRENT-YEAR ENDING BALANCE				
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts				
Reserved for Economic Uncertainties				
Board Designated Amounts				
Unappropriated Amounts		(\$ 9,725)		

A. Date of governing board approval of budget revisions in Col. 1 January 25, 2012

*Includes both General Fund and Cafeteria Fund

Contact Person: Nancy White

Date: January 11, 2012

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

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

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Hanford Elementary School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Classified School Employees Association, Chapter #344 Bargaining Unit, during the term of the agreement from July 1, 2008 to June 30, 2014.

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

<u>Budget Adjustment Categories</u>	<u>Budget Adjustment</u> <u>Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	<u>\$ 0</u>
<u>Expenditures/Other Financing Uses</u>	<u>\$ 9,725</u>
<u>Ending Balance Increase (Decrease)</u>	<u>\$ (9,725)</u>

* Includes both General Fund
Cafeteria Fund

N/A ___ (No budget revisions necessary)

District Superintendent
(Signature)

January 11, 2012
Date

Chief Business Officer
(Signature)

January 11, 2012
Date

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell

DATE: December 8, 2011

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: January 11, 2012

ITEM: Memorandum of Understanding ("MOU") between the County of Kings Behavioral Health and Hanford Elementary School District.

PURPOSE: Memorandum of Understanding ("MOU") between the County of Kings Behavioral Health and the Hanford Elementary School District to provide school based early mental health prevention and intervention activities as part of the Counties Prevention and Early Intervention (PEI) Plan as required by the California Department of Mental Health, which is funded as part of the Mental Health Services Act.

FISCAL IMPACT: None

RECOMMENDATIONS: Approve

**Memorandum of Understanding
County of Kings Behavioral Health
And
Hanford Elementary School District**

This Memorandum of Understanding (hereinafter "MOU") made and entered into this the 3rd day of November, 2011, by and between County of Kings' Behavioral Health Department (hereinafter "COUNTY") and Hanford Elementary School District (hereinafter "DISTRICT").

WITNESSETH

Recitals:

A. COUNTY will be providing school based early mental health prevention and intervention activities as a part of the COUNTYs' Prevention and Early Intervention (PEI) Plan as required by the California Department of Mental Health, which is funded as part of the Mental Health Services Act. These services will be rendered to school age youth in Kings County.

B. COUNTY has the responsibility, the experience, and the expertise to administer and monitor the program that provides services to families and individuals affected by or at risk of experiencing mental illness and behavioral health issues in Kings County.

C. The DISTRICT has the responsibility, the experience, and the expertise to oversee and collaborate with the COUNTY on the effectiveness of the program and the overall success of the PEI Plan.

Now, therefore, the parties hereto mutually agree as follows:

1. Term: This MOU commences on October 3, 2011, and it shall remain in effect through June 30, 2012. Either party may terminate this agreement with a 30-day written notice.

2. Scope of Work.

DISTRICT shall provide the following services:

- Space on site for services to be rendered, including space for assessments, groups, meetings with the student participants and school staff.
- Provide internet access to the school's wireless network so that COUNTY staff can access files and resources necessary to conduct services on site. Further, the COUNTY agrees to have each employee involved with the internet through the DISTRICT sign the DISTRICT "Acceptable Use" policy.

- Referrals will be made by the participating schools to the COUNTY staff prior to the start of each semester to provide program staff with time to screen referrals for appropriateness and group formation.
- The COUNTY and the DISTRICT will jointly develop the parental consent forms. Participating schools will obtain necessary parental consent from referred student for participation in the COUNTY program.
- Participating schools will share/submit feedback to COUNTY Program Managers at the end of each semester on progress if any by participating students, as well as their feedback on COUNTY staff performance in working with the students at their school site.
- Participating schools will meet at least twice a year (at the end of each semester) with the Prevention Services Coordinator and appropriate school staff (counselor, teacher, principal, etc.) and, if applicable, social worker, probation, parents, etc as a Multi-Disciplinary Team to address any issues/concerns, progress and/or review the student's program participation.
- DISTRICT's Director of Special Services will ensure that appropriate staff are made available for the Multi-Disciplinary Team meetings.
- COUNTY staff will be responsible for communicating and coordinating with families the Multi-Disciplinary Team meeting location, meeting time and purpose of the meeting.
- DISTRICT shall host the Multi-Disciplinary Team (MDT) meetings with families, as its general location is accessible and familiar to the participants' family. Dates of these meetings will be scheduled by the Prevention Services Coordinators through the DISTRICT's Director of Special Services.
- The DISTRICT will provide each parent who elects to have their child participate in the PEI Plan program with a DISTRICT Release of Information from prior to the MDT meeting, further notifying parents that the DISTRICT and other agencies will be participating in the round table discussions.

COUNTY shall provide the following services:

- Provide Prevention Services Coordinators to render services at participating Hanford Elementary School District sites. The number of sites will be dependent on need and referrals. The sites are subject to change and can be expanded or reduced as needed.
- Ensure all Prevention Services Coordinators are screened internally by the COUNTY for eligibility to be on school sites (fingerprint checks), and are able to work with children as well as having a TB clearance (recent TB screening). Written certification will be provided to the DISTRICT for all program staff.
- The COUNTY will screen referrals from the school in a timely manner for assessment and/or participation in groups and related services and will be tasked with final approval of referrals.

- Prevention Services Coordinators will provide Skills Building Groups on-site to:
 - a. students living in stressed families, and
 - b. those who have been identified as at-risk from school failure,
 - c. at-risks from juvenile justice involvement,
 - d. student at-risk for or are experiencing depression or other emotional/mental health issues,
 - e. students who are victims of bullies, or perpetrators of bullying,
 - f. experiencing exposure to domestic violence or other trauma,
 - g. or have parents who have a serious mental illness, or substance use disorder.

- COUNTY will limit group size to a maximum of 12 participating per group, to adhere to curriculum recommendation, and managing group dynamics.
- Once groups have been established, Prevention Services Coordinators can limit new participants from joining the group to prevent disruption of group continuity.
- Any forms developed by the Prevention Services Coordinators for the program participants and/or their families must be submitted to the DISTRICT for review and approval prior to any use.
- COUNTY's Prevention Services Coordinators will participate in MDT meetings with school staff and parents in order to increase cross communication, collaboration, and meet the diverse needs of this population.
- COUNTY Prevention Service Coordinators agree to sign a document provided by the DISTRICT acknowledging that information provided to them through school records reviews, conversations with students, staff or parents are confidential and can only be disclosed to outside agencies through a disclosure document, signed by the parent of the child.
- The COUNTY recognizes that notes of individual MDT members are not student records according to the Office of Civil Rights (OCR), but any minutes taken during an MDT meeting would be considered a student record and subject to OCR review and other provisions of the law.

3. Compensation. There is no exchange of funds for this Agreement. The COUNTY will not be liable to the DISTRICT for payment of any services under this Agreement. Likewise, the DISTRICT will not be liable to the COUNTY for payment of any services under this Agreement.

4. Confidentiality. Both the COUNTY and the DISTRICT shall insure that any personal health and treatment information received, processed, or generated by either the COUNTY or the DISTRICT pursuant to its services shall be kept confidential as required by State and Federal laws and regulations, including, but not limited to, California Education Code, HIPPA, and FERPA.

5. Indemnification.

General Indemnification for COUNTY. The DISTRICT shall hold the COUNTY, its elected officials, agents, officers, employees, and volunteers harmless from, save, indemnify, and defend the same against, any and all claims, and damages for injury to person or property, and related costs and expenses (including reasonable attorney's fees), arising out of any act or omission of the DISTRICT, its agents, officers, employees, or volunteers, during the performance of its obligations under this MOU.

General Indemnification for DISTRICT. The COUNTY shall hold the DISTRICT, its agents, officers, employees, and volunteers harmless from, save, indemnify, and defend the same against, any and all claims and damages for injury to person or property, and related costs and expenses (including reasonable attorney fees), arising out of any act or omission of the COUNTY, its elected officials, agents, officers, employees, and volunteers during the performance of its obligations under this MOU.

6. Amendments. This MOU may be amended by written mutual consent of both parties and may be terminated by either party with (30) day written notice.

IN WITNESS WHEREOF, the parties have executed this MOU hereto, upon the date first above written.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by both parties.

“DISTRICT”

Dated: _____

By: _____
Name and Title

“COUNTY”

Dated: _____

By: _____
Tony Barba, Chairman of the Board
of Supervisors

ATTEST:

Dated: _____

By: _____
Catherine Venturella, Clerk of the Board
of Supervisors

APPROVED AS TO FORM:

Dated: _____

Colleen J. Carlson, County Counsel

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: December 15, 2011

For: Board Meeting
 Superintendent's Cabinet

For: Information
 Action

Date you wish to have your item considered: January 11, 2012

ITEM:

Consider approval of the HESD Local Agency Plan Addendum Update including the Title III Year 2 Action Plan for English Learners

PURPOSE: To improve the academic achievement of English learners and students from low income families

FISCAL IMPACT: Approximately \$3.5 million in categorical funding that is requested through the Consolidated Application

RECOMMENDATION:

Approve the HESD LEAP Addendum update including the Title III Year 2 Action Plan for English Learners

Hanford Elementary School District

Local Agency Plan and Local Agency Plan Addendum Implementation Report 2011-2012

In 2008, the Hanford Elementary School District (HESD) Board of Trustees adopted the Local Education Agency Plan (LEAP) addendum. The LEAP Addendum stipulates that the overall goal for HESD is:

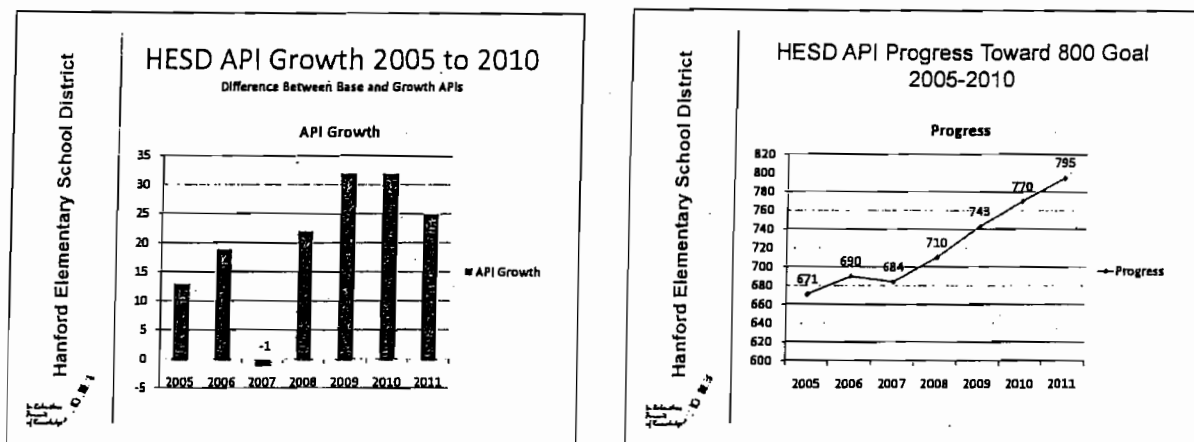
To improve student achievement in English Language Arts and Mathematics by creating greater coherence, consistency and precision in the instructional delivery of English Language Arts and Mathematics through alignment of instruction with the California content standards for English Language Arts and Mathematics and fully supporting the implementation of standard-based instruction using SBE approved texts and text-based professional development (SB 472) for teachers and administrators.

The LEAP Addendum listed a series of actions that the district would take to address its Program Improvement status. These included implementation of standards aligned instruction using State Board of Education (SBE) approved materials, developing and implementing pacing calendars, implementing a student achievement monitoring system, providing universal access to subgroups of students achieving below specified levels, and providing professional development based on the SBE approved materials. HESD has rigorously implemented the action strategies in the LEAP Addendum, and as a result, many of the actions listed have been accomplished:

- The State Board of Education Approved instructional materials in English language arts and mathematics have been implemented in all classrooms
- Teachers have received SB472 training in mathematics
- Pacing calendars have been implemented for English language arts and mathematics
- A system of benchmark and formative assessments has been implemented for English language arts and mathematics in all grades

As a result of HESD's faithful implementation of the actions detailed in the LEAP Addendum, student achievement in the district has improved significantly. In the 2008-2009 school year, HESD met 29 of 29 AYP criteria, met all Title III AMAOs, and had 100% of teachers NCLB Highly Qualified. Additionally, five schools met all AYP criteria with one Year 5 PI school exiting Program Improvement for the 2009-2010 school year. In the 2009-2010 school year, HESD met 28 of 29 AYP criteria, five schools (including one Year 5 PI school) met all AYP criteria, and two additional Year 5 PI schools exited Program Improvement for the 2010-2011 school year. In 2010-2011, HESD met 24 of 29 AYP criteria, four schools met all AYP criteria with the final Year 5 PI school exiting Program Improvement. Additionally, four schools met or exceeded the target of 800 on the Academic Performance Index (API).

The District's API has risen significantly as shown in the charts below:



For 2011-2012, HESD will continue to maintain a rigorous focus on standards aligned instruction that uses the SBE approved materials. HESD will continue to refine its pacing calendars and assessment system. Schools will continue to carefully analyze student achievement data and use information from this analysis to provide targeted, differentiated instruction and interventions for students in subgroups that did not meet their Annual Measurable Objectives (AMOs).

HESD LEAP and LEAP Addendum Objectives for 2011-2012

1. Standards based instruction (including interventions) that adheres to the required instructional minutes, and uses State Board of Education adopted materials in ELA and mathematics, will be in place in all classrooms with all students.
2. The district will have a student monitoring system that informs teachers of students' progress and the effectiveness of instruction that is based on the SBE adopted ELA and mathematics programs.
3. The district will have fully credentialed, highly qualified teachers and administrators who receive ongoing instructional assistance and support through professional development, coaching, and professional collaboration.
4. Parents will participate in regular, two-way, and meaningful communication involving student academic learning and other school activities.

Title III Action Plan for English Learners

Title III Program Improvement

In 2007-2008, the district entered Title III Year 4 program improvement. As a result of this designation, the district developed a Title III Year 4 Action Plan. The district implemented this plan, and as a result, exited Title III Program Improvement in the 2008-2009 school year. Although the district successfully implemented the Title III Year 4 Action Plan and exited Program Improvement, a combination of increasing performance targets and a leveling off of the achievement of EL students has caused the district to once again enter Title III Program Improvement.

The district is currently in Title III Program Improvement Year 2, and will develop and implement an action plan for English learners.

Title III Action Plan Objectives for 2011-2012

1. Schools will devote 30 minutes each day to English Language Development
2. The district will develop an assessment to measure students' progress learning English
3. The district will purchase instructional materials to supplement English language development instruction
4. The district will provide professional development to teachers in English language development instruction

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams
DATE: December 16, 2011
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **January 11, 2012**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Paige Hartshorn, Educational Tutor K-6 – 3.5 hrs., Monroe, effective 12/5/11

Temporary Employees/Substitutes/Yard Supervisors

- Oscar Barron, Short-term Yard Supervisor – 2.25 hrs., Washington, effective 1/9/12 to 3/23/12
- Amelia "Amy" Carpenter, Substitute Bus Driver, effective 1/9/12
- Vanessa Jacuinde, Substitute Special Education Aide, effective 12/5/11
- Veronica Leach, Substitute Babysitter, effective 1/9/12
- William Lloyd, Substitute Yard Supervisor, effective 12/12/11
- Michal "Mack" McWay, Short-term READY Program Tutor – 4.5 hrs., Washington, effective 1/9/12 to 2/10/12
- Jenny Palmer, Short-term Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 1/9/12 to 2/10/12
- Robin Patison, Substitute Babysitter, effective 12/12/11
- Seth Ritchie, Substitute Yard Supervisor, effective 12/7/11

b. Resignations

- Juana Meza, Educational Tutor K-6 – 3.5 hrs., Roosevelt, effective 12/16/11
- Megan Reis, READY Program Tutor – 4.5 hrs., Hamilton, effective 12/16/11

c. **More Hours**

- June Strong, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., effective 12/6/11

d. **Volunteers**

<u>Name</u>	<u>School</u>
Cynthia Barth	Simas
Michael Dotts	Washington
Raymond Guevara	Wilson

RECOMMENDATION: Approve.