

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

**Wednesday, September 26, 2012**

Hamilton School Cafeteria

1269 Leland Way, Hanford, CA

Please note  
location

5:30 p.m.

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

### 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

*Break for Reception*

6:30 p.m.

### **PUBLIC HEARING: Sufficiency of Instructional Materials (Gabler)**

#### 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS (continued)

*(In order to insure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the president and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit the total time for public input on each item to 20 minutes.)*

- e) Public comments
- f) Board and staff comments
- g) Requests to address the Board at future meetings
- h) Review Dates to Remember

#### 2. CONSENT ITEMS

*(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)*

- a) Approve warrant listings dated September 7, 2012; and September 14, 2012.
- b) Approve minutes from Regular Board Meeting September 12, 2012.
- c) Approve Interdistrict transfers as recommended.
- d) Approve donation of \$115.95 from Target to Lincoln School. (Pitkin)
- e) Approve donation of \$338.42 from Target to Monroe School. (Martinez)
- f) Approve donation of \$189.17 from Target to MLK School. (Colvard)
- g) Approve donation of \$282.09 from Target to Roosevelt School. (Carrillo)
- h) Approve donation of \$503.77 from Washington PTC to Washington School.

- *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.*

(Rubalcava)

- i) Approve ~~donation~~ of \$5,000.00 from Washington PTC to Washington School. (Rubalcava)

### 3. INFORMATION ITEMS

- a) Receive for information Memorandum of Understanding and accompanying Disclosure of Collective Bargaining Agreement between Hanford Elementary School District (HESD) and California School Employees Association (CSEA). (Williams)
- b) Receive the following revised Board Policy for information: (Williams)
  - BP 4119.1 – Civil and Legal Rights (revised)
- c) Receive the following revised Board Policy for information: (Williams)
  - BP 4111 – Recruitment and Selection (revised)
- d) Receive the following revised Board Policy for information: (Williams)
  - BP 4119.41 – Employees with Infectious Disease (revised)

### 4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Board Goals for 2012-13. (Terry)
- b) Consider approval of consultant contract with Consultant/Author Ben Mikaelson for presentation to students and parents at MLK. (Colvard)
- c) Consider adoption of Resolution #2-13 pertaining to the Sufficiency of Instructional Materials. (Gabler)
- d) Consider certification of compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5 Section 9531(a). (Gabler)
- e) Consider approval of Board Certified Behavior Analyst (BCBA) supervision stipend. (McConnell)
- f) Consider adoption of the following proposed Board Policy 4312.1 regarding administrative and supervisory personnel contracts:
  - BP 4312.1 – Contracts (new)

### 5. PERSONNEL (Williams)

#### a) Employment

##### Certificated

- Christina Novielli, Teacher, Probationary I, effective 9/17/12

##### Temporary/Substitutes/Yard Supervisors

- Laura Benavides, Short-term READY Program Tutor – 4.5 hrs., Washington, effective 9/17/12 to 10/19/12
- Edward Bielik, Substitute Educational Interpreter and Signing Aide, effective 9/6/12
- Inez Carreiro, Short-term Yard Supervisor – 2.0 hrs., King, effective 9/10/12
- Teresita Espinoza, Short-term Yard Supervisor – 2.75 hrs., Richmond, effective 9/10/12 to 10/31/12
- Joseph Hernandez, Coach, Junior High Drum – 55 units, effective 9/5/12 to 6/7/13
- Liz Ibarra, Short-term Administrative Secretary I – 8.0 hrs., Human Resources, effective 9/5/12 to 11/30/12
- Sharon Maggio, Substitute Food Service Worker I/II and Yard Supervisor, effective 9/12/12
- Crystal Zeno-Jaworski, Short-term Yard Supervisor – 1.25 hrs., Monroe, effective 9/17/12 to 11/16/12

#### b) Resignations

- Shayna Dobbins, Teacher, King, effective 9/14/12

- Amber Lepper, Substitute READY Program Tutor and Yard Supervisor, effective 9/4/12
- c) More Hours
  - Tracy Heinrich, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Monroe, effective 9/13/12
  - Jessica Szalai, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Monroe, effective 9/13/12
- d) More Hours/Transfer
  - Rogelio Espinoza, Custodian II, from 5.0 hrs., Jefferson to 8.0 hrs., King, effective 9/24/12
- e) Volunteers
 

| <u>Name</u>         | <u>School</u> |
|---------------------|---------------|
| Brigid Fogg         | Hamilton      |
| Adriana Solis       | Hamilton      |
| Kelty Davis         | Jefferson     |
| Faith Faria         | Jefferson     |
| Maria Rojo-Gonzalez | Jefferson     |
| Jana Dudley         | JFK           |
| Kristopher Bailey   | King          |
| Rosie Cervantes     | King          |
| Shannon Callahan    | Monroe        |
| Leah Martinez       | Monroe        |
| Erica Yanez         | Richmond      |
| Patricia Martinez   | Roosevelt     |
| Adam Minick         | Washington    |

## 6. FINANCIAL (White)

- a) Consider approval of Unaudited Actual Financial Report for 2011-12.
- b) Consider approval of Resolution #5-13: Gann Amendment.
- c) Consider approval of Addendum to Agreement with the County of Kings for the collection and distribution of Developer Fees.

## 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# 13-01 – Monroe
- **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
- **Anticipated Litigation** (GC54956.9) (b) – significant exposure to litigation – one potential case

## OPEN SESSION

Report action taken, if any, in closed session

## ADJOURN MEETING

**Hanford Elementary School District**  
**Minutes of the Regular Board Meeting**  
**September 12, 2012**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on September 12, 2012, at the District Office Board Room, 714 N. White Street, Hanford, CA.

**Call to Order**

President Hill called the meeting to order at 5:30 p.m. Trustees Revious, Garner, and Jay were present. Trustee Hernandez was absent for a reason 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 6:20 p.m.

**HESD Managers Present**

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

**Readmission Cases**  
**#12-03, 12-07, 12-19,**  
**12-36, 12-37, 12-59,**  
**12-42, 12-48, 12-51,**  
**12-71, 54-11, 56-11,**  
**68-11, 69-08**

Trustee Jay made a motion to approve readmission for Cases #12-03, 12-07, 12-19, 12-36, 12-37, 12-59, 12-42, 12-48, 12-51, 12-71, 54-11, 56-11, 68-11, and 69-08 based upon each student's compliance with the Plan of Rehabilitation. Trustee Revious seconded; motion carried 4-0.

**Readmission**  
**Denials #12-02,**  
**12-33, 18-11, 40-11,**  
**27-10, 63-10, 76-08**

Trustee Jay made a motion to deny readmission for Cases #12-02, 12-33, 18-11, 40-11, 27-10, 63-10, and 76-08 based upon the finding that the student did not comply with the Plan of Rehabilitation or that the student continues to pose a danger to self or others. Trustee Garner seconded; motion carried 4-0.

**Revocation of**  
**Readmission**  
**#12-37, 12-59, 68-11**

Trustee Jay made a motion to revoke readmission for Case #12-37, 12-59, and 68-11 based upon the student's failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after January 7, 2013. Trustee Revious seconded; motion carried 4-0.

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Public Comments**

None.

**Board and Staff Comments**

Trustee Jay stated that he enjoyed Jefferson Back to School Night and seen the new technology demonstrated in classrooms. Trustee Hill stated that he has been driving by the schools and the grounds look terrific.

**Requests to Address**  
**the Board at Future**  
**Meetings**

None.

**Dates to Remember**

President Hill reviewed Dates to Remember: MLK Back to School Night September 13, Roberta Riso Memorial Softball Tournament to raise money for Relay for Life American Cancer Society September 22 (Washington is the defending champion); next regular

Board Meeting September 26 at Hamilton School; ACSA Fall Conference at Akers NAS Lemoore September 27; Grades 4-6 Fall Round Robin #1 at Richmond/JFK fields on September 29; regular Board Meeting October 10 at 714 N. White Street, Hanford.

### **CONSENT ITEMS**

Trustee Garner made a motion to take consent items "a" through "g" together. Trustee Revious seconded, motion carried 4-0. Then Trustee Garner made a motion to approve consent items "a" through "g" and Trustee Jay seconded; motion carried 4-0. The items approved are:

- a) Warrant listings dated August 17, 2012; August 24, 2012; and August 31, 2012.
- b) Minutes of the Regular Board Meeting August 22, 2012.
- c) Interdistrict transfers as recommended.
- d) Donation of \$250.00 from Roll Giving and Paramount Community Giving to Roosevelt School.
- e) Donation of \$2,000.00 from Walmart to Roosevelt School.
- f) Donation of \$2,000.00 from Target Corporation to King School.
- g) Donation of \$150.00 from Edison International, and donation of \$40.76 from Savemart Shares to Simas School.

President Hill acknowledged and thanked the donors for their generous contributions in support of our schools.

### **INFORMATION ITEMS**

**2012-13 Board Goals** Superintendent Dr. Terry reviewed 2011-12 Board Goals and presented for information proposed 2012-13 Board Goals.

**BP 5127** Superintendent Dr. Terry presented for information the following revised Board Policy:

- BP 5127 – Promotional Exercises and Activities

**BP 4312.1** Diane Williams, Assistant Superintendent Human Resources, presented for information the following new Board Policy:

- BP 4312.1 – Contracts (new)

### **BOARD POLICIES AND ADMINISTRATION**

**Resolution #4-13** Trustee Garner made a motion to approve Resolution #4-13: Public Benefit Grant Program - Cordless Zero-Emission Commercial Lawn and Garden Equipment Demonstration Program through the San Joaquin Valley Air Pollution Control District (SJVAPCD). Trustee Jay seconded; motion carried 4-0.

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

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

**Consultant Contract** Trustee Revious made a motion to approve consultant contract with IVS Computer Technologies to provide professional development services. Trustee Jay seconded; motion carried 4-0.

**Approval for Out-of-State Travel**

Trustee Garner made a motion to approve Doug Carlton and Preston Cooper to travel to Scottsdale, Arizona, to attend the Edupoint National Users Conference. Trustee Revious seconded; motion carried 4-0.

**BP/AR 3554**

Trustee Revious made a motion to approve the following revised Board Policy and Administrative Regulation. Trustee Jay seconded; motion carried 4-0:

- BP/AR 3554 – Other Food Sales

**PERSONNEL**

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

**Item "a" – Employment**Certificated

- Shayna Dobbins, Teacher, Probationary I, effective 8/17/12
- Despina Gamble, Teacher, Temporary, effective 9/4/12

Certificated Short-term Employment

- Jana Dudley, Long-Term Substitute, SDC Teacher, Hamilton, effective 9/4/12 to 9/27/12

Classified

- Theresa Mays, Food Services Worker II – 2.0 hrs., Wilson, effective 8/15/12
- Melissa Schlemann, READY Program Tutor – 4.5 hrs, King, effective 8/22/12

Temporary Employees/Substitutes/Yard Supervisors

- Sandra Acevedo, Substitute Special Education Aide, effective 8/16/12
- Oralia Alvidrez, Substitute Food Service Worker I, effective 8/16/12
- Lawrence Brieno, Substitute READY Program Tutor, effective 8/29/12
- Barbara Colucci, Substitute Yard Supervisor, effective 8/16/12
- Sara Crisp, Coach, Roosevelt Girls Softball 4-6, 2 units, effective 9/6/12 to 10/20/12
- Javantae Farmah, Short-term Yard Supervisor – 1.25 hrs., Roosevelt, effective 9/4/12 to 11/30/12
- Debora Harris, Substitute Babysitter and Yard Supervisor, effective 8/16/12
- Diane Hill, Substitute Food Service Worker I/II, effective 8/21/12
- Jenny Palmer-Ogando, Substitute Signing Aide, Translator: Oral Interpreter and Written Translator, effective 9/5/12
- Cristina Santos, Short-term Special Education Aide – 5.0 hrs., Roosevelt, effective 8/27/12 to 9/24/12
- Annetta Stacy, Substitute Alternative Education Program Aide, Clerk Trainee, Educational Tutor K-6 and Special Education Aide, effective 8/22/12
- Cory Stewart, Special Circumstance Aide, effective 8/23/12
- Brandy Torres, Substitute Yard Supervisor, effective 8/20/12

**Item "b" – Resignations**

- Danielle Brock, Substitute Alternative Education Program Aide, Clerk Typist II, Signing Aide and Special Education Aide, effective 9/8/11
- Bailey Draxler, Special Circumstance Aide – 5.75 hrs., Lincoln, effective 8/31/12

**Item "c" –**

**Certificated Transfers and Combination Class Assignments, effective 8/27/12**

Involuntary Transfer

- Amy Arevalo, from Roosevelt 1<sup>st</sup> Grade to Richmond 1<sup>st</sup> Grade
- Leslie De Ochoa, from Hamilton 1<sup>st</sup> Grade to King Kindergarten
- Lena Fischer, from Simas 2<sup>nd</sup> Grade to Richmond 4<sup>th</sup> Grade

- Desiree Gilbreth, from Monroe 2<sup>nd</sup> Grade to Simas Kindergarten
- Kimberley Hunt, from Monroe 1<sup>st</sup> Grade to Washington Kindergarten

*Combination Class Assignments*

- Emily Clarke, from Richmond 2<sup>nd</sup> Grade to Richmond 2<sup>nd</sup>/3<sup>rd</sup> Grade
- Gabriel DeLeon, from Hamilton 2<sup>nd</sup> Grade to Hamilton 1<sup>st</sup>/2<sup>nd</sup> Grade
- Melody Drummond, from Richmond 1<sup>st</sup> Grade to Richmond 1<sup>st</sup>/2<sup>nd</sup> Grade
- Stacie Johnson, from Richmond 5<sup>th</sup> Grade to Richmond 5<sup>th</sup>/6<sup>th</sup> Grade
- Brittney Juarez, from King 5<sup>th</sup> Grade to King 5<sup>th</sup>/6<sup>th</sup> Grade
- Lori Kuckenbaker, from Monroe 2<sup>nd</sup> Grade to Monroe 1<sup>st</sup>/2<sup>nd</sup> Grade
- Jeremy Princetta, from Simas 6<sup>th</sup> Grade to Simas 5<sup>th</sup>/6<sup>th</sup> Grade
- Sarah Princetta, from Roosevelt 6<sup>th</sup> Grade to Roosevelt 5<sup>th</sup>/6<sup>th</sup> Grade
- Mica Tan, from Hamilton 5<sup>th</sup> Grade to Hamilton 4<sup>th</sup>/5<sup>th</sup> Grade

**Item "d" –  
Administrative  
Transfer**

- Bailey Draxler, Special Circumstance Aide – 5.75 hrs., from Simas to Lincoln, effective 8/27/12
- Bettina Kellum, Special Education Aide – 5.0 hrs., from Simas to Richmond, effective 8/27/12

**Item "e" –  
More Hours**

- Lucia Arteaga, Yard Supervisor, from 1.5 hrs. to 2.0 hrs., Roosevelt, effective 8/16/12
- Aven Jones, Yard Supervisor, from 1.0 hr. to 1.5 hrs., Hamilton, effective 8/16/12
- Lidia Ortega, Yard Supervisor, from 1.0 hr. to 2.0 hrs., King, effective 8/17/12
- Laura Sandoval, Yard Supervisor, from 1.0 hr. to 1.5 hrs., Jefferson, effective 8/16/12
- June Strong, Yard Supervisor, from 2.0 hrs. to 2.25 hrs., Roosevelt, effective 8/16/12

**Item "f" –  
Decrease in Hours**

- Theresa Aguilar, Yard Supervisor, from 2.5 to 1.5, Roosevelt, effective 8/16/12
- Valerie Brakeman, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Simas, effective 8/16/12
- Nina Davila, Yard Supervisor, from 3.25 hrs. to 3.0 hrs., Kennedy, effective 8/16/12
- Roselan Dodge, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Simas, effective 8/16/12
- Patricia Edmond, Yard Supervisor, from 1.5 hrs. to 1.25 hrs., Lincoln, effective 8/16/12
- Terri Fredrick, Yard Supervisor, from 3.5 hrs. to 3.25 hrs., Washington, effective 8/16/12
- Georgia Freeman, Yard Supervisor, from 2.5 hrs. to 2.25 hrs., Monroe, effective 8/16/12
- Zujey Garcia Zavala, Yard Supervisor, from 1.75 hrs. to 1.5 hrs., King, effective 8/16/12
- Tracy Heinrich, Yard Supervisor, from 3.5 hrs. to 3.0 hrs., Monroe, effective 8/16/12
- Jessica Szalai, Yard Supervisor, from 3.5 to 3.0, Monroe, effective 8/16/12

**Item "g" –  
Leave of Absence**

- Stephanie Dwiggin, Teacher, effective 2012-2013 school year, child rearing

**Item "h" –  
Volunteers**

| <u>Name</u>         | <u>School</u> |
|---------------------|---------------|
| Johannes Jolly      | Jefferson     |
| Juan Ibarra         | Jefferson     |
| Bridgette Banales   | King          |
| Maria Hernandez     | Monroe        |
| Scott Wittwer       | Monroe        |
| Alma Flores         | Roosevelt     |
| Cynthia Rodriguez   | Roosevelt     |
| Melissa Bair        | Simas         |
| Frances Bartholomew | Simas         |

**FINANCIAL**

**2012-13 Class Size  
Reduction Program**

Trustee Revious made a motion to approve Certification of the 2012-13 Operations Application for the K-3 Class Size Reduction Program. Trustee Garner seconded; motion carried 4-0.

**Resolution #3-13** Trustee Revious made a motion to approve Resolution #3-13: Deposit to Special Reserve Fund 1700 – Instructional Furniture, Equipment, Materials and Supplies. Trustee Jay seconded; motion carried 4-0.

**Adjournment** There being no further business, President Hill adjourned the meeting at 7:07 p.m.  
Respectfully submitted,

Paul J. Terry,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Dennis Hill, President

\_\_\_\_\_  
James L. Jay III, Clerk



## INTER - IN

| No    | A/D | Sch Req'd  | Home Sch | Date      |
|-------|-----|------------|----------|-----------|
| I-001 | A   | Simas      | Pioneer  | 9/26/2012 |
| I-016 | A   | Washington | Lemoore  | 9/26/2012 |

## INTER - OUT

| No    | A/D | Sch Req'd   | Home Sch   | BD Date |
|-------|-----|-------------|------------|---------|
| O-088 | A   | Armona      | Simas      | 9/26/12 |
| O-089 | A   | Kings River | Monroe     | 9/26/12 |
| O-090 | A   | Kings River | Washington | 9/26/12 |
| O-091 | A   | Kings River | Washington | 9/26/12 |
| O-092 | A   | Kings River | Roosevelt  | 9/26/12 |
| O-093 | A   | Kings River | Richmond   | 9/26/12 |
| O-094 | A   | Kings River | Washington | 9/26/12 |
| O-095 | A   | Kings River | Washington | 9/26/12 |
| O-096 | A   | Kings River | Washington | 9/26/12 |
| O-097 | A   | Kings River | Monroe     | 9/26/12 |
| O-098 | A   | Kings River | Monroe     | 9/26/12 |
| O-099 | A   | Kings River | Washington | 9/26/12 |
| O-100 | A   | Kings River | Hamilton   | 9/26/12 |
| O-101 | A   | Kings River | Simas      | 9/26/12 |
| O-102 | A   | Kings River | Simas      | 9/26/12 |
| O-103 | A   | Kings River | Simas      | 9/26/12 |
| O-104 | A   | Kings River | Hamilton   | 9/26/12 |
| O-105 | A   | Kings River | Simas      | 9/26/12 |
| O-106 | A   | Kings River | Simas      | 9/26/12 |
| O-107 | A   | Kings River | Hamilton   | 9/26/12 |
| O-108 | A   | Kings River | Hamilton   | 9/26/12 |
| O-109 | A   | Kings River | Simas      | 9/26/12 |
| O-110 | A   | Kings River | Monroe     | 9/26/12 |
| O-111 | A   | Kings River | Washington | 9/26/12 |
| O-112 | A   | Kings River | Simas      | 9/26/12 |
| O-113 | A   | Kings River | Simas      | 9/26/12 |
| O-114 | A   | Kings River | Monroe     | 9/26/12 |
| O-115 | A   | Kings River | Washington | 9/26/12 |
| O-116 | A   | Kings River | Richmond   | 9/26/12 |
| O-117 | A   | Kings River | Washington | 9/26/12 |
| O-118 | A   | Kings River | Simas      | 9/26/12 |
| O-119 | A   | Kings River | Simas      | 9/26/12 |
| O-120 | A   | Kings River | Monroe     | 9/26/12 |
| O-121 | A   | Kings River | Monroe     | 9/26/12 |
| O-122 | A   | Kings River | Monroe     | 9/26/12 |
| O-123 | A   | Kings River | Monroe     | 9/26/12 |
| O-124 | A   | Kings River | Simas      | 9/26/12 |
| O-125 | A   | Kings River | Richmond   | 9/26/12 |

INTERS- OUT

|       |   |             |          |         |
|-------|---|-------------|----------|---------|
| O-126 | A | Kings River | Monroe   | 9/26/12 |
| O-127 | A | Kings River | Monroe   | 9/26/12 |
| O-128 | A | Kings River | Monroe   | 9/26/12 |
| O-129 | A | Kings River | Hamilton | 9/26/12 |
| O-130 | A | Kings River | Richmond | 9/26/12 |
| O-131 | A | Kings River | Hamilton | 9/26/12 |
| O-132 | A | Kings River | Hamilton | 9/26/12 |

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jen Pitkin



DATE: 9/5/12

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

Date you wish to have your item considered: 9/26/12

ITEM: Donation from Target

PURPOSE: Promote education.

FISCAL IMPACT: Increase to the General Budget, 0100-0000-0-1110-1000-430001-023-0000  
of \$115.95

RECOMMENDATIONS: Accept donation

## HANFORD ELEMENTARY SCHOOL DISTRICT

### AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez

DATE: September 4, 2012

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: September 26, 2012

ITEM: Donation of \$338.42 – Target Take Charge of Education Donation

PURPOSE: Accept donation of \$338.42 from Target. Please credit to:  
Account #: 0100-0000-0-1110-1000-430001-024-0000  
(Instructional Supplies)

FISCAL IMPACT (if any): \$338.42

RECOMMENDATION (if any): Action.

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 9/6/12

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 26, 2012

**ITEM:** Consider approval of \$189.17 donation from Target to MLK School**PURPOSE:** For instructional materials and classroom supplies for MLK staff and students

**FISCAL IMPACT:** Increase in MLK general budget account #  
0100-0000-0-1110-1000-430001-022-0000

**RECOMMENDATIONS:** Accept donation.

## **HANFORD ELEMENTARY SCHOOL DISTRICT**

### AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: September 5, 2012

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: September 26, 2012

ITEM: Donation of \$282.09

PURPOSE: Accept donation of \$282.09 from Target to be used for attendance and behavior incentives.

FISCAL IMPACT (if any): \$282.09

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

RECOMMENDATION (if any): Approve request to accept the donation.

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava

DATE: September 7, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 26, 2012

ITEM: Donation of \$503.77 from Washington PTC to Washington School.

PURPOSE: To purchase one video camera for instructional video club to reinforce positive attendance, rules, and good behavior.

FISCAL IMPACT: Increase of \$500.00 to Washington School 2012-13 General Fund Budget 0100-0000-0-1110-1000-430001-028-0000.

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava



DATE: 9/17/12

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 9/26/12

**ITEM:** Donation of \$5,000.00 from Washington PTC to Washington School

**PURPOSE:** Food services for awards and incentives

**FISCAL IMPACT:** 0100-000-0-1110-1000-575030-028-0000

**RECOMMENDATIONS:** Accept Donation



Hanford Elementary School District  
**HUMAN RESOURCES DEPARTMENT**

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: September 21, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2012**

**ITEM:** Receive for information Memorandum of Understanding and accompanying Disclosure of Collective Bargaining Agreement between Hanford Elementary School District (HESD) and California School Employees Association (CSEA) to have the 2011-2014 CSEA Collective Bargaining Agreement remain status quo for the 2012-13 school year. The only changes will be to Article 23 – Pay and Allowances to reflect current dates as well as the removal of the reference to "Interim" on the Classified Salary Schedule.

**PURPOSE:** To comply with the provisions of Government Code Section 3547, this agreement and the Disclosure of the Collective bargaining Agreement must first be presented as information at a public Board meeting and then submitted to the County Office of Education for review. The Board may then take action on the agreement at a subsequent Board meeting. This Memorandum of Understanding will be recommended for Board approval at the October 10, 2012 regular Board meeting.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Receive Memorandum of Understanding, Amendments to Article 23 and Classified Salary Schedule and Disclosure of Collective Bargaining Agreement for information only.

**ARTICLE 23: PAY AND ALLOWANCES**

- A. The 2010-2011 Classified Salary Schedules shall remain in effect for the ~~2011-~~ 2012 2012-2013 school year.
- B. All new employees shall be placed on the salary schedule in a uniform manner.
  - 1. All new employees shall be rated in not higher than Step 2. Three (3) years of prior work experience in a similar job classification are required for Step 2 placement. The District with mutual agreement will have flexibility to go beyond Step 2 for hard to fill job classifications.
  - 2. An employee who is promoted to a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%). This minimum five percent (5%) increase shall be based on what the employee would have earned during the twelve months following the date of the promotion including step advancement, if any, had s/he not been promoted.
- C. **Frequency:** Employees shall be paid once per month payable on or before the last working day of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding work day.
- D. **Step Advancement:**
  - 1. Employees' step advancement date shall be July 1 of each year.
  - 2. New employees shall receive a step increase on July 1 if they were employed effective on or before December 31 of the preceding year.
- E. An employee regularly contracted to work in two (2) separate job classifications in one (1) fiscal year shall be paid for all hours in paid status at the range and step of the classification which is the higher of the two.
- F. **Longevity Pay:** The District shall pay longevity pay for each employee who qualifies as follows:
  - 1. Beginning with the 2011-2012 school year and every school year thereafter, a one-time non-renewable bonus of Five Hundred dollars (\$500), less taxes and deductions, shall be paid to each full-time employee in his/her fifteenth (15<sup>th</sup>) year of service to the District with his/her June 30<sup>th</sup> pay warrant.

~~For the 2011-12 school year only, a one-time non-renewable bonus of Five Hundred dollars (\$500), less applicable taxes and deductions, shall be paid to each full-time employee who, during 2011-12, is in his/her sixteenth (16<sup>th</sup>),~~

~~seventeenth (17<sup>th</sup>), eighteenth (18<sup>th</sup>), or nineteenth (19<sup>th</sup>), year of District service with his/her June 30<sup>th</sup> pay warrant.~~

2. Full-time employees shall receive annual longevity pay when they complete milestone years of service as indicated below:
    - a. Twenty (20) years: Five Hundred Dollars (\$500)
    - b. Twenty-Five (25) years: Seven Hundred and Fifty Dollars (\$750) + Five Hundred Dollars (\$500) = One-Thousand Two Hundred and Fifty Dollars (\$1,250)
    - c. Thirty (30) years: One Thousand Dollars (\$1,000) + Five Hundred Dollars (\$500) + Seven Hundred and Fifty (\$750) = Two Thousand Two Hundred and Fifty Dollars (\$2,250)
  3. Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service:
  4. Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.
- G. **Bilingual Stipend:** Any employee who is required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Said payments shall be paid each month on a one-twelfth (1/12) basis for each twelve (12) month employee, on a one-eleventh (1/11) basis for each eleven (11) month employee, and on a one-tenth (1/10) basis for each ten (10) month employee as part of the employee's regular monthly paycheck. Eligibility for said stipend shall commence on the first of the month following the completion of demonstrated competency. Stipend payment is not to be considered a part of the employee's regular rate of pay.

#### **BILINGUAL STIPEND SCHEDULE**

|   |                |
|---|----------------|
| 8 hour employee .....                     | \$400 per year |
| 7 hour but less than 8 hour employee..... | \$350 per year |
| 6 hour but less than 7 hour employee..... | \$300 per year |
| 5 hour but less than 6 hour employee..... | \$250 per year |
| 4 hour but less than 5 hour employee..... | \$200 per year |
| 3 hour but less than 4 hour employee..... | \$150 per year |
| 2 hour but less than 3 hour employee..... | \$100 per year |
| 1 hour but less than 2 hour employee..... | \$ 50 per year |

- H. **Out of Classification Work:** An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%).
- I. Upon appropriate written authorization from the employee, the District shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Union and the District.
- J. **Substitute Bus Driver Stipend.** For a limited number of classified employees who work within the District and who serve in classifications other than Bus Driver or Bus Driver/Service Worker, but who are willing to obtain the required training and licenses to operate a school bus and serve as a substitute bus driver as needed, the District will pay a stipend of Five Hundred Dollars and No Cents (\$500.00) per year to each employee. The number of substitute Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year.
- K. **LVN Licensure Incentive:** Any Health Care Assistant (or Bilingual Health Care Assistant) who secures and maintains a valid California Licensed Vocational Nurse (L.V.N.) licensure shall be entitled to a five percent (5%) incentive increase in his or her hourly rate of pay for all hours worked. The five percent (5%) incentive increase will become effective the first of the month following documentation and receipt of a California L.V.N. license and will remain in effect as long as a valid L.V.N. license is maintained. The employee is responsible to provide annual verification to the District of a current L.V.N. licensure in order to receive the incentive.

FOR THE DISTRICT:

FOR CSEA:

D. Williams 8-20-12  
 Diane Williams, Chief Negotiator Date  
 Hanford Elementary School District

[Signature] 8/20/2012  
 Ron Riso, President Date  
 CSEA Chapter #344

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
**2012-2013 CLASSIFIED SALARY SCHEDULE (Interim)**

| Range | Position  |                        | Step 1         | Step 2         | Step 3         | Step 4         | Step 5         |
|-------|---|------------------------|----------------|----------------|----------------|----------------|----------------|
| 1     |   | *per Month<br>per Hour | 1,779<br>10.34 | 1,868<br>10.86 | 1,961<br>11.40 | 2,059<br>11.97 | 2,162<br>12.57 |
| 2     |   | per Month<br>per Hour  | 1,868<br>10.86 | 1,961<br>11.40 | 2,059<br>11.97 | 2,162<br>12.57 | 2,269<br>13.19 |
| 3     | Clerk Trainee   | per Month<br>per Hour  | 1,961<br>11.40 | 2,059<br>11.97 | 2,162<br>12.57 | 2,269<br>13.19 | 2,382<br>13.85 |
| 4     |   | per Month<br>per Hour  | 2,059<br>11.97 | 2,162<br>12.57 | 2,269<br>13.19 | 2,382<br>13.85 | 2,503<br>14.55 |
| 5     | Clerk -Typist I<br>Food Service Worker I<br>Instructional Aide  | per Month<br>per Hour  | 2,162<br>12.57 | 2,269<br>13.19 | 2,382<br>13.85 | 2,503<br>14.55 | 2,626<br>15.27 |
| 6     | Bilingual Aide I<br>Bilingual Clerk-Typist I<br>Food Service Worker II<br>Alternative Education Program Aide<br>READY Program Tutor   | per Month<br>per Hour  | 2,269<br>13.19 | 2,382<br>13.85 | 2,503<br>14.55 | 2,626<br>15.27 | 2,759<br>16.04 |
| 7     | Account Clerk I<br>Custodian I<br>Educational Tutor, K-6<br>Groundskeeper I<br>Lead READY Program Tutor<br>Signing Aide<br>Special Circumstances Aide<br>Special Education Aide<br>Substitute Telephone Clerk | per Month<br>per Hour  | 2,382<br>13.85 | 2,503<br>14.55 | 2,626<br>15.27 | 2,759<br>16.04 | 2,896<br>16.84 |
| 8     | Account Clerk II<br>Bilingual Aide II<br>Clerk-Typist II<br>Cook/Baker<br>Food Service Utility Worker<br>Media Services Aide  | per Month<br>per Hour  | 2,503<br>14.55 | 2,626<br>15.27 | 2,759<br>16.04 | 2,896<br>16.84 | 3,041<br>17.68 |
| 9     | Bilingual Clerk-Typist II<br>Bilingual Translator/Clerk<br>Custodian II<br>Delivery Worker<br>Groundskeeper II<br>Maintenance Worker I  | per Month<br>per Hour  | 2,626<br>15.27 | 2,759<br>16.04 | 2,896<br>16.84 | 3,041<br>17.68 | 3,194<br>18.57 |
| 10    | Bus Driver<br>Health Care Assistant<br>Help Desk Technician<br>Secretary  | per Month<br>per Hour  | 2,759<br>16.04 | 2,896<br>16.84 | 3,041<br>17.68 | 3,194<br>18.57 | 3,352<br>19.49 |
| 11    | Bilingual Health Care Assistant<br>Irrigation Specialist<br>Lead Custodian  | per Month<br>per Hour  | 2,896<br>16.84 | 3,041<br>17.68 | 3,194<br>18.57 | 3,352<br>19.49 | 3,521<br>20.47 |
| 12    | Account Technician I<br>Warehouse/Reprographic & Mail<br>Technician   | per Month<br>per Hour  | 3,041<br>17.68 | 3,194<br>18.57 | 3,352<br>19.49 | 3,521<br>20.47 | 3,696<br>21.49 |

|             |   |                       |                |                |                |                |                |
|-------------|---|-----------------------|----------------|----------------|----------------|----------------|----------------|
| 22/72<br>13 | Head Custodian<br>Maintenance Worker II<br>Mechanic<br>Migrant Services Specialist<br>Painter/Maintenance Worker II<br>Teacher Resource Center Specialist   | per Month<br>per Hour | 3,194<br>18.57 | 3,352<br>19.49 | 3,521<br>20.47 | 3,696<br>21.49 | 3,882<br>22.57 |
| 14          | Administrative Secretary I  | per Month<br>per Hour | 3,352<br>19.49 | 3,521<br>20.47 | 3,696<br>21.49 | 3,882<br>22.57 | 4,076<br>23.70 |
| 15          | Account Technician II<br>Administrative Secretary II<br>Child Welfare and Attendance Specialist<br>Computer Maintenance Technician<br>Database Specialist I | per Month<br>per Hour | 3,521<br>20.47 | 3,696<br>21.49 | 3,882<br>22.57 | 4,076<br>23.70 | 4,279<br>24.88 |
| 16          | Account Technician III<br>Educational Interpreter<br>Student Specialist   | per Month<br>per Hour | 3,696<br>21.49 | 3,882<br>22.57 | 4,076<br>23.70 | 4,279<br>24.88 | 4,493<br>26.12 |
| 17          | Bilingual Student Specialist<br>Heating, Ventilation & Air<br>Conditioning Specialist<br>Locksmith  | per Month<br>per Hour | 3,882<br>22.57 | 4,076<br>23.70 | 4,279<br>24.88 | 4,493<br>26.12 | 4,718<br>27.43 |
| 18          | Account Technician IV<br>Database Specialist II<br>Lead Mechanic (Automotive)<br>Network Engineer<br>Student Advocate Junior High<br>Systems Engineer       | per Month<br>per Hour | 4,076<br>23.70 | 4,279<br>24.88 | 4,493<br>26.12 | 4,718<br>27.43 | 4,954<br>28.80 |
| 19          |   | per Month<br>per Hour | 4,279<br>24.88 | 4,493<br>26.12 | 4,718<br>27.43 | 4,954<br>28.80 | 5,201<br>30.24 |
| 20          |   | per Month<br>per Hour | 4,493<br>26.12 | 4,718<br>27.43 | 4,954<br>28.80 | 5,201<br>30.24 | 5,461<br>31.75 |

\*Monthly rate is based on an 8-hour per day, 12-month employee

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

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

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

Longevity - A one-time non-renewable bonus of Five Hundred dollars (\$500) shall be paid to each full-time employee in his/her fifteenth (15<sup>th</sup>) year of service to the District with his/her June 30<sup>th</sup> pay warrant.

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

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

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service.

Adopted: \_\_/\_\_/12

## HANFORD ELEMENTARY SCHOOL DISTRICT

## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING IS ENTERED into by and between Hanford Elementary School District, hereinafter referred to as "District," and the California School Employees Association, hereinafter referred to as "CSEA."

The District and CSEA Negotiating teams agree not to negotiate during the 2012-2013 school year.

FOR THE DISTRICT:

FOR CSEA:



Diane Williams  
Chief Negotiator  
Hanford Elementary School District



Ron Riso, President  
Chapter, #344  
California School Employees Association

Date Signed: 8-20-12Date Signed: 8/20/2012

**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 #344Certificated \_\_\_\_\_ Classified XNew 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 October 10, 2012.

**A.(1) Proposed Change in Compensation**

| Compensation |  | Cost Prior to<br>Proposed<br>Agreement | Fiscal Impact of Proposed Agreement<br>Increase (Decrease) and Percentage Change |                    |                    |
|--------------|--|--|--|--------------------|--------------------|
|              |  |  | *Current Year<br>2012-13   | *Year 2<br>2013-14 | *Year 3<br>2014-15 |
| 1.           | Base Salary  | \$4,928,723                            | \$ 0   | \$ 0               | \$ 0               |
|              |  |  | 0%   | 0%                 | 0%                 |
| 2.           | Other Compensation – i.e. Stipends<br>or Bonuses           | \$ 0                                   | \$ 0   | \$ 0               | \$ 0               |
|              |  |  | 0%   | 0%                 | 0%                 |
| 3.           | Total Salary - (Sum of 1 & 2)                              | \$4,928,723                            | \$ 0   | \$ 0               | \$ 0               |
|              |  |  | 0%   | 0%                 | 0%                 |
| 4.           | Statutory Benefits - STRS, PERS,<br>FICA, WC, UI, Medicare | \$1,141,837                            | \$ 0   | \$ 0               | \$ 0               |
|              |  |  | 0%   | 0%                 | 0%                 |
| 5.           | Health/Welfare Benefits                                    | \$ 760,000                             | \$ 0   | \$ 0               | \$ 0               |
|              |  |  | 0%   | 0%                 | 0%                 |
| 6.           | Total Benefits - (Total Lines 4 & 5)                       | \$1,901,837                            | \$ 0   | \$ 0               | \$ 0               |
|              |  |  | 0%   | 0%                 | 0%                 |
| 7.           | Total Compensation – (sum of 3 &<br>6)                     | \$6,830,560                            | \$ 0   | \$ 0               | \$ 0               |
|              |  |  | 0%   | 0%                 | 0%                 |



**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

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

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

The District and the CSEA negotiating teams agreed to no changes in compensation for the 2012-2013 school year.

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

None

- 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**

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.

No contingency language is included in the proposed Agreement.

- E. Source of Funding for Proposed Agreement**

1. Current Year

Not applicable for 2012-2013

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

Not applicable

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

- 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)

September 26, 2012  
Date

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

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

|   | (Col. 1)<br>Latest Board-<br>Approved<br>Budget | (Col. 2)<br>Adjustments as<br>a Result of<br>Settlement<br>(from page 1) | (Col. 3)<br>Other Revisions<br>(provide<br>explanation) | (Col. 4)<br>Total Impact<br>on Budget<br>(Col. 1+2+3) |
|---|---|--|---|---|
| <b>REVENUES</b>   |   |  |   |   |
| Revenue Limit Source (8010-8099)                            |   |  |   |   |
| Remaining Revenues (8100-87991)                             |   |  |   |   |
| <b>TOTAL REVENUES</b>                                       |   |  |   |   |
| <b>EXPENDITURES</b>   |   |  |   |   |
| 1000 Certificated Salaries                                  |   | No Change –  |   |   |
| 2000 Classified Salaries                                    |   | Not Applicable for<br>2012-2013  |   |   |
| 3000 Employees' Benefits                                    |   |  |   |   |
| 4000 Books and Supplies                                     |   |  |   |   |
| 5000 Services and Operating Exps                            |   |  |   |   |
| 6000 Capital Outlay   |   |  |   |   |
| 7000 Other  |   |  |   |   |
| <b>TOTAL EXPENDITURES</b>                                   |   |  |   |   |
| <b>OPERATING SURPLUS (DEFICIT)</b>                          |   |  |   |   |
| OTHER SOURCES AND TRANSFERS IN                              |   |  |   |   |
| OTHER USES AND TRANSFERS OUT                                |   |  |   |   |
| <b>CURRENT YEAR INCREASE<br/>(DECREASE) IN FUND BALANCE</b> |   |  |   |   |
| BEGINNING BALANCE   |   |  |   |   |
| <b>CURRENT-YEAR ENDING BALANCE</b>                          |   |  |   |   |
| <b>COMPONENTS OF ENDING<br/>BALANCE:</b>                    |   |  |   |   |
| Reserved Amounts  |   |  |   |   |
| Reserved for Economic Uncertainties                         |   |  |   |   |
| Board Designated Amounts                                    |   |  |   |   |
| Unappropriated Amounts                                      |   |  |   |   |

**A.** Date of governing board approval of budget revisions in Col. 1 Not Applicable

Contact Person: Nancy White

Date: September 26, 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, 2011 to June 30, 2014.

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

| *<br>Budget Adjustment                    |                            |
|---|----------------------------|
| <u>Budget Adjustment Categories</u>       | <u>Increase (Decrease)</u> |
| <u>Revenues/Other Financing Sources</u>   | <u>\$ 0</u>                |
| <u>Expenditures/Other Financing Uses</u>  | <u>\$ 0</u>                |
| <u>Ending Balance Increase (Decrease)</u> | <u>\$ 0</u>                |

N/A  X  (No budget revisions necessary)

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

September 26, 2012  
Date

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

September 26, 2012  
Date

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

TO: Dr. Paul Terry

FROM: Diane Williams *dw*

DATE: September 17, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2012**

**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 4119.1 Civil and Legal Rights (revised)

**FISCAL IMPACT:** None.

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

**All Personnel**

BP 4119.1(a)

4219.1

**CIVIL AND LEGAL RIGHTS**

4319.1

The Board of Trustees believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's personal beliefs and activities, including religious, or political activities cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for any discrimination or disciplinary action by the district against the employee, provided that these beliefs or activities do not violate law, Board policy, or administrative regulation.

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes, and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs. (Education Code 49091.24) The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

Employees do not have a reasonable expectation of privacy with regards to district property under an employee's control including, but not limited to, desks, classrooms, offices, file cabinets, computers, or phones. As necessary to protect the health, welfare, or safety of students and staff, school officials may search such items, ~~in order to uncover evidence that the employee is violating the law, Board policy, administrative regulation, or other rules of the district or school.~~

*(cf. 3515 - Campus Security)*

*(cf. 4040 - Employee Use of Technology)*

**Whistleblower Protection**

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such

information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the Office of the California Attorney general. (Labor Code 1102.8)

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

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

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

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, he/she may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against him/her in accordance with Education Code 44114.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4144/4244/4344 - Complaints)*

### **Protection Against Liability**

No employee shall be liable for harm caused by his/her act or omission when acting within the scope of employment or district responsibilities: ~~For the protection against liability to apply, the act or omission must be~~ when the employee's act or omission is in conformity with federal, ~~or state, and local laws and must,~~ district policy, or administrative regulation; or when the employee's act or omission is be in furtherance of an effort to control, discipline, expel, or suspend a student, or to maintain order or control in the classroom or school. (20 USC 6736)

*(cf. 3320 - Claims and Actions Against the District)*

*(cf. 9260 - Legal Protection)*

The protection against liability shall not apply when: (20 USC 6736)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to ~~the harmed person's rights to~~ or safety of the individual harmed.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.



4. The employee was found by a court to have violated a federal or state civil rights law.
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.
8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

*(cf. 4030 – Nondiscrimination in Employment)*

*(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)*

Legal Reference: (see next page)

*Legal Reference:*EDUCATION CODE*200-262.4 Prohibition of discrimination ~~on the basis of sex~~**7050-7058 Political activities of school officers and employees**44040 Discrimination based on employee's appearance before certain boards or committees**44110-44114 Reporting by school employees of improper governmental activity**48907 Student freedom of expression; employee's protection of student rights**48950 Speech and other communication**49091.24 Teacher rights to refuse evaluation/survey of personal life*CIVIL CODE*51 Unruh Civil Rights Act*GOVERNMENT CODE*815.3 Intentional torts**820-823 Tort Claims Act**825.6 Indemnification of public entity**3540.1 Public employment definitions**3543.5 Interference with employee's rights prohibited**12650-12656 False claims actions**12940-12951 Discrimination prohibited; unlawful practices*LABOR CODE*1102.5-1106 Whistleblower protections*UNITED STATES CODE, TITLE 18*16 Crime of violence defined*UNITED STATES CODE, TITLE 20*6731-6738 Teacher liability protection*UNITED STATES CODE, TITLE 42*2000d-2000d-7 Title VI, Civil Rights Act**2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended**2000h-2000h-6 Title IX, 1972 Education Act Amendments**12101-12213 Americans with Disabilities Act*COURT DECISIONS*Hartnett v. Crosier, (2012) 205 Cal.App.4<sup>th</sup> 685**Johnson v. Poway Unified School District, (2011) 658 F.3d 954**Ohton v. CSU San Diego, (2007) 56 Cal.Rptr.3d 111**Garcetti v. Ceballos, (2006) 543 U.S. 1186**O'Conner v. Ortega, (1987) 480 U.S. 709**New Jersey v. T.L.O., (1985) 468 U.S. 325**Management Resources:*WEB SITES*California Attorney General: ~~http://eaag-state.ca.us~~ www.org.ca.gov*

## Policy

adopted: February 18, 2003

revised: November 10, 2004

revised: October 7, 2009

revised: \_\_\_\_\_, 2012

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

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

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: September 17, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2012**

**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 4111 Recruitment and Selection (revised)

**FISCAL IMPACT:** None.

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

**All Personnel**

BP 4111(a)

4211

**Recruitment and Selection**

4311

The Board of Trustees desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

*(cf. 0100 – Goals for the School District)*

*(cf. 4000 - Concept and Roles)*

*(cf. 4100 - Certificated Personnel)*

*(cf. 4200 - Classified Personnel)*

*(cf. 4300 - Management, Supervisory and Confidential Personnel)*

*(cf. 9000 - Role of the Board)*

The Superintendent shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that employees are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

When a vacancy occurs, the Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall ~~develop~~ review job descriptions for the position to ensure that it accurately describes all essential and marginal major functions and duties of each position. and He/she shall also disseminate job announcements to ensure a wide range of candidates.

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

BP 4111(b)  
4211  
4311

## Recruitment and Selection (continued)

(cf. 4112 - Appointment and Conditions of Employment)  
(cf. 4112.2 - Certification)  
(cf. 4212 - Appointment and Conditions of Employment)  
(cf. 4312.1 - Contracts)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex  
44066 Limitations on certification requirement  
44259 Teaching credential; exception; designated subjects; minimum requirements  
44735 Incentive grants for recruiting teachers for low-performing schools  
44740-44741 Personnel Management Assistance Teams  
44750-44754.5 Regional teacher recruitment centers  
44830-44831 Employment of certificated persons  
44858 Age or marital status in certificated positions  
44859 Prohibition against certain rules and regulations re residency  
45103-45138 Employment (classified employees)  
49406 Examination for tuberculosis  
52051 Academic Performance Index

#### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, including:  
12940-12956 Discrimination prohibited; unlawful practices

#### UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens  
1324b Unfair immigration related practices

#### UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments  
12101-12213 Americans with Disabilities Act

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

### Management Resources:

#### CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

#### WEB SITES

Equal Employment Opportunity Commission: <http://www.eeoc.gov>  
Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>  
CalTeach: <http://www.calteach.org>  
Education Job Opportunities Information Network: <http://www.edjoin.org>

### Policy

adopted: May 24, 1991  
revised: November 7, 2001  
revised: February 18, 2003  
revised:                     , 2012

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California

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

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: September 17, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2012**

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

**PURPOSE:** The following Board Policy replaces the current policy. This policy reflects changes 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 4119.41 Employees With Infectious Disease (revised)

**FISCAL IMPACT:** None.

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

**THIS BOARD POLICY REPLACES CURRENT POLICY**

**All Personnel**

BP 4119.41(a)

4219.41

**Employees With Infectious Disease**

4319.41

The Board of Trustees desires to promote the health of district students and staff in order to reduce absenteeism and enhance employee and student performance. The Superintendent or designee shall develop strategies to prevent the outbreak or spread of infectious diseases at district schools.

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

*(cf. 4261.1 - Personal Illness/Injury Leave)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

An infectious disease is one that is caused by a microorganism and is potentially transmittable to another individual, whether through airborne transmission, bloodborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. A communicable infectious disease, such as influenza or chicken pox, is contagious and can be readily transmitted by infectious bacteria or viral organisms.

In accordance with law, job applicants shall be required to provide evidence that they are free of tuberculosis or any other communicable infectious disease prior to beginning employment.

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

To prevent the outbreak or spread of infectious diseases, the Superintendent or designee may provide infection prevention supplies and information to employees, including information about recommended vaccinations. Employees also shall observe universal precautions to avoid contact with potentially infectious blood or other bodily fluids.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Plans for addressing a communicable infectious disease outbreak, including, but not limited to, plans for addressing employee shortages during such an outbreak, shall be included in the district's emergency preparedness plan.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.31 - Immunizations)*

BP 4119.41(b)  
4219.41  
4319.41

**Employees With Infectious Disease (continued)**

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease. In addition, a school nurse or other health care provider who knows of or is in attendance on a case or suspected case of any of the diseases or conditions listed in 17 CCR 2500 shall make a report to the local health officer. If no health care provider is in attendance, any individual having knowledge of a person who is suspected to be suffering from one of the specified diseases or conditions may make a report to the local health officer. (17 CCR 2500, 2508)

*(cf. 5141.6 - School Health Services)*

**Nondiscrimination/Reasonable Accommodation**

The district shall not discriminate against any employee or job applicant who has an infectious disease that meets the federal or state definition of a disability under the Americans with Disabilities Act, California Fair Employment and Housing Act, or Section 504 of the Federal Rehabilitation Act. (Government Code 12900-12996; 29 USC 794; 42 USC 12101-12213)

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

Upon request, any qualified person with a disability shall be provided reasonable accommodation to perform the essential duties of his/her position in accordance with the criteria and processes described in AR 4032 - Reasonable Accommodation.

*(cf. 4032 - Reasonable Accommodation)*

*Legal Reference: See next page*



BP 4119.41(c)  
4219.41  
4319.41

## Employees With Infectious Disease

### Legal Reference:

#### EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

49406 Examination for tuberculosis (employees)

#### CIVIL CODE

56-56.37 Confidentiality of medical information

#### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

#### HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

#### CODE OF REGULATIONS, TITLE 2

7293.5-7294.2 Discrimination based on disability

#### CODE OF REGULATIONS, TITLE 5

5502-5504 Medical certification

#### CODE OF REGULATIONS, TITLE 17

2500 Reportable diseases and conditions

2508 Reporting of communicable diseases; duty of schools

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

#### COURT DECISIONS

*Chevron USA v. Echazabal*, (2002) 536 U.S. 73, 122 S.Ct. 2045

*School Board of Nassau County, Florida v. Arline*, (1987) 408 U.S. 273

### Management Resources:

#### CSBA PUBLICATIONS

*H1N1 Influenza (Swine Flu), Fact Sheet, April 2009*

*Pandemic Influenza, Fact Sheet, September 2007*

#### CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

*California HIV/AIDS Laws, 2009, January 2010*

#### EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

*Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002*

#### WEB SITES

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

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Health and Human Services: <http://www.hhs.gov>

### Policy

adopted: May 24, 1991  
revised: November 7, 2001  
revised: February 18, 2003  
revised: \_\_\_\_\_, 2012

### HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

-Delete-

All Personnel

BP 4119.41(a)

4219.41

EMPLOYEES WITH INFECTIOUS DISEASE

4319.41

A. Legal Protections established for disabled persons extend to individuals significantly impaired by infectious disease including, but not limited to, those caused by the hepatitis virus and the human immunodeficiency virus (HIV). When informed that an employee has a disabling infectious disease that requires accommodation, the Superintendent or designee shall determine on a case-by-case basis whether the employee can remain at work and, if so, what accommodations would be possible and appropriate in each case.

1. The Superintendent or designee may consult with the employee or his/her representative, the employee's treating physician, and appropriate public health officials and physicians regarding the employee's ability to perform the essential functions of his/her job with reasonable accommodation and without posing a significant health or safety risk to the employee or other.

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

2. Before contacting the employee's physician, the Superintendent or designee shall obtain a written, signed statement from the employee, authorizing release of medical information to the district to facilitate the above process.
3. The Superintendent or designee may recommend reassignment or other accommodations of the employee, or recommend leave if the employee is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

(cf. 4161.1/4261.1/4361.1 - Personal Illness/Injury Leave)

B. The Superintendent or designee shall prepare and forward to the Board of Trustees for review and consideration a confidential report which includes his/her recommendation and the medical information upon which it is based.

C. The Board and the Superintendent or designee shall ensure that employee rights to confidentiality and reasonable accommodation are strictly observed.

1. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

(cf. 4119.23/4219.23/4319.23 - Confidential/Privileged Information)

2. The employee shall not be discriminated against because of his/her disability.

- Delete -

43/72

BP 4119.41(b)  
4219.41  
4319.41

## EMPLOYEES WITH INFECTIOUS DISEASE (continued)

(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4032 - Reasonable Accommodation)

- D. The Superintendent or designee shall re-evaluate the job assignment of an employee with a disabling infectious disease whenever there is a change in the employee's medical condition or regimen which might affect his/her assignment.

### *Legal Reference:*

#### CIVIL CODE

56-56.37 Confidentiality of medical information

#### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

#### HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

UNITED STATES CODE, TITLE 29

701 et seq. Rehabilitation Act

#### UNITED STATES CODE, TITLE 42

12101-12213 Americans With Disabilities Act

#### COURT DECISIONS

School Board of Nassau County, Fla. v. Arline, 408 U.S. 273 (1987)

Policy  
adopted: December 1, 1993  
revised: November 7, 2001

HANFORD ELEMENTARY SCHOOL DISTRICT  
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: September 19, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 26, 2012.

ITEM: Adopt 2012-13 Board Goals.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATION:

# Hanford Elementary School District

## *Proposed Board Goals*

*2012-2013*

### **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 will prepare for implementation of the Common Core Standards
- The District and Schools will meet annual API and AYP targets.

### **Student Health and Safety**

- The District will continue to promote intervention strategies that reduce suspension and expulsion rates

### **Personnel Quality**

- The District will recruit and retain highly qualified employees
- Professional development activities will focus on meeting the needs of all students with an emphasis on students with disabilities and English Language Learners

### **Fiscal and Facilities**

- The District will make every effort to maintain services by leveraging attrition and reducing expenditures
- The District's budget priority will be to support services to students while maintaining prudent reserves.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 9/6/12

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 26, 2012

**ITEM:** Consider approval of consultant contract with Consultant/Author Ben Mikaelson to present to our students and parents at MLK

**PURPOSE:** To inspire, motivate and empower our students to realize their own potential by reading and writing.

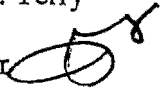
**FISCAL IMPACT:** Decrease of \$2,500.00 in QEIA budget account #  
0100-7400-0-0000-1000-580009-022-0000

**RECOMMENDATIONS:** Approve consultant contract.

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 17, 2012

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

Date you wish to have your item considered: September 26, 2012

**ITEM:** Consider adoption of Resolution 2-13 pertaining to the sufficiency of instructional materials.

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

**FISCAL IMPACT:** None.

**RECOMMENDATIONS:** Adopt Resolution 2-13.

## **PUBLIC NOTICE HEARING**

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

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

Place: Hamilton Elementary  
Cafeteria  
1269 Leland Way  
Hanford, California 93230

Date: September 26, 2012

Time: 6:30 p.m.

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

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

Posted: Wednesday, September 12, 2012



RESOLUTION NO. 2-13BEFORE THE BOARD OF TRUSTEES  
OF THE HANFORD ELEMENTARY SCHOOL DISTRICT**In the matter pertaining to Sufficiency of Instructional Materials**

Whereas, the Board of Trustees of the Hanford Elementary School District, in order to comply with the requirements of Education Code Section 60119 (as revised by Chapter 118, Statutes of 2005) held a public hearing on September 26, 2012, at 6:30 o'clock p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

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

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

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

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

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

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

- Mathematics (2007 adoption) – Harcourt, grades K-6; Holt, grades 7-8
- Science (2006 adoption)-- McGraw-Hill, grades K-6; CPO, grades 7-8
- History-Social Science (2005 adoption)– Houghton Mifflin, grades K-6; Holt, grades 7-8
- English/Language Arts (2002 adoption) – Houghton Mifflin, grades K-6; McDougal Littell, grades 7-8; Wright Group, grades 4-8 intervention

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

Therefore, it is resolved that for the 2012-13 school year, the Hanford Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted on the 26<sup>th</sup> day of September 2012 at a regular meeting of the Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

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

---

Jeff Garner  
President, Board of Trustees  
Hanford Elementary School District

*Hanford Elementary School District*  
**DISTRICT CORE INSTRUCTIONAL MATERIALS**  
**2012-2013**

**MATHEMATICS (2007 Adoption)**

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

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

| Gr  | Text                   | Publisher        | District Implementation Year | SBE Adopted | 1:1 Text Per Student Ratio |
|-----|------------------------|------------------|------------------------------|-------------|----------------------------|
| K-6 | A Legacy of Literacy   | Houghton-Mifflin | 2003-04                      | YES         | YES                        |
| 7-8 | Language of Literature | McDougal Littell | 2004-05                      | YES         | YES                        |

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

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

**SCIENCE (2006 Adoption)**

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

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

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

**\*\*Per student enrolled in course**

**Hanford Elementary School District**  
**OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS K-8**  
**2012-2013**

52/72

| <i>Grade</i> | <i>Language Arts</i>                               | <i>Math</i>  | <i>History/<br/>Social Science</i>                      | <i>Science</i>  | <i>Supplemental</i>  | <i>PE</i>                 |  |
|--------------|--|--|---|---|--|---------------------------|--|
|              | <b>Houghton Mifflin<br/>2002</b>                   | <b>Harcourt<br/>California HSP 2007</b>  | <b>Houghton Mifflin<br/>2005</b>                        | <b>Macmillan<br/>McGraw-Hill 2006</b>   |  | <b>Game Day<br/>Sport</b> |  |
| <b>K</b>     | 10Theme Big Books                                  | Student Workbooks 1:25<br>Consumable<br>(6 units)<br>Student Manipulative Kits<br>Practice Workbook    | 2 Big Books<br>Leveled Readers                          | 3 Big Books<br>Leveled Readers<br>Grab N Go Kit<br>Activity Workbook                              | Great Source<br>Newcomers Kit                                    |                           |  |
| <b>1</b>     | Student Textbook 1:25<br>5 Anthologies<br>1.1-1.5  | Student Workbooks 1:25<br>Consumable<br>(6 units)<br>Student Manipulative Kits<br>3 in 1 Practice Book | Student Textbook 1:25<br>6 Big Books<br>Leveled Readers | Student Textbook 1:25<br>4 Big Books<br>(supplemental)<br>Interactive Text Books<br>Grab N Go Kit | Longman's<br>Picture Dictionary<br>Great Source<br>Newcomers Kit |                           |  |
| <b>2</b>     | Student Textbook 1:25<br>2 Anthologies<br>2.1, 2.2 | Student Workbooks 1:25<br>Consumable<br>(6 units)<br>Student Manipulative Kits<br>3 in 1 Practice Book | Student Textbook 1:25<br>7 Big Books<br>Leveled Readers | Student Textbook 1:25<br>4 Big Books<br>(supplemental)<br>Interactive Text Books<br>Grab N Go Kit | Longman's<br>Picture Dictionary<br>Great Source<br>Newcomers Kit |                           |  |
| <b>3</b>     | Student Textbook 1:25<br>2 Anthologies<br>3.1, 3.2 | Student Textbooks 1:25<br>Student Manipulative Kits<br>3 in 1 Practice Book                            | Student Textbook 1:25<br>Leveled Readers                | Student Text book 1:25<br>Interactive Text Books<br>Grab N Go Kit                                 | Longman's<br>Picture Dictionary<br>Great Source<br>Newcomers Kit |                           |  |
| <b>4</b>     | Student Textbook 1:33                              | Student Textbooks 1:33<br>Student Manipulative Kits<br>3 in 1 Practice Book                            | Student Textbook 1:33<br>Leveled Readers                | Student Text book 1:33<br>Interactive Books<br>Grab N Go Kit                                      | Fast Forward<br>Math Kit<br>Great Source<br>Newcomers Kit        |                           |  |
| <b>5</b>     | Student Textbook 1:33                              | Student Textbooks 1:33<br>Student Manipulative Kits<br>3 in 1 Practice Book                            | Student Textbook 1:33<br>Leveled Readers                | Student Textbook 1:33<br>Interactive Books<br>Grab N Go Kit                                       | Fast Forward<br>Math Kit<br>Great Source<br>Newcomers Kit        |                           |  |
| <b>6</b>     | Student Textbook 1:33                              | Student Textbooks 1:33<br>Student Manipulative Kits<br>3 in 1 Practice Book                            | Student Text book1:33<br>Leveled Readers                | Student Textbook 1:33<br>Interactive Books<br>Grab N Go Kit                                       | Fast Forward<br>Math Kit<br>Great Source<br>Newcomers Kit        |                           |  |


**Hanford Elementary School District**  
**OVERVIEW OF RATIO FOR CORE INSTRUCTIONAL MATERIALS K-8**  
**2012-2013**

| <i><b>Grade</b></i> | <i><b>Language Arts</b></i>  | <i><b>Math</b></i>  | <i><b>History/<br/>Social Science</b></i>                                    | <i><b>Science</b></i>                                 | <i><b>Foreign<br/>Language</b></i>   | <i><b>Supplemental</b></i>                               |
|---------------------|--|---|--|---|--|--|
|                     | <b>McDougal Littell</b>  | <b>Holt</b>   | <b>Holt</b>  | <b>CPO</b>  | <b>Glencoe</b>   |  |
| <b>7</b>            | Student Textbook 1:33<br>Language of Literature<br>2002<br>Language Network 2002 | Student Textbook 1:33<br>Mathematics Course 2:<br>Pre-Algebra<br>Homework/Practice WB<br>Know-It Notebook | Student Textbook 1:33<br>World History,<br>Medieval to Early<br>Modern Times | Student Textbook 1:33<br>Focus on Life Science        | Student Textbook –<br>1 per enrolled student<br>Foreign Language -<br>CA Como te Va? A,<br>Nivel Verde | Longman's<br>Dictionary<br>Great Source<br>Newcomers Kit |
| <b>8</b>            | Student Textbook 1:33<br>Language of Literature<br>2002<br>Language Network 2002 | Student Textbook 1:33<br>Algebra 1<br>Homework/Practice WB<br>Review for Mastery WB                       | Student Textbook 1:33<br>U.S. History,<br>Independence to 1914               | Student Textbook 1:33<br>Focus on Physical<br>Science | Student Textbook –<br>1 per enrolled student<br>Foreign Language - CA<br>Como te Va? B, Nivel<br>Azul  | Longman's<br>Dictionary<br>Great Source<br>Newcomers Kit |

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: September 17, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: September 26, 2012

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

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

**FISCAL IMPACT:** None.

**RECOMMENDATIONS:** Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

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

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

- History/social science (2005 adoption)
- Mathematics (2007 adoption)
- Reading/language arts (2002 adoption)
- Science (2006 adoption)

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

The State Board of Education adopted new standards-aligned instructional materials for K-8 in mathematics in November 2007. The Board of Trustees of the Hanford Elementary School District has provided each pupil with a standards-aligned textbook, or basic instructional materials, from this adopted list by August 18, 2009, which is the start of the first school term that is no later than 24 months following the state adoption of these materials.

Certification was approved by the Board of Trustees at a public meeting held on September 26, 2012.

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Karen McConnell *KM*

DATE: September 17, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☒ Information  
☐ Action

Date you wish to have your item considered: September 26, 2012

**ITEM:** Board Certified Behavior Analyst (BCBA) supervision stipend

**PURPOSE:** Melanie Gallaher, School Psychologist and Board Certified Behavior Analyst will provide 1500 hours of supervised independent fieldwork in the area of applied behavior analysis to two school psychologists in order to meet the certification examination requirements.


**FISCAL IMPACT:** \$4,000.00 (1/2 to be paid at the onset of the supervision and the remaining 1/2 to be paid when both candidates have completed the 1500 hours of required supervision.)

**RECOMMENDATIONS:**



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

TO: Dr. Paul Terry

FROM: Diane Williams 

DATE: September 17, 2012

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2012**

**ITEM:** Consider adoption of the following proposed Board Policy 4312.1 regarding administrative and supervisory personnel contracts.

**PURPOSE:** The following new Board Policy is necessary to align with recommendations by CSBA due to Education and Government Code.

- BP 4312.1 – Contracts (new)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

**Administrative and Supervisory Personnel**

BP 4312.1(a)

**CONTRACTS**

- A. The Governing Board recognizes the importance of qualified and competent individuals to lead district programs and to assist the Superintendent in coordinating efforts to achieve district goals and objectives. To that end, the Board may fill certificated administrative and supervisory positions and classified senior management positions on a contract basis.

*(cf. 0000 - Vision)**(cf. 2121 - Superintendent's Contract)**(cf. 4111/4211/4311 - Recruitment and Selection)**(cf. 4300 - Administrative and Supervisory Personnel)**(cf. 4313.2 - Demotion/Reassignment)**(cf. 4314 - Transfers)*

The Board may offer a continuing contract of up to four years to any deputy, associate, or assistant superintendent; any certificated employee holding a position requiring a supervision or administration credential; or any senior manager of the classified service. (Education Code 35031, 44929.20)

Prior to entering into any such contract, the Board and Superintendent shall consider the financial impact of the contract on the district. The proposed contract shall also be reviewed by legal counsel to ensure that all legally required provisions are included in the contract and to address any potentially adverse obligations to the district.

*(cf. 3460 - Financial Reports and Accountability)*

The Board shall deliberate in the closed session of a regular meeting about the terms of an employment contract for a deputy, associate, or assistant superintendent; other certificated employee holding a position requiring a supervision or administration credential; or a senior manager of the classified service. (Government Code 54957)

*(cf. 9320 - Meetings and Notices)**(cf. 9321 - Closed Session Purposes and Agendas)**(cf. 9321.1 - Closed Session Actions and Reports)*

Any such employment contract shall be ratified by the Board during an open session of a regularly scheduled Board meeting and reflected in the Board's minutes. Copies of the contracts shall be available to the public upon request. (Government Code 53262)

*(cf. 1340 - Access to District Records)**(cf. 9322 - Agenda/Meeting Materials)**(cf. 9324 - Minutes and Recordings)*

- B. Extension of Contract and Reemployment

A contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the employee's performance. No employment contract shall include a provision for automatic renewal of the contract.

*(cf. 4315 - Evaluation/Supervision)*

BP 4312.1(b)

**CONTRACTS (continued)**

During the term of the contract and with the consent of the employee involved, the Board may reelect or reemploy the employee starting on the next succeeding first day of July and based on terms and conditions mutually agreed upon by the Board and the employee. (Education Code 35031)

If the Board decides not to reelect or reemploy a deputy, associate, or assistant superintendent or a senior manager of the classified service upon the expiration of his/her term, it shall notify the employee in writing 45 days prior to the expiration of the term of the contract. (Education Code 35031)

**C. Termination of Contract**

Every employee contract shall include a provision specifying the legal maximum cash settlement that the employee may receive in the event that the Board finds it necessary to terminate the contract prior to its expiration date. (Government Code 53260)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

In addition, all employee contracts shall include a provision that, if the employee is convicted of a crime involving an abuse of his/her office or position, he/she shall fully reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination and for any funds expended by the district in his/her criminal legal defense. (Government Code 53243-53243.4, 53260)

**Legal Reference:****EDUCATION CODE**

35030 Title of deputy, associate or assistant superintendent for certain positions

35031 Term of employment

44842 Automatic declining of employment

44843 Notice of employment to county superintendent

44929.20 Continuing contract

44951 Continuation in position unless notified

**GOVERNMENT CODE**

3511.1-3511.2 Local agency executives

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54954 Time and place of regular meetings

54956 Brown Act - Open meeting laws; special meetings

54957 Closed session, personnel matters

**Management Resources:****CSBA PUBLICATIONS**

Maximizing School Board Governance: The Board's Relationship to District Staff, 2007

**WEB SITES**

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

Association of California School Administrators: <http://www.acsa.org>

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry  
FROM: Diane Williams *DW*  
DATE: September 17, 2012  
RE: ☒ Board Meeting  
☐ Superintendent's Cabinet  
☐ Information  
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **September 26, 2012**

ITEM: Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Certificated

- Christina Novielli, Teacher, Probationary I, effective 9/17/12

Temporary Employees/Substitutes/Yard Supervisors

- Laura Benavides, Short-term READY Program Tutor – 4.5 hrs., Washington, effective 9/17/12 to 10/19/12
- Edward Bielik, Substitute Educational Interpreter and Signing Aide, effective 9/6/12
- Inez Carreiro, Short-term Yard Supervisor – 2.0 hrs., King, effective 9/10/12 to 10/31/12
- Teresita Espinoza, Short-term Yard Supervisor – 2.75 hrs., Richmond, effective 9/10/12 to 10/31/12
- Joseph Hernandez, Coach, Junior High Drum – 55 units, effective 9/5/12 to 6/7/13
- Liz Ibarra, Short-term Administrative Secretary I – 8.0 hrs., Human Resources, effective 9/5/12 to 11/30/12
- Sharon Maggio, Substitute Food Service Worker I/II and Yard Supervisor, effective 9/12/12
- Crystal Zeno-Jaworski, Short-term Yard Supervisor – 1.25 hrs., Monroe, effective 9/17/12 to 11/16/12

**b. Resignations**

- Shayna Dobbins, Teacher, King, effective 9/14/12
- Amber Lepper, Substitute READY Program Tutor and Yard Supervisor, effective 9/4/12

**c. More Hours**

- Tracy Heinrich, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Monroe, effective 9/13/12
- Jessica Szalai, Yard Supervisor, from 3.0 hrs. to 3.25 hrs., Monroe, effective 9/13/12

**d. More Hours/Transfer**

- Rogelio Espinoza, Custodian II, from 5.0 hrs., Jefferson to 8.0 hrs., King, effective 9/24/12

**e. Volunteers**

| <u>Name</u>         | <u>School</u> |
|---------------------|---------------|
| Brigid Fogg         | Hamilton      |
| Adriana Solis       | Hamilton      |
| Kelty Davis         | Jefferson     |
| Faith Faria         | Jefferson     |
| Maria Rojo-Gonzalez | Jefferson     |
| Jana Dudley         | JFK           |
| Kristoffer Bailey   | King          |
| Rosie Cervantes     | King          |
| Shannon Callanan    | Monroe        |
| Leah Martinez       | Monroe        |
| Erica Yanez         | Richmond      |
| Patricia Martinez   | Roosevelt     |
| Adam Minick         | Washington    |

**RECOMMENDATION:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** September 14, 2012  
**FOR:** (X) Board Meeting  
( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: September 26, 2012

**ITEM:**

Consider acceptance of Unaudited Actual Financial Report for 2011-12.

**PURPOSE:**

The unaudited actual financial report for 2011-12 contains financial information for the General Fund and all the other funds of the district. The report also includes:

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

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

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Accept Unaudited Actual Financial Report for 2011-12.

|  |                |                        | 2011-12 Unaudited Actuals |                   |                                 | 2012-13 Budget      |                   |                                 |         |
|--|----------------|------------------------|---------------------------|-------------------|---------------------------------|---------------------|-------------------|---------------------------------|---------|
|  |                |                        | Unrestricted<br>(A)       | Restricted<br>(B) | Total Fund<br>col. A + B<br>(C) | Unrestricted<br>(D) | Restricted<br>(E) | Total Fund<br>col. D + E<br>(F) |         |
| Description  | Resource Codes | Object<br>Codes        |                           |                   |                                 |                     |                   |                                 |         |
| A. REVENUES  |                |                        |                           |                   |                                 |                     |                   |                                 |         |
| 1) Revenue Limit Sources   |                | 8010-8099              | 27,138,024.73             | 450,236.00        | 27,588,260.73                   | 24,922,042.00       | 424,788.00        | 25,346,830.00                   | -8.1%   |
| 2) Federal Revenue   |                | 8100-8299              | 317,206.11                | 3,710,646.03      | 4,027,852.14                    | 325,000.00          | 2,416,971.00      | 2,741,971.00                    | -31.9%  |
| 3) Other State Revenue   |                | 8300-8599              | 5,347,892.56              | 3,715,389.38      | 9,063,281.94                    | 5,183,316.00        | 3,704,789.00      | 8,888,105.00                    | -1.9%   |
| 4) Other Local Revenue   |                | 8600-8799              | 605,915.37                | 1,850,988.41      | 2,456,903.78                    | 550,892.00          | 1,723,126.00      | 2,274,018.00                    | -7.4%   |
| 5) TOTAL, REVENUES   |                |                        | 33,409,038.77             | 9,727,259.82      | 43,136,298.59                   | 30,981,250.00       | 8,269,674.00      | 39,250,924.00                   | -9.0%   |
| B. EXPENDITURES  |                |                        |                           |                   |                                 |                     |                   |                                 |         |
| 1) Certificated Salaries   |                | 1000-1999              | 16,332,844.57             | 4,291,243.74      | 20,624,088.31                   | 17,076,450.00       | 3,664,450.00      | 20,740,900.00                   | 0.6%    |
| 2) Classified Salaries   |                | 2000-2999              | 4,923,641.78              | 2,624,387.13      | 7,548,028.91                    | 4,909,300.00        | 2,642,068.00      | 7,551,368.00                    | 0.0%    |
| 3) Employee Benefits   |                | 3000-3999              | 7,246,609.71              | 2,024,415.67      | 9,271,025.38                    | 7,298,170.00        | 1,921,374.00      | 9,219,544.00                    | -0.6%   |
| 4) Books and Supplies  |                | 4000-4999              | 752,317.54                | 885,460.47        | 1,637,778.01                    | 849,128.00          | 994,671.00        | 1,843,799.00                    | 12.6%   |
| 5) Services and Other Operating Expenditures   |                | 5000-5999              | 2,186,248.95              | 537,819.39        | 2,724,068.34                    | 2,263,289.00        | 626,508.00        | 2,889,797.00                    | 6.1%    |
| 6) Capital Outlay  |                | 6000-6999              | 35,686.84                 | 311,862.32        | 347,549.16                      | 134,127.00          | 25,083.00         | 159,210.00                      | -54.2%  |
| 7) Other Outgo (excluding Transfers of Indirect Costs)   |                | 7100-7299<br>7400-7499 | 0.00                      | 268,896.36        | 268,896.36                      | 0.00                | 272,181.00        | 272,181.00                      | 1.2%    |
| 8) Other Outgo - Transfers of Indirect Costs   |                | 7300-7399              | (414,813.73)              | 298,993.60        | (115,820.13)                    | (224,796.00)        | 133,809.00        | (90,987.00)                     | -21.4%  |
| 9) TOTAL, EXPENDITURES   |                |                        | 31,062,535.66             | 11,243,078.68     | 42,305,614.34                   | 32,305,668.00       | 10,280,144.00     | 42,585,812.00                   | 0.7%    |
| C. EXCESS (DEFICIENCY) OF REVENUES<br>OVER EXPENDITURES BEFORE OTHER<br>FINANCING SOURCES AND USES (A5 - B9) |                |                        | 2,346,503.11              | (1,515,818.86)    | 830,684.25                      | (1,324,418.00)      | (2,010,470.00)    | (3,334,888.00)                  | -501.5% |
| D. OTHER FINANCING SOURCES/USES  |                |                        |                           |                   |                                 |                     |                   |                                 |         |
| 1) Interfund Transfers   |                |                        |                           |                   |                                 |                     |                   |                                 |         |
| a) Transfers In  |                | 8900-8929              | 10,000.00                 | 18,546.09         | 28,546.09                       | 0.00                | 0.00              | 0.00                            | -100.0% |
| b) Transfers Out   |                | 7600-7629              | 0.00                      | 0.00              | 0.00                            | 0.00                | 0.00              | 0.00                            | 0.0%    |
| 2) Other Sources/Uses  |                |                        |                           |                   |                                 |                     |                   |                                 |         |
| a) Sources   |                | 8930-8979              | 0.00                      | 0.00              | 0.00                            | 0.00                | 0.00              | 0.00                            | 0.0%    |
| b) Uses  |                | 7630-7699              | 0.00                      | 0.00              | 0.00                            | 0.00                | 0.00              | 0.00                            | 0.0%    |
| 3) Contributions   |                | 8980-8999              | (1,798,895.00)            | 1,798,895.00      | 0.00                            | (1,900,335.00)      | 1,900,335.00      | 0.00                            | 0.0%    |
| 4) TOTAL, OTHER FINANCING SOURCES/USES   |                |                        | (1,788,895.00)            | 1,817,441.09      | 28,546.09                       | (1,900,335.00)      | 1,900,335.00      | 0.00                            | -100.0% |

| Description   | Resource Codes | Object Codes | 2011-12 Unaudited Actuals |                |                           | 2012-13 Budget   |                |                           | % Diff Column C & F |
|---|----------------|--------------|---------------------------|----------------|---------------------------|------------------|----------------|---------------------------|---------------------|
|   |                |              | Unrestricted (A)          | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) |                     |
| E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4) |                |              | 557,608.11                | 301,622.23     | 859,230.34                | (3,224,753.00)   | (110,135.00)   | (3,334,888.00)            | -488.1%             |
| F. FUND BALANCE, RESERVES                           |                |              |                           |                |                           |                  |                |                           |                     |
| 1) Beginning Fund Balance                           |                |              |                           |                |                           |                  |                |                           |                     |
| a) As of July 1 - Unaudited                         |                | 9791         | 5,855,566.82              | 1,728,407.76   | 7,583,974.58              | 6,413,174.93     | 2,030,029.99   | 8,443,204.92              | 11.3%               |
| b) Audit Adjustments                                |                | 9793         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| c) As of July 1 - Audited (F1a + F1b)               |                |              | 5,855,566.82              | 1,728,407.76   | 7,583,974.58              | 6,413,174.93     | 2,030,029.99   | 8,443,204.92              | 11.3%               |
| d) Other Restatements                               |                | 9795         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| e) Adjusted Beginning Balance (F1c + F1d)           |                |              | 5,855,566.82              | 1,728,407.76   | 7,583,974.58              | 6,413,174.93     | 2,030,029.99   | 8,443,204.92              | 11.3%               |
| 2) Ending Balance, June 30 (E + F1e)                |                |              | 6,413,174.93              | 2,030,029.99   | 8,443,204.92              | 3,188,421.93     | 1,919,894.99   | 5,108,316.92              | -39.5%              |
| Components of Ending Fund Balance                   |                |              |                           |                |                           |                  |                |                           |                     |
| a) Nonspendable                                     |                |              |                           |                |                           |                  |                |                           |                     |
| Revolving Cash                                      |                | 9711         | 5,050.00                  | 0.00           | 5,050.00                  | 5,050.00         | 0.00           | 5,050.00                  | 0.0%                |
| Stores  |                | 9712         | 119,305.92                | 0.00           | 119,305.92                | 117,572.00       | 0.00           | 117,572.00                | -1.5%               |
| Prepaid Expenditures                                |                | 9713         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| All Others  |                | 9719         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| b) Restricted                                       |                | 9740         | 0.00                      | 2,030,029.99   | 2,030,029.99              | 0.00             | 1,945,095.43   | 1,945,095.43              | -4.2%               |
| c) Committed  |                |              |                           |                |                           |                  |                |                           |                     |
| Stabilization Arrangements                          |                | 9750         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| Other Commitments                                   |                | 9760         | 0.00                      | 0.00           | 0.00                      | 0.00             | 0.00           | 0.00                      | 0.0%                |
| d) Assigned   |                |              |                           |                |                           |                  |                |                           |                     |
| Other Assignments                                   |                | 9780         | 700,000.00                | 0.00           | 700,000.00                | 700,000.00       | 0.00           | 700,000.00                | 0.0%                |
| e) Unassigned/unappropriated                        |                |              |                           |                |                           |                  |                |                           |                     |
| Reserve for Economic Uncertainties                  |                | 9789         | 3,010,000.00              | 0.00           | 3,010,000.00              | 1,487,500.00     | 0.00           | 1,487,500.00              | -50.6%              |
| Unassigned/Unappropriated Amount                    |                | 9790         | 2,578,819.01              | 0.00           | 2,578,819.01              | 878,299.93       | (25,200.44)    | 853,099.49                | -66.9%              |



## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** September 14, 2012  
**FOR:** (X) Board Meeting  
( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: September 26, 2012

**ITEM:**

Consider adoption of Resolution #5-13: Gann Amendment.

**PURPOSE:**

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

Under the law, if we receive an amount greater than our limit, we must notify the State. We are under the Gann Limit for both 2011-12 and 2012-13; therefore, no further action is necessary other than to adopt the limit.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Adoption of Resolution #5-13 establishing the District's Gann Limit for 2011-12 and 2012-13.

**Resolution #5-13**

**HANFORD ELEMENTARY SCHOOL DISTRICT  
GANN AMENDMENT  
{Proposition 4, 1979**

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

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

WHEREAS, the Hanford Elementary School District must establish an estimated Gann Limit for the 2012-13 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law, and amend the 2011-12 estimated limit to correspond with actual information;

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary Board of Trustees does provide notice that the attached calculations and documentation of the 2011-12 and 2012-13 Gann Limits are made in accord with applicable constitutional and statutory law;

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

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

PASSED AND ADOPTED this 26th day of September 2012 by the following vote:

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

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

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

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

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

|   | 2011-12<br>Calculations |              |                         | 2012-13<br>Calculations |              |                         |
|---|-------------------------|--------------|-------------------------|-------------------------|--------------|-------------------------|
|   | Extracted<br>Data       | Adjustments* | Entered Data/<br>Totals | Extracted<br>Data       | Adjustments* | Entered Data/<br>Totals |
| <b>A. PRIOR YEAR DATA</b><br>(2010-11 Actual Appropriations Limit and Gann ADA<br>are from district's prior year Gann data reported to the CDE)   | 2010-11 Actual          |              |                         | 2011-12 Actual          |              |                         |
| 1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT<br>(Preload/Line D11, PY column)   | 29,643,957.31           |              | 29,643,957.31           |                         |              | 30,433,602.67           |
| 2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)   | 5,513.99                |              | 5,513.99                |                         |              | 5,522.49                |
| ADJUSTMENTS TO PRIOR YEAR LIMIT   | Adjustments to 2010-11  |              |                         | Adjustments to 2011-12  |              |                         |
| 3. District Lapses, Reorganizations and Other Transfers   |                         |              |                         |                         |              |                         |
| 4. Temporary Voter Approved Increases   |                         |              |                         |                         |              |                         |
| 5. Less: Lapses of Voter Approved Increases   |                         |              |                         |                         |              |                         |
| 6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT<br>(Lines A3 plus A4 minus A5)   |                         | 0.00         |                         |                         |              | 0.00                    |
| 7. ADJUSTMENTS TO PRIOR YEAR ADA<br>(Only for district lapses, reorganizations and<br>other transfers, and only if adjustments to the<br>appropriations limit are entered in Line A3 above) |                         |              |                         |                         |              |                         |
| <b>B. CURRENT YEAR GANN ADA</b><br>(2011-12 data should tie to Principal Apportionment<br>Attendance Software reports)  | 2011-12 P2 Report       |              |                         | 2012-13 P2 Estimate     |              |                         |
| 1. Total K-12 ADA (Form A, Line 10)   | 5,522.49                |              | 5,522.49                | 5,526.07                |              | 5,526.07                |
| 2. ROC/P ADA**  |                         |              |                         |                         |              |                         |
| 3. Total Charter Schools ADA (Form A, Line 26)  | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 4. Total Supplemental Instructional Hours**   |                         |              |                         |                         |              |                         |
| 5. Divide Line B4 by 700 (Round to 2 decimal places)  |                         |              | 5,522.49                |                         |              | 5,526.07                |
| 6. TOTAL P2 ADA (Lines B1 through B3 plus B5)   |                         |              |                         |                         |              |                         |
| OTHER ADA<br>(From Principal Apportionment Attendance Software)   |                         |              |                         |                         |              |                         |
| 7. Apprentice Hours - High School   |                         |              |                         |                         |              |                         |
| 8. Divide Line B7 by 525 (Round to 2 decimal places)  |                         | 0.00         |                         |                         |              | 0.00                    |
| 9. TOTAL CURRENT YEAR GANN ADA<br>(Sum Lines B6 plus B8)  |                         | 5,522.49     |                         |                         |              | 5,526.07                |
| <b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>  | 2011-12 Actual          |              |                         | 2012-13 Budget          |              |                         |
| TAXES AND SUBVENTIONS (Funds 01, 09, and 62)  |                         |              |                         |                         |              |                         |
| 1. Homeowners' Exemption (Object 8021)  | 43,003.17               |              | 43,003.17               | 42,183.00               |              | 42,183.00               |
| 2. Timber Yield Tax (Object 8022)   | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 3. Other Subventions/In-Lieu Taxes (Object 8029)  | 6,912.42                |              | 6,912.42                | 0.00                    |              | 0.00                    |
| 4. Secured Roll Taxes (Object 8041)   | 2,895,146.12            |              | 2,895,146.12            | 2,859,698.00            |              | 2,859,698.00            |
| 5. Unsecured Roll Taxes (Object 8042)   | 145,541.64              |              | 145,541.64              | 120,560.00              |              | 120,560.00              |
| 6. Prior Years' Taxes (Object 8043)   | 104,496.31              |              | 104,496.31              | 87,391.00               |              | 87,391.00               |
| 7. Supplemental Taxes (Object 8044)   | 33,483.39               |              | 33,483.39               | 58,723.00               |              | 58,723.00               |
| 8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)  | (1,406,786.32)          |              | (1,406,786.32)          | (1,480,320.00)          |              | (1,480,320.00)          |
| 9. Penalties and Int. from Delinquent Taxes (Object 8048)   | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 10. Other In-Lieu Taxes (Object 8082)   | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 11. Comm. Redevelopment Funds (Obj. 8047 & 8625)  | 82,316.95               |              | 82,316.95               | 26,504.00               |              | 26,504.00               |
| 12. Parcel Taxes (Object 8621)  | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)   | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 14. Penalties and Int. from Delinquent Non-Revenue Limit<br>Taxes (Object 8629) (Only those for the above taxes)  | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 15. Transfers to Charter Schools<br>in Lieu of Property Taxes (Object 8096)   | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 16. TOTAL TAXES AND SUBVENTIONS<br>(Lines C1 through C15)   | 1,904,113.68            | 0.00         | 1,904,113.68            | 1,714,739.00            | 0.00         | 1,714,739.00            |
| OTHER LOCAL REVENUES (Funds 01, 09, and 62)   |                         |              |                         |                         |              |                         |
| 17. To General Fund from Bond Interest and Redemption<br>Fund (Excess debt service taxes) (Object 8914)   | 0.00                    |              | 0.00                    | 0.00                    |              | 0.00                    |
| 18. TOTAL LOCAL PROCEEDS OF TAXES<br>(Lines C16 plus C17)   | 1,904,113.68            | 0.00         | 1,904,113.68            | 1,714,739.00            | 0.00         | 1,714,739.00            |

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|  | 2011-12 Calculations |              |                     | 2012-13 Calculations |              |                     |
|--|----------------------|--------------|---------------------|----------------------|--------------|---------------------|
|  | Extracted Data       | Adjustments* | Entered Data/Totals | Extracted Data       | Adjustments* | Entered Data/Totals |
| <b>EXCLUDED APPROPRIATIONS</b>   |                      |              |                     |                      |              |                     |
| 19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)                           |                      |              | 400,944.00          |                      |              | 412,749.00          |
| <b>OTHER EXCLUSIONS</b>  |                      |              |                     |                      |              |                     |
| 20. Americans with Disabilities Act  |                      |              |                     |                      |              |                     |
| 21. Unreimbursed Court Mandated Desegregation Costs  |                      |              |                     |                      |              |                     |
| 22. Other Unfunded Court-ordered or Federal Mandates   |                      |              |                     |                      |              |                     |
| 23. TOTAL EXCLUSIONS (Lines C19 through C22)   |                      |              | 400,944.00          |                      |              | 412,749.00          |
| <b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>   |                      |              |                     |                      |              |                     |
| 24. Revenue Limit State Aid - Current Year (Object 8011)   | 25,612,128.00        |              | 25,612,128.00       | 23,521,381.00        |              | 23,521,381.00       |
| 25. Revenue Limit State Aid - Prior Years (Object 8019)  | 1,533.00             |              | 1,533.00            | 0.00                 |              | 0.00                |
| 26. Supplemental Instruction - CY (Res. 0000, Object 8590)**   |                      | 22,893.00    | 22,893.00           |                      | 23,893.00    | 23,893.00           |
| 27. Supplemental Instruction - PY (Res. 0000, Object 8590)**   |                      | 0.00         | 0.00                |                      | 0.00         | 0.00                |
| 28. Comm Day Sch Addl Funding - CY (Res. 2430, Obj. 8311 and Res. 0000, Obj. 8590)**   |                      | 79,255.00    | 79,255.00           |                      | 79,277.00    | 79,277.00           |
| 29. Comm Day Sch Addl Funding - PY (Res. 2430, Obj. 8319 and Res. 0000, Obj. 8590)**   |                      | 576.00       | 576.00              |                      | 0.00         | 0.00                |
| 30. ROC/P Apportionment - CY (Res. 0000, Object 8590)**  |                      | 0.00         | 0.00                |                      | 0.00         | 0.00                |
| 31. ROC/P Apportionment - PY (Res. 0000, Object 8590)**  |                      | 0.00         | 0.00                |                      | 0.00         | 0.00                |
| 32. Charter Schs. Gen. Purpose Entitlement (Object 8015)   | 0.00                 |              | 0.00                | 0.00                 |              | 0.00                |
| 33. Charter Schs. Categorical Block Grant (Object 8590)**  |                      | 0.00         | 0.00                |                      | 0.00         | 0.00                |
| 34. Class Size Reduction, Grades K-3 (Object 8434)   | 2,553,435.00         |              | 2,553,435.00        | 2,554,335.00         |              | 2,554,335.00        |
| 35. Class Size Reduction, Grade 9 (Object 8590)**  |                      | 0.00         | 0.00                |                      | 0.00         | 0.00                |
| 36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35)  | 28,167,096.00        | 102,724.00   | 28,269,820.00       | 26,075,716.00        | 103,170.00   | 26,178,886.00       |
| <b>ADD BACK TRANSFERS TO COUNTY</b>  |                      |              |                     |                      |              |                     |
| 37. County Office Funds Transfer (Form RL, Line 32)  | 288,175.00           |              | 288,175.00          | 291,256.00           |              | 291,256.00          |
| 38. TOTAL STATE AID (Lines C36 plus C37)   | 28,455,271.00        | 102,724.00   | 28,557,995.00       | 26,366,972.00        | 103,170.00   | 26,470,142.00       |
| <b>DATA FOR INTEREST CALCULATION</b>   |                      |              |                     |                      |              |                     |
| 39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)  | 43,136,298.59        |              | 43,136,298.59       | 39,250,924.00        |              | 39,250,924.00       |
| 40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)   | 207,019.65           |              | 207,019.65          | 230,000.00           |              | 230,000.00          |
| <b>APPROPRIATIONS LIMIT CALCULATIONS</b>   |                      |              |                     |                      |              |                     |
| <b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>   |                      |              |                     |                      |              |                     |
| 1. Revised Prior Year Program Limit (Lines A1 plus A6)   |                      |              | 29,643,957.31       |                      |              | 30,433,602.67       |
| 2. Inflation Adjustment  |                      |              | 1.0251              |                      |              | 1.0377              |
| 3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places)                                       |                      |              | 1.0015              |                      |              | 1.0006              |
| 4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)   |                      |              | 30,433,602.67       |                      |              | 31,599,898.06       |
| <b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>   |                      |              |                     |                      |              |                     |
| 5. Local Revenues Excluding Interest (Line C18)  |                      |              | 1,904,113.68        |                      |              | 1,714,739.00        |
| 6. Preliminary State Aid Calculation   |                      |              |                     |                      |              |                     |
| a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero)         |                      |              | 662,698.80          |                      |              | 663,128.40          |
| b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus C23; but not less than zero)                           |                      |              | 28,557,995.00       |                      |              | 26,470,142.00       |
| c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)  |                      |              | 28,557,995.00       |                      |              | 26,470,142.00       |
| 7. Local Revenues in Proceeds of Taxes   |                      |              |                     |                      |              |                     |
| a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c])                                |                      |              | 146,898.70          |                      |              | 166,129.40          |
| b. Total Local Proceeds of Taxes (Lines D5 plus D7a)   |                      |              | 2,051,012.38        |                      |              | 1,880,868.40        |
| 8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero) |                      |              | 28,557,995.00       |                      |              | 26,470,142.00       |
| 9. Total Appropriations Subject to the Limit   |                      |              |                     |                      |              |                     |
| a. Local Revenues (Line D7b)   |                      |              | 2,051,012.38        |                      |              |                     |
| b. State Subventions (Line D8)   |                      |              | 28,557,995.00       |                      |              |                     |
| c. Less: Excluded Appropriations (Line C23)  |                      |              | 400,944.00          |                      |              |                     |
| d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)  |                      |              | 30,208,063.38       |                      |              |                     |

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|  | 2011-12<br>Calculations |              |                         | 2012-13<br>Calculations |              |                         |
|--|-------------------------|--------------|-------------------------|-------------------------|--------------|-------------------------|
|  | Extracted<br>Data       | Adjustments* | Entered Data/<br>Totals | Extracted<br>Data       | Adjustments* | Entered Data/<br>Totals |
| 10. Adjustments to the Limit Per<br>Government Code Section 7902.1<br>(Line D9d minus D4; if negative, then zero)  |                         |              | 0.00                    |                         |              |                         |
| If not zero report amount to:<br>Ana J. Matosantos, Director<br>State Department of Finance<br>Attention: School Gann Limits<br>State Capitol, Room 1145<br>Sacramento, CA 95814 |                         |              |                         |                         |              |                         |
| Summary  | 2011-12 Actual          |              |                         | 2012-13 Budget          |              |                         |
| 11. Adjusted Appropriations Limit<br>(Lines D4 plus D10)   |                         |              | 30,433,602.67           |                         |              | 31,599,898.06           |
| 12. Appropriations Subject to the Limit<br>(Line D9d)  |                         |              | 30,208,063.38           |                         |              |                         |

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

\*\* Impacted by the flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011). Amounts in Section C, State Aid Received, can no longer be extracted and must be manually input into the Adjustments column.

Nancy White  
Gann Contact Person

(559) 585-3628  
Contact Phone Number

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** September 17, 2012

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

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

Date you wish to have your item considered: September 26, 2012

**ITEM:**

Consider approval of Addendum to Agreement with the County of Kings for the collection and distribution of Developer Fees.

**PURPOSE:**

The County of Kings has requested an Addendum to the Agreement we have with them for the collection and distribution of Developer Fees. The Addendum incorporates an indemnification provision into the Agreement. The Addendum has been reviewed and approved by Counsel.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Approve Addendum to Agreement with the County of Kings for the collection and distribution of Developer Fees.

**ADDENDUM TO  
Agreement By and Between the  
Hanford Elementary School District and the  
County of Kings for the  
Collection and Distribution of Developer Fees**

**(Education Code Section 17620)**

The School District and the County hereby jointly agree to and incorporate the following indemnification provision into and as an addendum to the Agreement for the Collection and Distribution of Developer Fees in accordance with Education Code Section 17620:

**INDEMNIFICATION**

The School District shall hold the County, its officers, employees and agents harmless, and shall defend the same from, any claim of liability arising out of any act by the County performed within the terms and scope of this Agreement, or arising out of the sole negligence of the School District.

The County shall hold the School District, its officers, employees and agents harmless, and shall defend the same from, any claim of liability arising out of the sole negligence of the County.

Under no circumstances shall the County be required to initiate action to collect unpaid developer fees, or to pay over to the District from its own funds uncollected developer fees.

IN WITNESS WHEREOF, the Parties hereby execute this Addendum and attest that they have the authority to bind the parties subject to the Agreement.

**COUNTY OF KINGS**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**HANFORD ELEMENTARY SCHOOL DISTRICT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Paul J. Terry, Ed.D, Superintendent

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: September 13, 2012

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

Date you wish to have your item considered: September 26, 2012

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

Case# 13-01 - Monroe