

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, November 14, 2012

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

OPEN SESSION

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

CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918...requires closed sessions in order to prevent the disclosure of confidential student record information*)
 - Administrative Panel Recommendations**
 - Case# 13-09 – JFK
 - Case# 13-10 – JFK
 - Case# 13-11 – Wilson
 - Case# 13-12 – Wilson
 - Case# 13-13 – Wilson
 - Case# 13-14 – Lincoln
 - Case# 13-15 – Lincoln
 - Case# 13-16 – Lincoln
- **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.*)
 - Public Employee Discipline/Dismissal/Release** (GC 54957) – Certificated

OPEN SESSION

6:00 p.m. 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to Remember

2. CONSENT ITEMS

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

- a) Approve warrant listings dated October 19, 2012; October 26, 2012; and November 2, 2013.

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

- b) Approve minutes of Regular Board Meeting October 24, 2012.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$250.00 from Roll Giving and Paramount Community Giving to Washington School. (Rubalcava)
- e) Approve donation of \$535.00 from Hamilton PTC to Hamilton School. (Espindola)
- f) Approve donation of \$1,000.00 from Roosevelt PTC to Roosevelt School. (Carrillo)
- g) Approve donation of sixty (60) student backpacks from Write-It-Over, Inc. to Lincoln School.
- h) Approve donation of seven (7) trombones from Mr. Peter Polluck to the Band program. (Eggert)

3. INFORMATION ITEMS

- a) Receive quarterly report on Williams Uniform Complaints. (Terry)
- b) Receive the following revised Administrative Regulation for information: (Williams)
 - AR 4112.6 – Personnel Files (revised)
- c) Receive for information the following revised Board Policy and new and revised Exhibits: (Williams)
 - BP 4119.21 – Professional Standards (new policy replaces current policy)
 - Exhibit 4119.21 – Professional Standards (new exhibit replaces current)
 - Exhibit 4219.21 – Professional Standards (new exhibit)
 - Exhibit 4319.21 – Professional Standards (new exhibit replaces current)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of consultant contract for Street Beat Bully Prevention/Intervention presentation for all MLK students. (Colvard)
- b) Consider approval of California Department of Health Care Services (DHCS) Data Use Agreement. (McConnell)

5. PERSONNEL (Williams)

a) Employment

Classified

- Bryan Vickers, Special Education Aide – 5.0 hrs., Simas, effective 10/22/12

Temporary Employees/Substitutes/Yard Supervisors

- Maricia Cuevas, Yard Supervisor – 1.75 hrs., Hamilton, effective 11/1/12
- Kevin Dalafu, Boys Basketball Coach – 2 units, Hamilton, effective 11/26/12 to 2/2/13
- Sergio DeLira, Boys Soccer Coach – 6 units, Wilson, effective 11/5/12 to 1/24/13
- Teresita Espinoza, Yard Supervisor – 2.75 hrs., Richmond, effective 11/1/12
- Faith Faria, Substitute Clerk Typist I, READY Program Tutor and Special Education Aide, effective 10/17/12
- Javantae Farmah, Short-term Special Circumstance Aide – 3.5 hrs., Roosevelt, effective 10/25/12 to 11/16/12

- Cedric Harbor, Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 11/1/12 to 1/31/13
- Olga Hernandez, Yard Supervisor – 2.25 hrs., Wilson, effective 11/1/12
- Christopher Kellum, Substitute Yard Supervisor, effective 10/15/12
- Tammy Morrison, Yard Supervisor – 1.5 hrs., Monroe, effective 11/26/12
- Sylvia Reyna, Substitute Yard Supervisor – effective 10/25/12
- Rosemarie Rodriguez, Short-term Yard Supervisor – 2.0 hrs., Washington, effective 11/5/12 to 12/14/12
- Mark Rosaroso, Substitute Custodian I, effective 10/17/12
- Cristina Santos, Short-term Special Education Aides – 5.0 hrs., (M,T,Th,F) and 4.25 hrs., (W), effective 10/30/12 to 12/14/12
- Taylor Scaife, Substitute READY Program Tutor, substitute 10/25/12
- Kierra Thomas, Substitute Yard Supervisor, effective 10/24/12
- Vincent Uribe, Boys/Girls Wrestling Coach – 12 units, Wilson, 11/5/12 to 1/28/13
- Celina Valero, Yard Supervisor – 1.0 hr. Monroe, effective 11/26/12
- Crystal Zeno-Jaworski, Yard Supervisor – 1.25 hrs., Monroe, effective 11/26/12

b) Resignations

- Mary Caudillo, Substitute Yard Supervisor, effective 5/11/12
- Riley Davis, Substitute READY Program Tutor, effective 6/7/12
- Magdalena Flores, Yard Supervisor – 2.0 hrs., Washington, effective 11/2/12
- Sarah Henry, Substitute Alternative Education Program Aide, READY Program Tutor and Special Education Aide, effective 10/23/12
- Michelle Lowell, Food Service Worker I – 3.25 hrs., Simas, effective 10/30/12
- Brenda Rosas, Yard Supervisor – 3.0 hrs., Simas, effective 11/2/12
- Liliana Urbina, Substitute Yard Supervisor, effective 5/4/12

c) More Hours

- Chantel Andresen, Yard Supervisor, from 2.25 hrs., to 3.25 hrs., Simas, effective 10/29/12
- Amalia Cavazos, Yard Supervisor, from 1.0 hr. to 1.75 hrs., Simas, effective 10/29/12

d) More Hours/Transfer

- Lucila Cervantes, Food Service Worker I, from 2.75 hrs., Jefferson to 3.25 hrs., Simas, effective 11/26/12

e) Leave of Absence

- Miranda Mendoza-Robinson, Teacher, 10/24/12 to 11/6/12, Hamilton, baby bonding

f) Salary/Wage Schedules for 2012-13

- 2012-2013 Non-Represented Part-time Employee Wage Schedule (revised)

g) Volunteers

<u>Name</u>	<u>School</u>
Mary Carmona	Jefferson
Marisol Garcia	Jefferson
Guadalupe Alvarado	King
Tanya Jimenez	King
Genoveva Mercedes	King
Velia Flores	Lincoln
Maria Ramirez	Lincoln
Sylvia Reyna	Lincoln
Norma Rodriguez	Lincoln
Eric Chambers	Monroe
Meagan Corbridge	Monroe
Susan Philpott	Monroe
Maria Chavez	Roosevelt
Maya Bettencourt	Simas

Eva Cano	Washington
Renee Johnson	Washington
Susan Robb	Washington
Justin Witte	Washington

6. FINANCIAL (White)

- a) Consider approval of Resolution #7-13: Revision of the 2012-13 Budget.
- b) Consider approval of contract for audit services.

7. FUTURE ITEMS

- a) Set date for Annual Organizational Meeting: December 12, 2012.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: November 1, 2012

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

Date you wish to have your item considered: November 14, 2012

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

Case# 13-09 – JFK
Case# 13-10 – JFK
Case# 13-11 – Wilson
Case# 13-12 – Wilson
Case# 13-13 – Wilson
Case# 13-14 – Lincoln
Case# 13-15 – Lincoln
Case# 13-16 – Lincoln

Hanford Elementary School District
Minutes of the Regular Board Meeting
October 24, 2012

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on October 24, 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 Garner, Hernandez, Revious, and Jay were present.
- Closed Session** Trustees immediately adjourned to closed session for:
- Student Discipline pursuant to Education Code section 48918
- Trustees returned to open session at 6:00 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Debra Colvard, Kenneth Eggert, 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.
- Expulsion #13-06** Trustee Jay made a motion to accept the Findings of Facts and expel Case #13-06 for the remainder of the 2012-2013 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on October 22, 2012. However, Trustee Jay further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 8, 2013. Trustee Garner seconded; motion carried 5-0.
- Expulsions #13-07, #13-08** Trustee Jay made a motion to accept the Findings of Facts and expel Cases #13-07 and #13-08 for the remainder of the 2012-2013 school year for violation of Education Code Section 48900 as determined by the Administrative Panel at hearings held on October 22, 2012. Parents may apply for readmission on or after June 8, 2013. Trustee Hernandez seconded; motion carried 5-0.
- Revoke Readmission Cases #12-14 and #12-48** Trustee Jay made a motion to revoke readmission for Cases #12-14 and #12-48 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 Hernandez seconded; motion carried 5-0.

PRESENTATIONS, REPORTS AND COMMUNICATIONS

- Public Comments** None.
- Board and Staff Comments** None.
- Requests to Address the Board at Future Meetings** None.
- Dates to Remember** President Hill reviewed Dates to Remember: Monday November 12 Veteran's Day holiday; next regular Board Meeting November 14; November 19 & 20 Parent Conferences – No school; November 21 non-work day for all certificated and 10/11

mo. classified staff only; November 22 & 23 Thanksgiving holiday; regular Board Meeting Wednesday November 28.

CONSENT ITEMS

Trustee Garner made a motion to take consent items "a" through "f" together. Trustee Revious seconded, motion carried 5-0. Then Trustee Garner made a motion to approve consent items "a" through "f" and Trustee Hernandez seconded; motion carried 5-0. The items approved are:

- a) Warrant listings dated October 5, 2012 and October 12, 2012.
- b) Minutes of the Regular Board Meeting October 10, 2012.
- c) Interdistrict transfers as recommended.
- d) Donation of \$415.84 from Target to Simas School.
- e) Donation \$1,596.63 from Simas PTC to Simas School.
- f) Donation of five (5) filing cabinets and seven (7) chairs form Home Depot to MLK School.

Trustee Garner thanked and acknowledged donors Target, Simas PTC and Home Depot for their generous support of our schools.

INFORMATION ITEMS

Joy Gabler, Assistant Superintendent, Curriculum, Instruction, and Professional Development, presented 2012 Academic Progress Report based upon the recently released scores for Academic Progress Index (API) and Annual Yearly Progress (AYP). Our district API is 792, the state target is 740. Our district AYP in Math is 62.3 percent of our students scored proficient or advanced; District AYP in English Language Arts (ELA) is 53 percent proficient or advance, up from 51.8 percent the previous year.

BOARD POLICIES AND ADMINISTRATION

Contract with SES providers

Trustee Garner made a motion to approve contract with Supplemental Educational Services (SES) provider organizations to provide SES tutoring to eligible students. Trustee Hernandez seconded; motion carried 5-0.

PERSONNEL

Trustee Hernandez made a motion to take Personnel items "a" through "f" collectively. Trustee Garner seconded; motion carried 5-0. Then Trustee Garner made a motion to approve Personnel items "a" through "f". Trustee Jay seconded; the motion carried 5-0. The following items were approved:

Item "a" – Employment

Classified

- Catherine Castaneda, Special Education Aide – 5.0 hrs., Lincoln, effective 10/8/12 (rehired)

Temporary Employees/Substitutes/Yard Supervisors

- Laura Benavides, Short-term READY Program Tutor – 4.5 hrs., Washington, effective 10/22/12 to 11/9/12
- Sarah Henry, Substitute Alternative Education Program Aide, READY Program Tutor, and Special Education Aide, effective 10/11/12
- Margie Mendiola, Yard Supervisor – 3.0 hrs., Simas, effective 10/2/12
- Ramona Mendoza, Short-term Yard Supervisor -.75 hr. (M,T,Th,F), King, effective 10/5/12 to 11/16/12

**Item "b" –
Resignations**

- Rosemarie Rodriguez, Substitute Yard Supervisor, effective 10/8/10
- Megan Sullivan, Substitute READY Program Tutor and Special Education Aide, effective 10/10/12
- Lisa Valenzuela, Substitute READY Program Tutor, effective 10/3/12
- Rebecca Bell, Food Service Worker I – 2.5 hrs., Roosevelt, effective 10/26/12
- Brandy Ellis, Substitute Yard Supervisor, effective 10/11/12
- Susan Requejo, Substitute Clerk Typist I, effective 9/25/12
- Lois Richardson, Substitute READY Program Tutor, effective 9/18/12

**Item "c" –
More Hours**

- Sonia Mena, Yard Supervisor, from 2.25 hrs., to 3.0 hrs., Jefferson (Simas FLI), effective 10/1/12

**Item "d" –
Decrease in Hours**

- Robin Patison, Yard Supervisor, from 3.25 hrs., to 2.5 hrs., Jefferson (Simas FLI) effective 10/1/12

**Item "e" –
Salary/Wage Schedules
for 2012-2013**

- 2012-2013 Classified, Substitute/Temporary Wage Schedule (final)

**Item "f" –
Volunteers**

<u>Name</u>	<u>School</u>
Charmaine Jay	Jefferson
Carol Elliott	King
Maribel Garcia	King
Claudia Guzman	King
Lisa Parra	King
Terra Stein	King
Maricela Cuevas	Lincoln
Viviana Orozco	Lincoln
Precious Carrasco	Monroe
Ross Carrasco	Monroe
Courtney Costa	Monroe
Erika Lopez	Monroe
Claudia Magallan	Monroe
Lisa Rodriguez	Monroe
Tara Royal	Monroe
Angelica Acevedo	Richmond
Maria Gonzalez-Nunez	Roosevelt
Angelica Vargas	Roosevelt
Catherine Fagan	Simas
Anamarie Grajo	Simas
Kim Klee	Simas
Reyna Rodriguez	Simas
Monica Stanphill	Simas
Robert Uldall	Washington

FINANCIAL

Resolution #6-13 Trustee Hernandez made a motion to approve Resolution #6-13: Final Revision of the 2011-12 Budget. Trustee Revious seconded; motion carried 5-0.

Adjournment There being no further business, President Hill adjourned the meeting at 6:25 p.m.

Respectfully submitted,
Paul J. Terry
Secretary to the Board of Trustees

Approved:

Dennis Hill, President

James L. Jay III, Clerk

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-142	A	Lemoore	Roosevelt	11/14/12
O-143	A	Pioneer	Hamilton	11/14/12
O-144	A	Pioneer	Roosevelt	11/14/12
O-145	A	Pioneer	Simas	11/14/12
O-146	A	Pioneer	Roosevelt	11/14/12
O-147	A	Pioneer	Lincoln	11/14/12
O-148	A	Pioneer	Lincoln	11/14/12
O-149	A	Pioneer	King	11/14/12
O-150	A	Pioneer	Monroe	11/14/12
O-151	A	Pioneer	Simas	11/14/12
O-152	A	Pioneer	Simas	11/14/12
O-153	A	Pioneer	Kennedy	11/14/12
O-154	A	Pioneer	Washington	11/14/12
O-155	A	Pioneer	Simas	11/14/12
O-156	A	Pioneer	Simas	11/14/12
O-158	A	Pioneer	Hamilton	11/14/12
O-159	A	Pioneer	Simas	11/14/12
GF	A	Pioneer	Simas	11/14/12
O-160	A	Pioneer	Hamilton	11/14/12
O-161	A	Pioneer	Simas	11/14/12
O-162	A	Pioneer	Wilson	11/14/12
O-163	A	Pioneer	Monroe	11/14/12
O-164	A	Pioneer	Hamilton	11/14/12
O-165	A	Pioneer	Monroe	11/14/12
O-166	A	Pioneer	Monroe	11/14/12
O-167	A	Pioneer	Monroe	11/14/12
O-168	A	Pioneer	Wilson	11/14/12
O-169	A	Pioneer	King	11/14/12
O-170	A	Pioneer	King	11/14/12
O-171	A	Pioneer	Simas	11/14/12
O-172	A	Pioneer	Wilson	11/14/12
O-173	A	Pioneer	Simas	11/14/12
O-174	A	Pioneer	Simas	11/14/12
O-175	A	Pioneer	Simas	11/14/12
O-176	A	Pioneer	Wilson	11/14/12
O-177	A	Pioneer	Wilson	11/14/12
O-178	A	Pioneer	Monroe	11/14/12
O-179	A	Pioneer	Kennedy	11/14/12
O-180	A	Pioneer	Monroe	11/14/12
O-181	A	Pioneer	Monroe	11/14/12
O-182	A	Pioneer	Hamilton	11/14/12
O-183	A	Pioneer	Washington	11/14/12

Inters - OUT				
No	A/D	Sch Req'd	Home Sch	BD Date
O-184	A	Pioneer	Wilson	11/14/12
O-185	A	Pioneer	Wilson	11/14/12
O-186	A	Pioneer	Simas	11/14/12
O-187	A	Pioneer	Wilson	11/14/12
O-188	A	Pioneer	Simas	11/14/12
O-189	A	Pioneer	Simas	11/14/12
O-190	A	Pioneer	Simas	11/14/12
O-191	A	Pioneer	Simas	11/14/12
O-192	A	Pioneer	Monroe	11/14/12
O-193	A	Pioneer	Monroe	11/14/12
O-194	A	Pioneer	Monroe	11/14/12
O-195	A	Pioneer	Simas	11/14/12
O-196	A	Pioneer	Wilson	11/14/12
O-197	A	Pioneer	Wilson	11/14/12
O-198	A	Pioneer	Monroe	11/14/12
O-199	A	Pioneer	Kennedy	11/14/12
O-200	A	Pioneer	Kennedy	11/14/12
O-201	A	Pioneer	Simas	11/14/12
O-202	A	Pioneer	Simas	11/14/12
O-203	A	Pioneer	Roosevelt	11/14/12
O-204	A	Pioneer	Wilson	11/14/12
O-205	A	Pioneer	Wilson	11/14/12
O-206	A	Pioneer	Monroe	11/14/12
O-207	A	Pioneer	Wilson	11/14/12
O-208	A	Kit Carson	Hamilton	11/14/12
O-209	A	Central Union	Washington	11/14/12

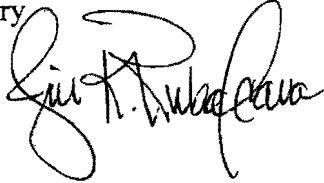
Inters - IN

No	A/D	Sch Req'd	Home Sch	Date
I-077	A	Lincoln	Pioneer	11/14/2012
I-078	A	Lincoln	Pioneer	11/14/2012
I-079	A	Lincoln	Pioneer	11/14/2012
I-080	A	Lincoln	Pioneer	11/14/2012

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Jill Rubalcava



DATE: 10/16/12

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 11/14/12

ITEM: Donation of \$250.00 from Roll Giving and Paramoutn Community Giving to WashingtonSchool

PURPOSE:

FISCAL IMPACT: Increase of \$250.00 to Washington School 2012-13 General Fund Budget
0100-0000-0-1110-1000-430001-028-0000

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry

FROM: Javier Espindola

DATE: October 18, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: November 14, 2012

ITEM: Donation of \$535.00-from Alexander Hamilton Hornets Parent Teacher Club for Bowling Reward Trip STAR testing.

PURPOSE: Accept donation of \$535.00 from Alexander Hamilton Hornets Parent Teacher Club. Please credit to:
Account #: 0100-0000-0-1110-1000-430001-029-0000

FISCAL IMPACT (if any): \$535.00

RECOMMENDATION (if any): Action.

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: October 23, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: November 14, 2012

ITEM: Donation of \$1,000 from Roosevelt Parent Teacher Club.

PURPOSE: Donation to be used for rewards for the PBIS (Positive Behavior Intervention and Support) program, attendance rewards, and behavior rewards.

FISCAL IMPACT: \$1,000 increase to Roosevelt General Fund Budget
Account # 0100-0000-0-1110-1000-430001-026-0000.

RECOMMENDATION (if any): Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: SUPERINTENDENT

FROM: Jen Pitkin

DATE: October 26, 2012

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Instructional Cabinet
☐ Curriculum Committee

For: ☒ Information
☒ Action

Date you wish to have your item considered: November 28, 2012

ITEM: Donation of 60 backpacks for the students of Lincoln School from Agbonmeire Philip Aimufa of Write-It-Over, Inc "Every Child Deserves a Chance."

(Use complete sentence.)

PURPOSE: (Write summary or justification): Accept donation of backpacks

FISCAL IMPACT: (If any): None

RECOMMENDATION: (If any): Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Kenneth Eggert

DATE: October 17, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 14, 2012

ITEM: Consider approval of donation of 7 trombones from Mr. Peter Polluck to the Band program.

The trombones are Jiggs pBones, Plastic Trombones: Four (4) Model pBone1R, and three (3) pBone1P. Estimated value: \$150 each.

PURPOSE:**FISCAL IMPACT:****RECOMMENDATIONS:** Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: October 26, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: November 14, 2012

ITEM: Quarterly report (7/1/12 – 9/30/12) regarding Williams Uniform Complaints. The types of complaints covered in the Williams Uniform Complaint Procedures are:

1. Instructional Materials - Sufficient textbooks and instructional materials
2. Facilities – conditions that pose an emergency or urgent threat to the health or safety of students or staff
3. Teacher vacancy or misassignment

PURPOSE: To comply with the requirements Education Code 35186, the Superintendent shall report summarized data on the nature and resolution of all Williams Uniform Complaints to the Board and the County Superintendent of Schools on a quarterly basis.

For the first quarter of the 2012-13 school year there were no Williams Uniform Complaints filed.

FISCAL IMPACT: None.

Valenzuela/CAHSEE Lawsuit Settlement

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186(d)]

District: HANFORD ELEMENTARY

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

Quarterly Report Submission Month/Quarter: ☒ October 1st Quarter
 (check one) ☐ January 2nd Quarter
☐ April 3rd Quarter
 Quarterly Report Submission Year: 2012-13 ☐ July 4th Quarter

Date for information to be reported publicly at governing board meeting: November 14, 2012

Please check the box that applies:

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

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

Paul J. Terry, Ed.D.

Superintendent


Signature

November 1, 2012

Date

Please submit to:

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

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams ^{DW}

DATE: November 5, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 14, 2012**

ITEM: Receive the following revised Administrative Regulation for information.

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

- AR 4112.6 Personnel Files (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

All Personnel

AR 4112.6(a)

4212.6

PERSONNEL FILES

4312.6

The Superintendent or designee shall maintain personnel files for all current employees at the district's central office.

The Superintendent or designee shall determine the types of information to be included in personnel files, including, but not limited to, records required by law, and shall process all material to be placed in such files.

Personnel records for current and former employees shall be retained in accordance with 5 CCR 16023.

A. ~~Confidentiality~~

1. ~~All personnel files are confidential and shall be available only to the employee, persons authorized by the employee and those authorized by the Superintendent or designee.~~
2. ~~The contents of all personnel files shall be kept in strict confidence by any authorized reviewer.~~

(cf. 4119.23/4219.23/4319.23 – Confidential/Privileged Information)
(cf. 9011 – Disclosure of Confidential/Privileged Information)
(cf. 9321.1 – Closed Session Actions and Reports)

3. ~~Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended and/or accessible to unauthorized personnel.~~

BA. Placement of Materials in Personnel Files

1. ~~Any person who initiates written material for placement in any employee's personnel file shall sign and date the material. Any supervisor or administrator who places written material or drafts written material for placement in an employee's file shall sign the material and indicate the date of the placement.~~
2. If an employee is asked to sign a document that is to be placed in his/her personnel file, the document shall indicate that the employee's signature signified only that he/she has read the material and does not necessarily indicate agreement with its contents.
3. ~~A request by an employee to include materials in his/her personnel file must be approved by the Superintendent or designee.~~

AR 4112.6(b)
4212.6
4312.6

PERSONNEL FILES (continued)

43. Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee has been given notice and an opportunity to review and comment on that information. The employee may submit his/her own comments and have them attached to the derogatory statement in his/her personnel file.
4. An employee may initiate a written reaction or response to his/her performance evaluation. The response shall be permanently attached to the evaluation and placed in the employee's personnel file.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4115, 4215, 4315 - Evaluation/Supervision)

EB. File Review by Employee

1. Any employees wishing to inspect their personnel records shall contact the Human Resources Department to make an appointment. Teaching staff shall schedule the file review for a time outside the time they are to perform instructional services for the students of the district.
2. With the exceptions noted below, all personnel records related to the employee shall be made available for inspection by the employee. Classified employees shall also have access to numerical scores they obtained as a result of a written examinations.
3. The following records shall not be made available to the employee:
 - a. Records relating to the investigation of a possible criminal offense
 - b. Letters of reference
 - c. Ratings, reports, or records that were obtained prior to the employee's employment prepared by identifiable examination committee members, or obtained in connection with a promotional examination.
4. The employee may be accompanied by a representative of the employee's choice while reviewing the file.
5. File inspection shall take place in the presence of a Human Resources Department manager. All reviews of personnel records shall be recorded, including the date and time the file was reviewed and the name and title of the person(s) present during the review.

AR 4112.6(c)

4212.6

4312.6

PERSONNEL FILES (continued)

6. In no instance shall any material be removed from the records. If an employee requests copies of materials in his/her personnel record, the documents shall be copied and made available to the employee by the department manager. The employee shall pay the standard fee for copying of records.

DC. File Review by Management and Board Persons with Authorized Access

- ~~1. Only management personnel or district legal counsel with a "right to know" or valid "need to know" may review an employee's personnel file.~~
1. The Superintendent or designee shall maintain the confidentiality of any personnel records which, if inappropriately disclosed, would constitute an unwarranted invasion of the employee's privacy.
2. Access to an employee's personnel file shall be granted only to the employee, persons authorized by the employee, district personnel, and others with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee.
- ~~2.3~~ Individual Governing Board members may shall not be allowed access to personnel files, but the Board ~~as the governing entity~~ may review request pertinent information from an employee's file ~~when in cases of considering~~ personnel action.

*(cf. 4119.23/4219.23/4319.23 - Confidential/Privileged Information)**(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged information)*

4. Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight.

Legal Reference: See next page

AR 4112.6(d)

4212.6

4312.6

PERSONNEL FILES (continued)*Legal Reference:*EDUCATION CODE

35253 Regulations to destroy records

44031 Personnel file contents and inspection

44663 Performance appraisals and related materials

GOVERNMENT CODE

3305-3306 District police officers; personnel files

6250-6270 California Public Records Act, especially:

6254 Exemption for personnel records if invasion of personal privacy

6254.3 Disclosure of home address and phone number

LABOR CODE

1198.5 Inspection of personnel files

PENAL CODE

11165.14 Report of investigation of child abuse complaint

CODE OF REGULATIONS, TITLE 5

16020-16022 Records, general provisions

16023-16027 Retention of records

COURT DECISIONSMarken v. Santa Monica-Malibu Unified School District, (2012) 202 Cal.App.4th 1250Bakersfield City School District v. Superior Ct. (2004) 118 Cal.App.4th 1041ATTORNEY GENERAL OPINIONS

Cal. Atty. Gen., Indexed Letter, no. IL 75-73 (June 6, 1975)

Regulation

approved: November 7, 2001

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: November 5, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 14, 2012**

ITEM: Receive the following revised Board Policy and new and revised Exhibits for information.

PURPOSE: The following Board Policy replaces the current policy; the current exhibit that pertains to this Board Policy will be replaced with two new separate exhibits for certificated and certificated management personnel. A new exhibit for classified personnel is also being proposed. This policy and exhibits reflect changes (see underlined and strikeouts) that are necessary to align with recommendations by CSBA.

- BP 4119.21 Professional Standards (new policy replaces current policy)
- E 4119.21 Professional Standards (new exhibit replaces current exhibit)
- E 4219.21 Professional Standards (new exhibit)
- E 4319.21 Professional Standards (new exhibit replaces current exhibit)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

THIS BOARD POLICY REPLACES CURRENT POLICY

All Personnel

BP 4119.21(a)
4219.21
4319.21CODE OF ETHICS PROFESSIONAL STANDARDS

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

BP 4119.21(b)
4219.21
4319.21

CODE OF ETHICS PROFESSIONAL STANDARDS

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

(cf. 3580 - District Records)

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

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

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

CODE OF ETHICS PROFESSIONAL STANDARDS

(Cf. 4040 - employee use of technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Reports)

(cf. 4118 - Suspension/Disciplinary Action)

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

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Legal Reference: see next page

BP 4119.21 (d)

4219.21

4319.21

CODE OF ETHICS PROFESSIONAL STANDARDS*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

*Management Resources:*COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Educational Leadership Policy Standards: ISLLC 2008, 2008

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB.SITESCSBA: <http://www.csba.org>Association of California School Administrators: <http://www.acsa.org>California Department of Education: <http://www.cde.ca.gov>California Federation of Teachers: <http://www.cft.org>California School Employees Association: <http://www.csea.com>California Teachers Association: <http://www.cta.org>Commission on Teacher Credentialing: <http://www.ctc.ca.gov>Council of Chief State School Officers: <http://www.ccsso.org>WestEd: <http://www.WestEd.org>

Policy

adopted: November 7, 2001

revised: March 29, 2006

revised: _____, 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

- Delete -

All Personnel

BP 4119.21

4219.21

CODE OF ETHICS

4319.21

It is the policy of this Board of Trustees that all district employees maintain the highest ethical standards, follow district policies and regulations, comply with state and federal laws, and support the district's mission, goals, and objectives.

In fulfillment of their duties to the district, employees shall conduct themselves at all times in a responsible and professional manner in order to protect the integrity of the district audits, programs and services, preserve and protect district resources, and demonstrate respect for the rights and individual dignity of students, staff, parents/guardians, and the public at large.

- All employees are expected to comply with this policy
- In addition, all certificated employees and administrators are bound by the Rules of Conduct of Professional Educators.

(cf. 4119.21/4319.21 - Rules of Conduct for Professional Educators)

Legal Reference:

CODE OF REGULATIONS, TITLE 5

80331-80338 Rules of Conduct for Professional Educators

Policy
adopted: November 7, 2001
Revised: March 29, 2006

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

NEW EXHIBIT**All Certificated Personnel**

E 4119.21(a)

Professional Standards**CODE OF ETHICS OF THE EDUCATION PROFESSION****Preamble**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student

Professional Standards (continued)

- c. Grant any advantage to any student
- 7. Shall not use professional relationships with students for private advantage
- 8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

- 1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
- 2. Shall not misrepresent his/her professional qualifications
- 3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
- 4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
- 5. Shall not assist a noneducator in the unauthorized practice of teaching
- 6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
- 7. Shall not knowingly make false or malicious statements about a colleague
- 8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Source: National Education Association, 1975

Exhibit

HANFORD ELEMENTARY SCHOOL DISTRICT

Version: November 7, 2001

Hanford, California

Revised: _____, 2012

Certificated Personnel

E 4119.21(a)
4319.21

RULES OF CONDUCT FOR PROFESSIONAL EDUCATORS

General Provisions

- (a) These rules are binding upon every person holding a credential or any license to perform educational services under the jurisdiction of the Commission on Teacher Credentialing, and the consequences of any willful breach may be revocation or suspension of the credential, or license, or private admonition of the holder.
- (b) Nothing in these rules is intended to limit or supersede any provision of law relating to the duties and obligations of certificated persons or to the consequences of the violation of such duties and obligations. The prohibition of certain conduct in these rules is not to be interpreted as approval of conduct not specifically cited.
- (c) These rules may be cited and referred to as "Rules of Conduct for Professional Educators".
- (d) The Commission shall complete a study of the effect of these rules and present its findings to the Governor, the Legislature, and the State Board of Education no later than September 1, 1989.
- (e) As used in these rules:
 - (1) "Certificated person" means any person who holds a certificate, permit, credential, or other license authorizing the performance of teaching or education-related service in grades K through 12 in California public schools.
 - (2) "Professional employment" means the performance for compensation of teaching or other education-related employment in a position for which certification requirements are set by law.
 - (3) "Confidential information" means information made confidential by Section 35301 of the Education Code; or, information which was provided to the certificated person solely for the purpose of facilitating his/her performance of professional services for or on behalf of the person or employer providing such information.

Professional Candor and Honesty in Letters or Memoranda of Employment Recommendation

- (a) A certificated person shall not write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true relating to the professional qualifications or personal fitness to perform certificated services of any person whom the writer knows will use the letter or memorandum to obtain professional employment nor shall he/she agree to provide a positive letter of recommendation which misrepresents facts as a condition of resignation or for withdrawing action against the employing agency.
- (b) This rule has no application to statements identified in the letter or memorandum as personal opinions of the writer but does apply to unqualified statements as fact that which the writer does not know to be true or to statements as fact that which the writer knows to be untrue.

- Delete -

E 4119.21(b)
4319.21

**RULES OF CONDUCT
FOR PROFESSIONAL EDUCATORS**
(continued)

Withdrawal from Professional Employment

- (a) A certificated person shall not abandon professional employment without good cause.
- (b) "Good cause" includes, but is not necessarily limited to, circumstances not caused by or under the voluntary control of the certificated person.

Unauthorized Private Gain or Advantage

A certificated person shall not:

- (a) Use for his/her own private gain or advantage or to prejudice the rights or benefits of another person any confidential information relating to students or fellow professionals;
- (b) Use for his/her own private gain or advantage the time, facilities, equipment, or supplies which are the property of his/her employer without the express or clearly implied permission of his/her employer;
- (c) Accept any compensation or benefit or thing of value other than his/her regular compensation for the performance of any service which he/she is required to render in the course and scope of his/her certificated employment. This rule shall not restrict performance of any overtime or supplemental services at the request of the school employer; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents or other persons in recognition or appreciation of service.

Performance of Unauthorized Professional Services

A certificated person shall not:

- (a) Knowingly, accept an assignment to perform professional services if he or she does not possess a credential authorizing the service to be performed; unless he or she has first exhausted any existing local remedies to correct the situation, has then notified the county superintendent of schools in writing of the incorrect assignment, and the county superintendent of schools has made a determination, within 45 days of receipt of the notification, that the assignment was caused by extraordinary circumstances which make correction impossible, pursuant to the procedures referred to in Education Code Section 44258.9 (g) (2) and (3).
- (b) Knowingly and willfully assign or require a subordinate certificated person to perform any professional service which the subordinate is not authorized to perform by his or her credential or which is not approved by appropriate governing board authorization, unless he or she has made reasonable attempts to correct the situation but has been unsuccessful, and has notified the county superintendent of schools of those attempts, and the county superintendent of schools has determined, within 45 days of being notified of the assignment, that the assignment was caused by extraordinary circumstances which make correction impossible.
- (c) Neither (a) nor (b) shall be applicable in a situation where extraordinary circumstances make the correction of the misassignment impossible.

- Delete -

33/56

E 4119.21(c)
4319.21

**RULES OF CONDUCT
FOR PROFESSIONAL EDUCATORS**
(continued)

- (d) There shall be no adverse action taken against a certificated person under this rule for actions attributable to circumstances beyond his or her control.

Performance with Impaired Faculties

- (a) A certificated person shall not:
- (1) Perform or attempt to perform any duties or services authorized by his or her credential during any period in which he or she knows or is in possession of facts showing that his or her mental or intellectual faculties are substantially impaired for any reason, including but not limited to use of alcohol or any controlled substance.
 - (2) Assign or require or permit a subordinate certificated person to perform any duties authorized by his or her credential during any period in which the superior certificated person knows of his or her own knowledge or is in possession of facts showing that the subordinate certificated person's mental or intellectual faculties are substantially impaired for any reason, including but not limited to use of alcohol or any controlled substance.
- (b) For the purpose of this rule, substantial impairment means a visible inability to perform the usual and customary duties of the position in a manner that does not represent a danger to pupils, employees, or school property. It does not include or mean inability attributable to lack of, or inadequate, professional preparation or education.

Harassment and Retaliation Prohibited.

No certificated person shall directly or indirectly use or threaten to use any official authority or influence in any manner whatsoever which tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any certificated person who in good faith reports, discloses, divulges, or otherwise brings to the attention of the governing board of a school district, the Commission on Teacher Credentialing or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these rules of professional conduct.

Discrimination Prohibited.

A certificated person shall not, without good cause, in the course and scope of his or her certificated employment and solely because of race, color, creed, gender, national origin, handicapping condition or sexual orientation, refuse or fail to perform certificated services for any person.

NEW EXHIBIT

Classified Personnel

E 4219.21 (a)

Professional Standards

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

AS A SCHOOL EMPLOYEE I WILL:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with students, parents, teachers and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty.
9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

SOURCE: CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

Exhibit

HANFORD ELEMENTARY SCHOOL DISTRICT

adopted: _____, 2012

Hanford, California

NEW EXHIBIT

Certificated Management Personnel

E 4319.21 (a)

PROFESSIONAL STANDARDS**CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS**

Inherent in these standards is a strong commitment to cultural diversity and the use of technology as a powerful tool.

A school administrator is an educational leader who promotes the success of all students by:

Standard 1: Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community

1. Facilitate the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators.
2. Communicate the shared vision so the entire school community understands and acts on the school's mission to become a standards-based education system.
3. Use the influence of diversity to improve teaching and learning.
4. Identify and address any barriers to accomplishing the vision.
5. Shape school programs, plans, and activities to ensure that they are integrated, articulated through the grades, and consistent with the vision.
6. Leverage and marshal sufficient resources, including technology, to implement and attain the vision for all students and all subgroups of students.

Standard 2: Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth

1. Shape a culture in which high expectations are the norm for each student as evident in rigorous academic work.
2. Promote equity, fairness, and respect among all members of the school community.
3. Facilitate the use of a variety of appropriate content-based learning materials and learning strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology.
4. Guide and support the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards.
5. Provide opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared responsibility.
6. Create an accountability system grounded in standards-based teaching and learning.

PROFESSIONAL STANDARDS (continued)

7. Utilize multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student.

Standard 3: Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment

1. Sustain a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff.
2. Utilize effective and nurturing practices in establishing student behavior management systems.
3. Establish school structures and processes that support student learning.
4. Utilize effective systems management, organizational development, and problem-solving and decision-making techniques.
5. Align fiscal, human, and material resources to support the learning of all subgroups of students.
6. Monitor and evaluate the program and staff.
7. Manage legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.

Standard 4: Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources

1. Recognize and respect the goals and aspirations of diverse family and community groups.
2. Treat diverse community stakeholder groups with fairness and respect.
3. Incorporate information about family and community expectations into school decision-making and activities.
4. Strengthen the school through the establishment of community, business, institutional, and civic partnerships.
5. Communicate information about the school on a regular and predictable basis through a variety of media.
6. Support the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services.

Standard 5: Modeling a personal code of ethics and developing professional leadership capacity

1. Model personal and professional ethics, integrity, justice, and fairness, and expect the same behaviors from others.
2. Protect the rights and confidentiality of students and staff.
3. Use the influence of office to enhance the educational program, not personal gain.

PROFESSIONAL STANDARDS (continued)

4. Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity.
5. Demonstrate knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades.
6. Demonstrate skills in decision-making, problem solving, change management, planning, conflict management, and evaluation.
7. Reflect on personal leadership practices and recognize their impact and influence on the performance of others.
8. Engage in professional and personal development.
9. Encourage and inspire others to higher levels of performance, commitment, and motivation.
10. Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.

Standard 6: Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context

1. Work with the Governing Board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.
2. Influence and support public policies that ensure the equitable distribution of resources and support for all subgroups of students.
3. Ensure that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations, and statutory requirements.
4. Generate support for the school by two-way communications with key decision-makers in the school community.
5. Collect and report accurate records of school performance.
6. View oneself as a leader of a team and also as a member of a larger team.
7. Open the school to the public and welcome and facilitate constructive conversations about how to improve student learning and achievement.

Source: California Professional Standards for Educational Leaders by California School Leadership Academy at WestEd and the Association of California School Administrators. Reprinted with permission. Intended for use with the descriptions of practice in Moving Standards into Everyday Work, available from WestEd.

Exhibit
adopted: _____

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

_____, 2012

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 11/1/12

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 14, 2012

ITEM: Consultant contract for Street Beat Bully Prevention/Intervention presentation for all MLK students.

PURPOSE: Bully Prevention and Intervention


FISCAL IMPACT: Decrease of \$1760.00 in QEIA budget account #
0100-7400-0-1110-1000-580009-022-0000

RECOMMENDATIONS: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Karen McConnell 

DATE: November 1, 2012

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: November 14, 2012

ITEM: California Department of Health Care Services (DHCS) Data Use Agreement

PURPOSE: The DHCS requires a data use agreement from each LEA to exchange information in a manner that assures integrity, security and confidentiality of the data and documents related to medical eligibility for the students in the LEA for the purposes of medical reimbursement programs.

FISCAL IMPACT: None**RECOMMENDATIONS:** Approve

DEPARTMENT OF HEALTH CARE SERVICES

DATA USE AGREEMENT**AGREEMENT FOR USE OF MEDI-CAL DATA AND DOCUMENTS CONTAINING
INDIVIDUAL AND PROVIDER-SPECIFIC INFORMATION**

In order to secure data and documents that reside in the California Department of Health Care Services (DHCS) Medi-Cal system of records and to ensure the integrity, security, and confidentiality of such data and documents, and to permit only appropriate disclosure and use as may be permitted by law, DHCS and Hanford Elementary School District (parties) enter into this Agreement to comply with the following specific sections. This Agreement shall be binding on any successors to the parties.

1. This Agreement is by and between the California Department of Health Care Services and Hanford Elementary School District (User(s)).
2. This Agreement addresses the conditions under which DHCS will disclose and the User(s) will obtain and use Medi-Cal data file(s) as set out in Attachment A. This Agreement supplements any agreements between the parties with respect to the use of information from data and documents and overrides any contrary instructions, directions, agreements, or other understandings in or pertaining to any other prior communication from DHCS or any of its components with respect to the data specified in this Agreement. The terms of this Agreement may be changed only by a written modification to this Agreement or by the parties entering into a new agreement. The parties agree further that instructions or interpretations issued to the User(s) concerning this Agreement, and the data and documents specified herein, shall not be valid unless issued in writing by the DHCS point-of-contact specified in Section 4 or the DHCS signatories to this Agreement shown in Section 21.
3. The parties mutually agree that the following named individuals are designated as "Custodians of the Files" on behalf of the User(s) and shall be responsible for the observance of all conditions of use and for establishment and maintenance of security arrangements as specified in this Agreement to prevent unauthorized use or disclosure. The User(s) agree to notify DHCS within fifteen (15) days of any change to the custodianship

Cathy Tienken

(Name of Custodian of Files)

Partner

(Title/Component)

Alternative Billing Consultants, LLC

(Company/Organization)

521 W Noble

(Company Address)

Visalia CA 93277

(City/State/Zip)

4. The parties mutually agree that the following named individual will be designated as "point-of-contact" for the Agreement on behalf of DHCS.

Cheryl Ward

(Name of Contact)

Administrative Support/LEA Program Unit

(Title/Component)

(916) 552-9081 / Cheryl.Ward@dhcs.ca.gov

(Phone Number / Email Address)

5. The parties mutually agree that the following specified Attachments are part of this Agreement:

Attachment A: Data Files
 Attachment B: SSA Agreement
 Attachment C: Security Controls
 Attachment D: Notification of Breach
 Attachment E: Certificate of Destruction

6. The parties mutually agree, and in furnishing data files hereunder DHCS relies upon such agreement, that such data file(s) will be used solely for the following purpose: Data is released to LEAs for the purpose of verifying Medi-Cal eligibility of the beneficiaries. Services are being provided to special needs students, and prior to services being rendered LEAs are obligated to verify the students' (beneficiaries') eligibility. We have determined that the data listed in Attachment A is the minimum necessary amount needed for this purpose.
7. Some of the data specified in this Agreement may constitute Protected Health Information (PHI), including protected health information in electronic media (ePHI), under federal law, and personal information (PI) under state law. The parties mutually agree that the creation, receipt, maintenance, transmittal and disclosure of data from DHCS containing PHI or PI shall be subject to the provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (HITECH Act) and their implementing privacy and security regulations at 45 CFR Parts 160 and 164 (HIPAA regulations), the provisions of the California Information Practices Act, Civil Code section 1798 *et seq*, and the provisions of other applicable federal and state law.
8. The following definitions shall apply to this Agreement. The terms used in this Addendum, but not otherwise defined, shall have the same meanings as those terms have in the HIPAA regulations. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.
- a. Breach shall have the meaning given to such term under HIPAA, the HITECH Act, and the HIPAA regulations.
 - b. Individually Identifiable Health Information means health information, including demographic information collected from an individual, that is created or

received by a health care provider, health plan, employer or health care clearinghouse, and relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, that identifies the individual or where there is a reasonable basis to believe the information can be used to identify the individual, as set forth under 45 CFR section 160.103.

- c. Personal Information shall have the meaning given to such term in Civil Code section 1798.29.
 - d. Protected Health Information means individually identifiable health information that is transmitted by electronic media, maintained in electronic media, or is transmitted or maintained in any other form or medium, as set forth under 45 CFR section 160.103.
 - e. Required by law, as set forth under 45 CFR section 164.103, means a mandate contained in law that compels an entity to make a use or disclosure of PHI that is enforceable in a court of law. This includes, but is not limited to, court orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or an administrative body authorized to require the production of information, and a civil or an authorized investigative demand. It also includes Medicare conditions of participation with respect to health care providers participating in the program, and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing public benefits.
 - f. Security Incident means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of PHI or PI, or confidential data that is essential to the ongoing operation of the Business Associate's organization and intended for internal use; or interference with system operations in an information system.
 - g. Unsecured PHI shall have the meaning given to such term under the HITECH Act, any guidance issued pursuant to such Act including, but not limited to, 42 USC section 17932(h), and the HIPAA regulations.
9. The User(s) represent and warrant that, except as DHCS shall authorize in writing, the User(s) shall not disclose, release, reveal, show, sell, rent, lease, loan, or otherwise grant access to the data covered by this Agreement to any person, company or organization. The User(s) agrees that, within the User(s)' organizations, access to the data covered by this Agreement shall be limited to the minimum number of individuals necessary to achieve the purpose stated in Attachment A and to those individuals on a need-to-know basis only.
10. Upon completion of the purpose specified in section 6, the User(s) shall destroy all electronic data files with DHCS data by wiping such data using Department of Defense standards or as approved by DHCS. The User(s) shall destroy all paper documents with DHCS data by using a confidential method of destruction, such as crosscut

shredding or contracting with a company that specializes in confidential destruction of documents. The User(s) agree that no data from DHCS records, any parts or copies thereof, including files derived from DHCS records (electronic, hardcopy or otherwise), shall be retained when the files are destroyed unless authorization in writing for the retention of such files has been received from the person designated in section 20. The only exception is data that has been de-identified by the User(s) as defined in 45 CFR Parts 164.514(a) and 164.514(b) of the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations. The User(s) shall certify destruction of the file(s) in writing using Attachment E, Certificate of Destruction of Confidential Data, upon renewal of the DUA.

11. The User(s) agree to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized use or access to it. The safeguards shall provide a level and scope of security that is not less than the level and scope of security established in HIPAA and the Health Information Technology for Economic and Clinical Health Act (HITECH), in 45 CFR, parts 160, 162 and 164 of the HIPAA Privacy and Security Regulations. The User(s) also agree to provide a level and scope of security that is at least comparable to the level and scope of security established by the Office of Management and Budget in OMB Circular No. A-130, Appendix III - Security of Federal Automated Information Systems, which sets forth guidelines for automated information systems in Federal agencies. If the data obtained by User(s) from DHCS includes data provided to DHCS by the Social Security Administration (SSA), User(s) shall also comply with the substantive privacy and security requirements in the Computer Matching and Privacy Protection Act Agreement between the SSA and the California Health and Human Services Agency (CHHS) and in the Agreement between the SSA and DHCS, known as the Information Exchange Agreement, which are attached as Attachment B and incorporated into this Agreement. The specific sections of the IEA with substantive privacy and security requirements to be complied with are sections E, F, and G, and in Attachment 4 to the IEA, Electronic Information Exchange Security Requirements, Guidelines and Procedures for Federal, State and Local Agencies Exchanging Electronic Information with the SSA. In addition, the User(s) agree to comply with the specific security controls enumerated in Attachment C of this Data Use Agreement. The User(s) also agree to ensure that any agents, including a subcontractor, to whom they provide DHCS data, agree to the same requirements for privacy and security safeguards for confidential data that apply to the User(s) with respect to such information.
12. The User(s) acknowledge that in addition to the requirements of this data use Agreement, they must also abide by the privacy and disclosure laws and regulations under 45 CFR, parts 160, 162 and 164, of the HIPAA privacy and security regulations, section 14100.2 of the California Welfare & Institutions Code and Title 42, Part 2, of the Code of Federal Regulations. The User(s) also agree to ensure that any agents, including a subcontractor, to whom they provide the DHCS data, agree to the same restrictions and conditions that apply to the User(s) with respect to such information.
13. The User(s) agree to report to DHCS any use or disclosure of the information not provided for by this Data Use Agreement of which they becomes aware, immediately upon discovery, and to take further action regarding the use or disclosure as specified in Attachment D, Notification of Breach, of this Data Use Agreement.

14. User(s) agree to train and use reasonable measures to ensure compliance with the requirements of this Agreement by employees who assist in the performance of functions or activities under this Agreement and use or disclose DHCS data, and to discipline such employees who intentionally violate any provisions of this Agreement, including by termination of employment. In complying with the provisions of this section, User(s) shall observe the following requirements:
 - (a) User(s) shall provide information privacy and security training, at least annually, at its own expense, to all its employees who assist in the performance of functions or activities under this Agreement and use or disclose DHCS data; and
 - (b) User(s) shall require each employee who receives information privacy and security training to sign a certification, indicating the employee's name and the date on which the training was completed.
15. From time to time, DHCS may, upon prior written notice and at mutually convenient times, inspect the facilities, systems, books and records of User(s) to monitor compliance with this Agreement. User(s) shall promptly remedy any violation of any provision of this Agreement and shall certify the same to the DHCS Privacy Officer in writing. The fact that DHCS inspects, or fails to inspect, or has the right to inspect, User(s)' facilities, systems and procedures does not relieve User(s) of their responsibility to comply with this Agreement.
16. The User(s) acknowledge that criminal penalties under 45 CFR, parts 160, 162 and 164 of the HIPAA privacy and security regulations, and section 14100.2 of the California Welfare & Institutions Code, including possible fines and imprisonment, may apply with respect to any disclosure of information in the file(s) that is inconsistent with the terms of this Agreement. The User(s) further acknowledge that criminal penalties under the Confidentiality of Medical Information Act (Civ. Code § 56) may apply if it is determined that the User(s), or any individual employed or affiliated therewith, knowingly and willfully obtained the file(s) under false pretenses.
17. By signing this Agreement, the User(s) agree to abide by all provisions set out in this Agreement and in Attachments B and C for protection of the data file(s) specified in this Agreement, and acknowledge having received notice of potential criminal, administrative, or civil penalties for violation of the terms of the Agreement. User(s) agree any material violations of the terms of this Agreement or any of the laws and regulations governing use of DHCS data may result in denial of access to DHCS data.
18. This Agreement shall terminate **December 1, 2015**, and at that time all data provided by DHCS must be destroyed as set forth in Section 10, above, and a certificate of destruction sent to the DHCS representative named in Section 4, unless data has been destroyed prior to the termination date.
19. Termination for Cause. Upon DHCS' knowledge of a material breach or violation of this Agreement by User, DHCS may provide an opportunity for User to cure the breach or end the violation and may terminate this Agreement if User does not cure the breach or end the violation within the time specified by DHCS. DHCS may terminate this Agreement immediately if User has breached a material term and DHCS

determines, in its sole discretion, that cure is not possible or available under the circumstances. Upon termination of this Agreement, User must destroy all PHI and PCI in accordance with Section 10, above. The provisions of this Agreement governing the privacy and security of the PHI and PCI shall remain in effect until all PHI and PCI is destroyed and DHCS receives a certificate of destruction.

20. This Agreement may be signed in counterpart and all parts taken together shall constitute one agreement.
21. The Custodian, as named in Section 3, hereby acknowledges his/her appointment as Custodian of the aforesaid file(s) on behalf of the User(s), and agrees in a representative capacity to comply with all of the provisions of this Agreement on behalf of the User(s).

Cathy Tienken

(Name of Custodian of File(s) - Typed or Printed)

Partner

(Title/Component)

(Signature)

(Date)

22. On behalf of the User(s), the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all the terms specified herein.

Dr. Paul Terry

(Name - Typed or Printed)

Superintendent

(Title/Component)

Hanford Elementary School District

(Company/Organization)

714 N White Street, PO Box 1067

(Address)

Hanford CA 93232

(City/State/ZIP Code)

pterry@hesd.k12.ca.us

(E-Mail Address)

1164587499

(User NPI Number)

559-585-3604

(Phone Number)

(Signature)

(Date)

23. On behalf of DHCS the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all the terms specified herein.

(Name of DHCS Representative - Typed or Printed)

(Title/Component)

(Signature)

(Date)

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams *dw*
DATE: November 5, 2012
RE: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 14, 2012**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Bryan Vickers, Special Education Aide – 5.0 hrs., Simas, effective 10/22/12

Temporary Employees/Substitutes/Yard Supervisors

- Maricia Cuevas, Yard Supervisor – 1.75 hrs., Hamilton, effective 11/1/12
- Kevin Dalafu, Boys Basketball Coach – 2 units, Hamilton, effective 11/26/12 to 2/2/13
- Sergio De Lira, Boys Soccer Coach – 6 units, Wilson, effective 11/5/12 to 1/24/13
- Teresita Espinoza, Yard Supervisor – 2.75 hrs., Richmond, effective 11/1/12
- Faith Faria, Substitute Clerk Typist I, READY Program Tutor and Special Education Aide, effective 10/17/12
- Javantae Farmah, Short-term Special Circumstance Aide – 3.5 hrs., Roosevelt, effective 10/25/12 to 11/16/12
- Cedric Harbor, Short-term Yard Supervisor – 2.0 hrs., Richmond, effective 11/1/12 to 1/31/13
- Olga Hernandez, Yard Supervisor – 2.25 hrs., Wilson, effective 11/1/12
- Christopher Kellum, Substitute Yard Supervisor, effective 10/15/12
- Tammy Morrison, Yard Supervisor – 1.5 hrs., Monroe, effective 11/26/12
- Sylvia Reyna, Substitute Yard Supervisor, effective 10/25/12

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Rosemarie Rodriguez, Short-term Yard Supervisor – 2.0 hrs., Washington, effective 11/5/12 to 12/14/12
- Mark Rosaroso, Substitute Custodian I, effective 10/17/12
- Cristina Santos, Short-term Special Education Aide – 5.0 hrs. (M,T,Th,F) and 4.25 hrs., (W), effective 10/30/12 to 12/14/12
- Taylor Scaife, Substitute READY Program Tutor, effective 10/25/12
- Kierra Thomas, Substitute Yard Supervisor, effective 10/24/12
- Vincent Uribe, Boys/Girls Wrestling Coach – 12 units, Wilson, 11/5/12 to 1/28/13
- Celina Valero, Yard Supervisor – 1.0 hr., Monroe, effective 11/26/12
- Crystal Zeno-Jaworski, Yard Supervisor – 1.25 hrs., Monroe, effective 11/26/12

b. Resignations

- Mary Caudillo, Substitute Yard Supervisor, effective 5/11/12
- Riley Davis, Substitute READY Program Tutor, effective 6/7/12
- Magdalena Flores, Yard Supervisor – 2.0 hrs., Washington, effective 11/2/12
- Sarah Henry, Substitute Alternative Education Program Aide, READY Program Tutor and Special Education Aide, effective 10/23/12
- Michelle Lowell, Food Service Worker I – 3.25 hrs., Simas, effective 10/30/12
- Brenda Rosas, Yard Supervisor – 3.0 hrs., Simas, effective 11/2/12
- Liliana Urbina, Substitute Yard Supervisor, effective 5/4/12

c. More Hours

- Chantel Andresen, Yard Supervisor, from 2.25 hrs., to 3.25 hrs., Simas, effective 10/29/12
- Amalia Cavazos, Yard Supervisor, from 1.0 hr. to 1.75 hrs., Simas, effective 10/29/12

d. More Hours/Transfer

- Lucila Cervantes, Food Service Worker I, from 2.75 hrs., Jefferson to 3.25 hrs., Simas, effective 11/26/12

e. Leave of Absence

- Miranda Mendoza-Robinson, Teacher, 10/24/12 to 11/6/12, Hamilton, baby bonding

f. Salary/Wage Schedules for 2012-2013

- 2012-2013 Non-Represented Part-time Employee Wage Schedule (revised)

g. Volunteers

<u>Name</u>	<u>School</u>
Mary Carmona	Jefferson
Marisol Garcia	Jefferson
Guadalupe Alvarado	King
Tanya Jimenez	King
Genoveva Mercedes	King
Velia Flores	Lincoln
Maria Ramirez	Lincoln
Sylvia Reyna	Lincoln
Norma Rodriguez	Lincoln
Eric Chambers	Monroe
Meagan Corbridge	Monroe
Susan Philpott	Monroe
Maria Chavez	Roosevelt
Maya Bettencourt	Simas
Eva Cano	Washington
Renee Johnson	Washington
Susan Robb	Washington
Justin Witte	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: November 2, 2012
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: November 14, 2012

ITEM:

Consider approval of Resolution #7-13: Revision of the 2012-13 Budget.

PURPOSE:

Miscellaneous budget changes are listed on the attached resolution.

FISCAL IMPACT:**RECOMMENDATION:**

Approve Resolution # 7-13: Revision of the 2012-13 Budget.

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

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 7-13

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

The Board of Trustees adopted this resolution on November 14, 2012 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Clerk of the Governing Board
Hanford Elementary School District

**Budget Changes
2012-13 Budget
November 14, 2012**

51/56

	Amount Changed	Reason for Change
FUND 0100 - GENERAL FUND		
Revenue		
979100 Beginning Balance	\$569,321	SBCP \$+380,684; QEIA \$+76,945; ELAP \$-5,731; Mental Health \$+106,442; Redevelopment \$+10,981
818100 Federal Special Ed	\$34,547	Adjust allocation
829000 Title I	\$795,603	Adjust carryover and current year
829000 Title IIA	\$10,489	Adjust carryover and current year
829000 Title III, LEP	\$8,713	Adjust carryover and current year
829000 Title II, D	-\$5,919	No funding for 2012-13
855000 Mandated Costs	\$167,000	Prior Year Payments \$14,000; 12/13 Block Grant \$153,000
859000 Quality Ed Investment Act (QEIA)	\$700	Adjust to actual allocation
859000 SB 70 Mental Health	\$17,031	Adjust allocation
859000 Prop 98 Mental Health	\$20,540	Adjust allocation
869900 Other Local	\$235,714	Donations \$17,427; Ins Reimb \$20,827; SISC Return of P & L Equity \$194,222; NCR Matching Grant \$5,000; W. Comp Safety Credit \$-1,762
879200 AB 602 Special Ed	<u>\$4,565</u>	Adjust estimated allocation
TOTAL REVENUE CHANGES - GENERAL FUND	\$1,858,304	

Expenditures

LOCATION 000 - UNDESIGNATED/GENERAL - BALANCE SHEET ACCOUNTS

979000 Undesignated Reserve	\$156,833	Balance is now \$161,671
	<u>\$156,833</u>	

LOCATION 001 - GENERAL ADMINISTRATION

731010 Indirect Costs	\$10,233	Adjust to balance
761200 Transfer to Special Reserve	\$194,222	SISC Equity Refund
	<u>\$204,455</u>	

LOCATION 010 - FACILITIES

560000 Repairs	\$2,196	Wilson gym door repair
617000 Improvement of Sites	\$5,000	NCR Matching Grant - fencing at Washington
620000 Improvement of Buildings	\$20,827	Washington - Custodial room repairs
	<u>\$28,023</u>	

LOCATION 011 - MAINTENANCE

430014 Supplies	\$216	Washington supplies replacement
	<u>\$216</u>	

LOCATIONS 020-031 - GENERAL SCHOOLS

100000 Certificated Salaries	\$1,000	Donations
400000 Books & Supplies	\$5,645	
500000 Contracts & Services	\$10,782	
	<u>\$17,427</u>	

**Budget Changes
2012-13 Budget
November 14, 2012**

	Amount Changed	Reason for Change
<u>LOCATION 057 - YOUTH DEVELOPMENT</u>		
100000 Certificated Salaries	\$2,400	Volleyball coaches
	<u>\$2,400</u>	
<u>LOCATION 061 - HESD.Net</u>		
440000 Equipment	\$1,052	Smart Board Replacement
	<u>\$1,052</u>	
<u>LOCATION 063 - CHILD WELFARE & ATTENDANCE</u>		
440000 Equipment	\$965	Budget for scanner
500000 Contracts & Services	-\$965	
	<u>\$0</u>	
<u>LOCATION 075 - BAND</u>		
200000 Classified Salaries	\$3,000	Budget for Drum Line coach
400000 Supplies	-\$3,000	
	<u>\$0</u>	
<u>FEDERAL PROGRAMS - TITLE I, TITLE IIA, TITLE III, SWP</u>		
100000 Certificated Salaries	\$278,089	Update expenditure budgets in line with revenue
200000 Classified Salaries	-\$286	
300000 Employee Benefits	\$36,291	
400000 Books & Supplies	\$183,865	
500000 Contracts & Services	\$213,940	
731010 Indirect Costs	\$15,224	
979000 Undesignated Reserve	\$87,682	
	<u>\$814,805</u>	
<u>TITLE II D</u>		
400000 Books & Supplies	-\$5,503	No funding for 2012-13
731010 Indirect Costs	-\$416	
	<u>-\$5,919</u>	
<u>COMMUNITY REDEVELOPMENT</u>		
400000 Supplies	-\$19,139	Adjust fencing budgets
500000 Contracts & Services	\$8,900	
617000 Improvement of Sites	\$23,400	
979000 Undesignated Reserve	-\$2,180	
	<u>\$10,981</u>	
<u>SPECIAL EDUCATION - FEDERAL & STATE PROGRAMS</u>		
100000 Certificated Salaries	-\$15,466	Adjust to actual revenues and staffing
200000 Classified Salaries	\$25,259	
300000 Employee Benefits	-\$5,126	
400000 Books & Supplies	\$6,923	
500000 Contracts & Services	\$3,435	
731010 Indirect Costs	\$2,002	
979000 Undesignated Reserve	\$158,406	
	<u>\$175,433</u>	

**Budget Changes
2012-13 Budget
November 14, 2012**

	Amount Changed	Reason for Change
<u>AFTER SCHOOL EDUCATION & SAFETY (ASES - READY PROGRAM)</u>		
100000 Certificated Salaries	\$13,915	Adjust staffing and Indirect Cost rate
300000 Employee Benefits	\$776	
400000 Books & Supplies	\$12,300	
500000 Contracts & Services	-\$1,080	
731010 Indirect Costs	-\$25,911	
	<u>\$0</u>	
<u>ENGLISH LANGUAGE LEARNERS PROGRAM (ELAP)</u>		
100000 Certificated Salaries	\$2,400	Adjust for actual carryover revenue
300000 Employee Benefits	\$424	
430001 Instructional Materials	-\$12,455	
520000 Travel	\$4,020	
731010 Indirect Costs	-\$120	
	<u>-\$5,731</u>	
<u>SCHOOL BASED COORDINATED PROGRAM - SBCP (EIA and SCHOOLS & LIBRARIES)</u>		
100000 Certificated Salaries	-\$3,123	Adjust for actual carryover revenue
200000 Classified Salaries	-\$679	
300000 Employee Benefits	-\$20,385	
400000 Books & Supplies	\$262,359	
500000 Contracts & Services	\$31,978	
731010 Indirect Costs	-\$5,763	
979000 Undesignated Reserve	\$116,297	
	<u>\$380,684</u>	
<u>QUALITY EDUCATION INVESTMENT ACT (QEIA)</u>		
100000 Certificated Salaries	\$29,498	Adjust to actual revenue and staffing
200000 Classified Salaries	\$4,500	
300000 Employee Benefits	\$7,368	
400000 Books & Supplies	\$66,261	
500000 Contracts & Services	\$51,988	
731010 Indirect Costs	\$3,416	
979000 Undesignated Reserve	-\$85,386	
	<u>\$77,645</u>	
TOTAL EXPENDITURE CHANGES - GENERAL FUND	<u>\$1,858,304</u>	

FUND 1300 - CAFETERIA FUND

Expenditures

470000 Food Supplies	\$11,170	Adjust due to School/Dept budget changes
575030 Inter Fund Charges for Food Services	-\$11,170	
	<u>\$0</u>	

**Budget Changes
2012-13 Budget
November 14, 2012**

	Amount Changed	Reason for Change
<u>FUND 1400 - DEFERRED MAINTENANCE FUND</u>		
<i>Revenue</i>		
979100 Beginning Balance	\$11,356	Adjust to actual
	<u>\$11,356</u>	
<i>Expenditures</i>		
400000 Supplies	\$2,538	Adjust project budgets
500000 Repairs	\$14,868	
620000 Improvement of Buildings	\$19,827	
976000 Reserve	-\$25,877	
	<u>\$11,356</u>	
<u>FUND 1500 - PUPIL TRANSPORTATION FUND</u>		
<i>Revenue</i>		
979100 Beginning Balance	-\$379	Adjust to actual
	<u>-\$379</u>	
<i>Expenditures</i>		
978000 Reserve	-\$379	
	<u>-\$379</u>	
<u>FUND 1700 - SPECIAL RESERVE - INSTRUCTIONAL EQUIPMENT, MATERIALS & SUPPLIES</u>		
<i>Revenue</i>		
979100 Beginning Balance	\$418	Adjust to actual contribution from General
891200 Transfer from General Fund	\$194,222	Fund
	<u>\$194,640</u>	
<i>Expenditures</i>		
978000 Reserve	\$194,640	
	<u>\$194,640</u>	
<u>FUND 2500 - CAPITAL FACILITIES FUND (DEVELOPER FEES)</u>		
<i>Revenue</i>		
979100 Beginning Balance	\$10,841	Adjust to actual
868100 Developer Fees	\$6,000	Adjust estimate
	<u>\$16,841</u>	
<i>Expenditures</i>		
400000 Supplies	\$16,300	Adjust for actual purchases
978000 Reserve	\$541	
	<u>\$16,841</u>	
<u>FUND 4010 - SPECIAL RESERVE - FACILITIES PROJECTS</u>		
<i>Revenue</i>		
979100 Beginning Balance	-\$55	Adjust to actual
	<u>-\$55</u>	
<i>Expenditures</i>		
978000 Reserve	-\$55	
	<u>-\$55</u>	

Budget Changes
2012-13 Budget
November 14, 2012

	Amount Changed	Reason for Change
<u>FUND 6720 - SELF-INSURANCE FUND - DENTAL</u>		
Revenue		
979100 Beginning Balance	\$47,244	Adjust to actual
867400 Premiums	<u>-\$20,000</u>	Adjust estimate
	\$27,244	
 Expenditures		
978000 Reserve	<u>\$27,244</u>	
	\$27,244	

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: November 2, 2012

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

FOR: () Information
(X) Action

Date you wish to have your item considered: November 14, 2012

ITEM:

Consider approval of contract for audit services.

PURPOSE:

We will complete our third three-year contract with the audit firm of Vavrinek, Trine, Day and Company (VTD) with the completion of the audit for the fiscal year ending June 30, 2012. Thus, it is time to consider a new audit contract. Over the course of the last nine years, we have built a very good working relationship with VTD. We have found the firm to be highly competent, knowledgeable and professional. We would like to renew our audit contract with them.

FISCAL IMPACT:

The new proposed three-year contract amount is \$27,400, \$27,400 and \$28,496 for the 2012-13, 2013-14 and 2014-15 fiscal years respectively.

RECOMMENDATION:

Approve three year contract for audit services with the firm of Vavrinek, Trine Day and Company, LLP.