

# Hanford Elementary School District

1/25

## REGULAR BOARD MEETING AGENDA

*Wednesday, May 8, 2013*

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# 13-68 – Kennedy
- Case# 13-69 – Kennedy
- Case# 13-70 – Kennedy
- Case# 13-71 - Kennedy
- Case# 13-72 – Wilson

- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)

- Conference with Labor Negotiator (GC 54957.6) – HETA; District Negotiators:  
Paul Terry/Diane Williams
- Public Employee Performance Evaluation – (GC 54957) – Superintendent

### OPEN SESSION

- 6:00 p.m.
- Take action on closed session items

## 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) Accept warrant listings dated April 19, 2013; and April 26, 2013.
- b) Approve minutes of Regular Board Meeting April 24, 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.*

- c) Approve interdistrict transfers as recommended.
- d) Accept donation of \$500.00 from Wells Fargo Community Support to Monroe School. (Martinez)
- e) Accept donations of \$125.00 and \$5,147.00 from Monroe PTC to Monroe School. (Martinez)
- f) Accept donation of \$268.10 from Box Tops for Education to Roosevelt School. (Carrillo)

### 3. INFORMATION ITEMS

None.

### 4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of lease-leaseback process for construction of the Jefferson play court and authorization to enter into a pre-construction services agreement with a contractor. (Mulligan)
- b) Consider authorization to solicit bids for the roof replacement of the District Office South Wing. (Mulligan)
- c) Consider approval of Memorandum of Understanding with Migrant Education Region VIII. (Terry)

### 5. PERSONNEL (Williams)

#### a) Employment

*Professional Specialists, effective 8/7/13*

- Rita Diaz, School Psychologist – 8.0 hrs., Special Services

*Certificated, effective 8/14/13*

- Marina Garcia, Teacher, Probationary I
- Kaylea Manfredi, Teacher, Probationary I
- Lindsay McMahan, Teacher, Probationary I
- Amy Roselius, Teacher, Probationary I

*Temporary Employees/Substitutes/Yard Supervisors*

- Miranda Banuelos, Substitute READY Program Tutor, effective 4/26/13
- Patricia Bresee, Substitute Yard Supervisor, effective 4/26/13
- Angela Byars-Roberg, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 4/16/13 to 6/7/13
- Cruz Chavez, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Roosevelt, effective 4/25/13 to 5/31/13
- Irene Church, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Roosevelt, effective 4/23/13 to 5/31/13
- Paul Colvin, Substitute Custodian I, effective 4/19/13
- Roberto Ibarra, Short-term READY Program Tutor – 4.5 hrs., Richmond, effective 4/23/13 to 6/7/13
- Melissa Martinez, Short-term READY Program Tutor – 4.5 hrs. (M,T,Th,F), Richmond, effective 4/23/13 to 6/7/13
- Melissa Mullins, Substitute Food Service Worker I/II, effective 4/22/13
- Shirley Smith, Short-term Yard Supervisor – 2.0 hrs., Lincoln, effective 4/23/13 to 6/7/13

#### b) Resignations

- Yvette Alvarez, Yard Supervisor – 3.0 hrs., Lincoln, effective 4/12/13
- Jennifer Ejchorszt, READY Program Tutor – 4.5 hrs., Hamilton, effective 4/8/13
- Kimberly Hunt, Teacher, Washington, effective 6/7/13
- Beth Kilcrease, Teacher, Washington, effective 6/7/13
- Rachel Ramirez, Food Service Worker I – 2.5 hrs., Richmond, effective 5/1/13

- Brett Taylor, Learning Director, Lincoln, effective 6/1/4/13
- c) Retirement
  - Helen Ribera, Food Service Worker I – 3.5 hrs., Richmond, effective 6/7/13
- d) Layoff
  - Edward Bielik, Educational Interpreter – 7.0 hrs., Kennedy, effective 6/7/13
- e) Promotion/Transfer
  - Frank "Roman" Gonzales, from Lead READY Program Tutor – 5.0 hrs., Simas to Student Specialist – 8.0 hrs., Lincoln, effective 8/1/13
  - Paige Hartshorn, from Educational Tutor K-6 – 3.5 hrs., Monroe to Special Education Aide – 5.0 hrs., Roosevelt, effective 8/15/13
- f) More Hours
  - Samantha Cortez, Yard Supervisor, from 2.5 hrs., to 3.5 hrs., Lincoln, effective 4/23/13
  - Martha Murillo, Bilingual Clerk Typist, from 5.0 hrs. to 7.0 hrs., Jefferson, effective 4/23/13 to 6/14/13 (Temporary)
- g) Temporary Out of Class Assignment/Transfer
  - Frances Moreno, from Bilingual Clerk Typist II – 5.0 hrs., Wilson to School Operations Officer – 8.0 hrs., Jefferson, effective 4/29/13 to 6/14/13
- h) Leave of Absence
  - Olivia Beuler, Teacher, Simas, effective 4/26/13 to 6/7/13, FMLA
  - Nicole Schmidt, Teacher, Lincoln, effective 4/29/13 to 6/7/13, baby bonding
  - Taryn Schreckengost, Teacher, King, effective 5/8/13 to 5/17/13, baby bonding
- i) Volunteers
 

Name	School
Esther Vasquez	Hamilton
Baudelia Medrano	Jefferson
Jessica Molina	Monroe
Loretta Roberson	Roosevelt
Maria Benites de Alvarez	Roosevelt
Cynthia Anaya	Simas
Robert Anaya	Simas
Margaret Smith	Washington

**6. FINANCIAL (White)**

- a) Consider approval of continuing contracts for the providing of meals for: Western Christian School, Kings County Office of Education, and Hanford Christian School for 2013-14.
- b) Consider approval of agreement with the Tulare County Office of Education – Migrant Education Program – Region VIII to provide lunches for their 2013 summer programs in Kings County.
- c) Consider approval of a request for deferral of collection of Developer Fees.
- d) Consider approval of agreement with Keenan and Associates for Loss Control Services.

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: April 17, 2013

For:  Board Meeting  
 Superintendent's Cabinet  
 Information  
 Action

Date you wish to have your item considered: May 8, 2013

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

- Case# 13-68 - Kennedy
- Case# 13-69 - Kennedy
- Case# 13-70 – Kennedy
- Case# 13-71 – Kennedy
- Case# 13-72 - Wilson

**Hanford Elementary School District**  
**Minutes of the Regular Board Meeting**  
**April 24, 2013**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 24, 2013, at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Revious called the meeting to order at 5:30 p.m. Trustees Garner, Hernandez, Hill, and Jay were present.
- Closed Session** Trustees immediately adjourned to closed session for:
- Student Discipline pursuant to Education Code Section 48918
  - Personnel - Conference with Labor Negotiator (GC 54957.6) HETA; District Negotiators: Paul Terry/Diane Williams
  - Conference with Legal Counsel – Pending litigation (GC 54956.9)  
Name of Case: Hanford Elementary v. BVI Construction
- Trustees returned to open session at 6:15 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Doug Carlton, Anthony Carrillo, Debra Colvard, Kenny Eggert, Joy Gabler, Jaime Martinez, Karen McConnell, Liz Simas, Nancy White, and Diane Williams.
- Resolution #19-13** Trustee Hernandez stated, "In closed session the board adopted Resolution #19-13 approving settlement of litigation against BVI Construction and others."
- Expulsions #13-62, 13-63** Trustee Hernandez made a motion to accept the Findings of Facts and expel Cases #13-62 and 13-63 for the remainder of the second semester of the 2012-13 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on April 22, 2013. Parents may apply for readmission on or after June 7, 2013. Trustee Garner seconded; motion carried 5-0.
- Expulsions #13-65, 13-66, 13-67** Trustee Hernandez made a motion to accept the Findings of Facts and expel Cases #13-65, 13-66, and 13-67 for the remainder of the second semester of the 2012-13 school year and the first semester of the 2013-14 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at Hearings held April 22, 2013. Parents may apply for readmission on or after January 10, 2014. Trustee Garner seconded; motion carried 5-0.
- Expulsion #13-64** Trustee Hernandez made a motion to accept the Findings of Facts and expel Case #13-64 for the remainder of the 2012-2013 school year and the first semester of the 2013-14 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held April 22, 2013. However, Trustee Hernandez further moved that parents may apply for readmission on or after June 7, 2013. If readmission is granted, the expulsion order shall be suspended and student may attend regular school in probationary status on a Behavior Conditions Plan through January 10, 2014. Trustee Garner seconded; motion carried 5-0.

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Public Comments** None.

**Board and Staff Comments** Doug Carlton, Director Categorical Programs, stated that CST testing is underway. Our students are doing their best and the California Department of Education has promised a quick turnaround so we expect test results in coming months.

**Requests to Address the Board at Future Meetings** None.

**Dates to Remember** President Revious reviewed Dates to Remember: Saturday May 4<sup>th</sup> will be the 32<sup>nd</sup> Annual HESD Track meet starting at 8:30 a.m. at Hanford High School Track. Next regular Board meeting is May 8, 2013 at 5:30 p.m.

### **CONSENT ITEMS**

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

- a) Warrant listings dated April 5, 2013 and April 12, 2013.
- b) Minutes of the Regular Board Meeting April 10, 2013.
- c) Acceptance of classroom library books from Jeanine Hill.
- d) Donation of \$215.00 from Washington PTC to Washington School.
- e) Donation of \$1,984.88 from Hamilton PTC to Hamilton School.
- f) Donations to Simas School of \$150.00 from Edison International, \$19.14 from Savemart Shares, and \$42,244.00 from Simas PTC.

### **INFORMATION ITEMS**

**Williams Uniform Complaint Report** Superintendent Dr. Terry reported that the district has received no Williams Uniform Complaints for the third quarter of 2012-13.

### **BOARD POLICIES AND ADMINISTRATION**

**BP/AR 5113.1** Trustee Hill made a motion to adopt the following revised Board Policy and Administrative Regulation. Trustee Jay seconded; motion carried 5-0:

- BP/AR 5113.1 – Chronic Absence and Truancy

**AR 5125** Trustee Hill made a motion to adopt the following revised Administrative Regulation. Trustee Jay seconded; motion carried 5-0:

- AR 5125 – Student Records

**BP/AR 5144** Trustee Hernandez made a motion to adopt the following revised Board Policy and Administrative Regulation. Trustee Hill seconded; motion carried 5-0:

- BP/AR 5144 - Discipline

**BP/AR 5144.1** Trustee Hill made a motion to adopt the following revised Board Policy and Administrative Regulation. Trustee Hernandez seconded; motion carried 5-0:

- BP/AR 5144.1 – Suspension and Expulsion/Due Process

**BP 6173.1** Trustee Jay made a motion to adopt the following revised Administrative Regulation. Trustee Hernandez seconded; motion carried 5-0:

- AR 6173.1 – Education for Foster Youth

**AR 4161.2, 4261.2,  
4361.2**

Trustee Jay made a motion to adopt the following revised Administrative Regulation. Trustee Hernandez seconded; motion carried 5-0:

- AR 4161.2/4261.2/4361.2 – Personal Leaves (revised)

**HETA's Initial Proposal  
for successor  
agreement**

Trustee Jay made a motion to accept Hanford Elementary Teachers Association's (HETA's) initial proposal for a successor agreement between Hanford Elementary School District (HESD) and HETA beginning with the 2013-14 school year. Trustee Hernandez seconded; motion carried 5-0.

**HESD's Initial Proposal  
for successor  
agreement**

Trustee Garner made a motion to accept Hanford Elementary School District's (HESD's) initial proposal for a successor agreement with Hanford Elementary Teachers Association (HETA) beginning with the 2013-14 school year. Trustee Hernandez seconded; motion carried 5-0.

## PERSONNEL

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

**Item "a" –  
Employment**

*Certificated, effective 8/14/13*

- Malissa Aguilar, Teacher, Probationary I
- Emily Carlton, Teacher, Probationary I
- Graciela Magallon, Teacher, Probationary I
- Bret Williams, Teacher, Probationary I

*Temporary Employees/Substitutes/Yard Supervisors*

- Sabine Appleby, Substitute Clerk Trainee, effective 4/8/13
- Nydia Caballero, Substitute READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 4/10/13
- Francisca Estrada de Saldana, Short-term Yard Supervisor – 1.5 hrs., Hamilton, effective 4/4/13 to 6/7/13

**Item "b" –  
Resignations**

- Jaclyn Lowdermilk, Teacher, King, effective 6/7/13

**Item "c" –  
Promotion**

- Frank Lourenco, Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 4/22/13

**Item "d" –  
Promotion/More Hours**

- Audreyana Hernandez, from READY Program Tutor – 4.5 hrs., Richmond to Leade READY Program Tutor – 5.0 hrs., King, effective 4/15/13

**Item "e" –  
Decrease in Hours**

- Veronica Leach, Yard Supervisor, from 3.0 to 1.5 hrs., Hamilton, effective 4/4/13

**Item "f" –  
Leave of Absence**

- Brooke Fuller, Teacher, Wilson, effective 3/20/13 to 6/7/13, personal
- Tara Monard, Teacher, Richmond, effective 2013-2014 school year, travel

**Item "g" –  
Volunteers**

<u>Name</u>	<u>School</u>
Rosemary Lerma (current employee)	Jefferson/Simas
Edward Ayala, Jr.	Jefferson
Ruth Hernandez (current employee)	Jefferson
Jose Torres (current employee)	Jefferson

Veronica Martinez	Jefferson
David Trevino (current employee)	Jefferson
Sonia Mena (current employee)	Monroe
Elizabeth Moz	Monroe
Zenaida Puga	Monroe
Robin Patison (current employee)	Roosevelt
Lady Steen	Simas

### **FINANCIAL**

**Resolution #18-13** Trustee Garner made a motion to approve Resolution #18-13: Revision of the 2012-13 budget. Trustee Hernandez seconded; motion carried 5-0.

**Approve Public Hearing Notice** Trustee Hill made a motion to approve Public Hearing Notice: Proposed Budget from 2013-14, June 12, 2013, 6:10 p.m., Hanford Elementary School District Office Board Room, 714 North White Street, Hanford, California. Trustee Jay seconded; motion carried 5-0.

**Adjournment** There being no further business, President Revious adjourned the meeting at 6:30 p.m.

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

Approved:

\_\_\_\_\_  
Tim Revious, President

\_\_\_\_\_  
Lupe Hernandez, Clerk



## Inters - IN


No	A/D	Sch Req'd	Home Sch	Date
I-127 Y	A	Washington	Armona	4/24/13

No Inters - OUT

**HANFORD ELEMENTARY SCHOOL DISTRICT**

AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez 

DATE: April 17, 2013

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: May 8, 2013

ITEM: Donation of \$500.00 from Wells Fargo Community Support

PURPOSE: Accept donation of \$500.00 from Wells Fargo Community Support:

Study Trips  
0100-0000-0-1110-1000-430006-024-0000


FISCAL IMPACT (if any): \$500.00

RECOMMENDATION (if any): Action.

**HANFORD ELEMENTARY SCHOOL DISTRICT**

AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez 

DATE: April 17, 2013

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: May 8, 2013

ITEM: Donation of \$125.00 from Monroe Parent Club

PURPOSE: Accept donation of \$125.00 from Monroe Parent Club

Sports Entry Fees - Track  
0100-0000-0-1110-1000-430006-024-0000


FISCAL IMPACT (if any): \$125.00

RECOMMENDATION (if any): Action.

**HANFORD ELEMENTARY SCHOOL DISTRICT**

AGENDA REQUEST FORM

TO: Paul Terry

FROM: Jaime Martinez 

DATE: April 17, 2013

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: May 8, 2013

ITEM: Donation of \$5,147.00 from Monroe Parent Club

PURPOSE: Accept donation of \$5,147.00 from Monroe Parent Club

Study Trips – Transportation  
\$2,372.00  
0100-0000-0-1110-1000-571020-024-0000

Study Trips – Entrance Fees  
\$2,025.00  
0100-0000-0-1110-1000-430006-024-0000

Student Incentives  
\$750.00  
0100-0000-0-1110-1000-430006-024-0000

FISCAL IMPACT (if any): \$5,147.00

RECOMMENDATION (if any): Action.

**HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: April 29, 2013

For:  Board Meeting  
 Superintendent's CabinetFor:  Information  
 Action

Date you wish to have your item considered: May 8, 2013

ITEM: Donation of proceeds from Box Tops for Education to Roosevelt School.PURPOSE: To purchase incentives for students at Roosevelt School.FISCAL IMPACT (if any): \$268.10

Credit to Account Code: 0100-0000-0-1110-1000-430001-026-0000

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

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Gerry Mulligan

**DATE:** May 1, 2013

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

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

Date you wish to have your item considered: May 8, 2013

**ITEM:**

Presentation of information on and approval of the lease - leaseback process for the construction of the Jefferson play court; and, authorization to enter into a pre-construction services agreement with a contractor.

**PURPOSE:**

As we prepare for the construction of the Jefferson play court, we would like to propose using the lease - leaseback method of contracting for that work. The advantages of the lease – leaseback method over the traditional bidding process will be presented at the Board meeting.

This process has been reviewed with and approved by our legal counsel.

**FISCAL IMPACT:**

The lease – leaseback method allows the District to negotiate the price with the contractor.

**RECOMMENDATION:**

Approve the lease - leaseback process for the construction of the Jefferson play court and authorize the Superintendent to enter into a pre-construction services agreement with a contractor.

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Gerry Mulligan

**DATE:** April 30, 2013

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

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

Date you wish to have your item considered: May 8, 2013

**ITEM:**

Consider authorization to solicit bids for the roof replacement of the District Office South Wing.

**PURPOSE:**

The south wing roof at the District Office needs to be replaced. The project will require the solicitation of bids. Once a bid is awarded, we expect to start the project in July. The entire project should be completed in approximately 60 days.

**FISCAL IMPACT:**

The estimated cost is \$115,000. Funding will be from the Deferred Maintenance Fund.

**RECOMMENDATION:**

Authorize the solicitation of bids for the roof replacement of the District Office South Wing.

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Dr. Paul Terry

DATE: May 2, 2013

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: May 8, 2013

**ITEM:** Consider approval of Memorandum of Understanding with Migrant Education Region VIII.

**PURPOSE:** To unify and coordinate supplemental educational services and resources for Migrant families and their children residing within Hanford Elementary School District boundaries.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approve Memorandum of Understanding.





# MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO  
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

---

The School District(s) in Migrant Region VIII that selected Model A, hereinafter referred to as “Model A District”, and the TULARE COUNTY SUPERINTENDENT OF SCHOOLS Migrant Education Program, Region VIII, hereinafter referred to as the “Migrant Education Program”, hereby concur that this Agreement shall be in effect as soon as it is ratified by both parties. This Agreement is for the period of July 1, 2013 to June 30, 2014, inclusive, and shall be effective July 1, 2013.

## **PURPOSE:**

To unify and coordinate supplemental educational services and resources for Migrant families and their children residing within the boundaries of participating district(s).

The services to be rendered and the terms and conditions of this Agreement are as follows:

### **Responsibilities of the Region**

1. Assist in assessing the District’s current program and in the modification of the program, including guiding the District in the budget revision process.
2. Provide technical assistance through on-site visits.
3. Provide technical assistance to the District during the District Service Agreement development including guidance in analyzing and interpreting data related to the needs assessment, selecting areas of focus and defining specific goals.
4. Evaluate the programs based on criteria provided by the California Department of Education and Regional procedures and processes.
5. Provide technical assistance throughout the Regular year and Summer program.
6. Monitor the progress of the Migrant children participating in the District’s Migrant Education Program.
7. Complete Quarterly reports that document technical support to the District; monitor the implementation of the Migrant Education plan and District expenditures.
8. Provide Identification and Recruitment trainings, monitoring and coaching.

### **Responsibilities of the District**

1. Provide Measureable Educational Instruction to students.
2. Complete the Local District Service Agreement (DSA).
3. Provide a Migrant Education School Readiness Program (MESRP) staff must hold a Teaching Credential or a Permit Title (Teacher / Master Teacher) in the Child Development Permit Matrix.
4. Facilitate Parent Advisory Councils at each District.
5. Provide opportunities for parent involvement.
6. Conduct Identification and Recruitment of Migrant Families.
7. Provide summer services to Migrant children.

**Tulare County**  
**Office of Education**

*Jim Vidak, County Superintendent of Schools*



# MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO  
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

---

8. Establish a Memorandum of Understanding (MOU) with Region VIII to delineate District and Regional responsibilities.
9. Must submit itemized invoices for the cost of the services with an accounting log of the deliveries.
10. Invoices for previous month are due on or before the 20<sup>th</sup> of the month following (July 2013 invoice is due on or before August 20, 2013).
11. The final invoice for both Regular year and Summer is due no later than July 20, 2014.
12. District is responsible for maintaining verifiable records for all expenditures.
13. The award is made contingent upon availability of funds. If the legislature reduces or defers the funding upon which this award is based, the award will be amended accordingly.
14. Revisions are due no later than April 1, 2014.
15. District agrees to let their Identification and Recruitment staff participate in Regional and or State trainings.

Agreed upon by:

District Superintendent: \_\_\_\_\_  
Printed Name Signature

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

---

Agreed upon by:

LEA: Tulare County Office of Education

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

Migrant Education Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Tony Velasquez

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Diane Williams  
**DATE:** April 29, 2013  
**RE:** (X) Board Meeting  
 ( ) Superintendent's Cabinet  
 ( ) Information  
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 8, 2013**

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

**PURPOSE:**

**a. Employment**

Professional Specialists, effective 8/7/13

- Rita Diaz, School Psychologist – 8.0 hrs., Special Services

Certificated, effective 8/14/13

- Marina Garcia, Teacher, Probationary I
- Kaylea Manfredi, Teacher, Probationary I
- Lindsey McMahon, Teacher, Probationary I
- Amy Roselius, Teacher, Probationary I

Temporary Employees/Substitutes/Yard Supervisors

- Miranda Banuelos, Substitute READY Program Tutor, effective 4/26/13
- Patricia Bresee, Substitute Yard Supervisor, effective 4/26/13
- Angela Byars-Roberg, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 4/16/13 to 6/7/13
- Cruz Chavez, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Roosevelt, effective 4/25/13 to 5/31/13
- Irene Church, Short-term Educational Tutor K-6 – 1.0 hr. (M,T,Th,F), Roosevelt, effective 4/23/13 to 5/31/13
- Paul Colvin, Substitute Custodian I, effective 4/19/13
- Roberto Ibarra, Short-term READY Program Tutor – 4.5 hrs., Richmond, effective 4/23/13 to 6/7/13
- Melissa Martinez, Short-term READY Program Tutor – 4.5 hrs. (M,T,Th,F), Richmond, effective 4/23/13 to 6/7/13

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Melissa Mullins, Substitute Food Service Worker I/II, effective 4/22/13
- Shirley Smith, Short-term Yard Supervisor – 2.0 hrs., Lincoln, effective 4/23/13 to 6/7/13

**b. Resignations**

- Yvette Alvarez, Yard Supervisor – 3.0 hrs., Lincoln, effective 4/12/13
- Jennifer Ejchorszt, READY Program Tutor – 4.5 hrs., Hamilton, effective 4/8/13
- Kimberly Hunt, Teacher, Washington, effective 6/7/13
- Beth Kilcrease, Teacher, Washington, effective 6/7/13
- Rachel Ramirez, Food Service Worker I – 2.5 hrs., Richmond, effective 5/1/13
- Brett Taylor, Learning Director, Lincoln, effective 6/14/13

**c. Retirement**

- Helen Ribera, Food Service Worker I – 3.5 hrs., Richmond, effective 6/7/13

**d. Layoff**

- Edward Bielik, Educational Interpreter – 7.0 hrs., Kennedy, effective 6/7/13

**e. Promotion/Transfer**

- Frank "Roman" Gonzales, from Lead READY Program Tutor – 5.0 hrs., Simas to Student Specialist – 8.0 hrs., Lincoln, effective 8/1/13
- Paige Hartshorn, from Educational Tutor K-6 – 3.5 hrs., Monroe to Special Education Aide – 5.0 hrs., Roosevelt, effective 8/15/13

**f. More Hours**

- Samantha Cortez, Yard Supervisor, from 2.5 hrs. to 3.5 hrs., Lincoln, effective 4/23/13
- Martha Murillo, Bilingual Clerk Typist I, from 5.0 hrs. to 7.0 hrs., Jefferson, effective 4/23/13 to 6/14/13 (Temporary)

**g. Temporary Out of Class Assignment/Transfer**

- Frances Moreno, from Bilingual Clerk Typist II – 5.0 hrs., Wilson to School Operations Officer – 8.0 hrs., Jefferson, effective 4/29/13 to 6/14/13

**h. Leave of Absence**

- Olivia Beuler, Teacher, Simas, effective 4/26/13 to 6/7/13, FMLA
- Nicole Schmidt, Teacher, Lincoln, effective 4/29/13 to 6/7/13, baby bonding
- Taryn Schreckengost, Teacher, King, effective 5/8/13 to 5/17/13, baby bonding

**i. Volunteers**

<u>Name</u>	<u>School</u>
Esther Vasquez	Hamilton
Baudelia Medrano	Jefferson
Jessica Molina	Monroe
Lorretta Roberson	Roosevelt
Maria Benites de Alvarez	Roosevelt
Cynthia Anaya	Simas
Robert Anaya	Simas
Margaret Smith	Washington

**RECOMMENDATION:** Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Dr. Paul J. Terry  
 FROM: Nancy White  
 DATE: April 29, 2013  
 FOR:  Board Meeting  
        Superintendent's Cabinet  
 FOR:  Information  
        Action

Date you wish to have your item considered: May 8, 2013

**ITEM:**

Consider approval of continuing contracts for the providing of meals for: Western Christian School, Kings County Office of Education and Hanford Christian School for 2013-14.

**PURPOSE:**

We have provided lunches for Western Christian School, the Kings County Office of Education and Hanford Christian School in the past. Each entity would like to continue the service for the 2013-14 school year. This service does not adversely impact the kitchen at this time. The average number of lunches provided to each school per day is as follows:

Western Christian School	26 lunches
Kings Co. Office of Education	110 lunches
Hanford Christian School	50 lunches

We will also provide lunch for the Kings County Office of Education extended school year program this summer. County Counsel has reviewed and approved these contracts as to form.

**FISCAL IMPACT:**

The District Kitchen should realize a net profit of approximately \$2,000 from these contracts over the year.

**RECOMMENDATION:**

We would recommend continuing the contracts with Western Christian School, the Kings County Office of Education and Hanford Christian School for the 2013-14 school year.

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Nancy White

**DATE:** April 30, 2013

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

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

Date you wish to have your item considered: May 8, 2013

**ITEM:**

Consider approval of agreement with the Tulare County Office of Education – Migrant Education Program – Region VIII to provide lunches for their 2013 summer programs in Kings County.

**PURPOSE:**

The Tulare County Office of Education - Migrant Education Program – Region VIII operates several summer school programs in Kings County and has made a request to Hanford Elementary to provide lunches for their program. They would need approximately 180 lunches per day for a three week period.

Our District Kitchen will be preparing lunches for our summer meals program and for our summer school programs. The food service staff would be able to accommodate the preparation of the additional lunches for the Migrant program.

**FISCAL IMPACT:**

The Cafeteria Fund will realize a slight profit from providing this service.

**RECOMMENDATION:**

Approve agreement with the Tulare County Office of Education – Migrant Education Program – Region VIII to provide lunches for their 2013 summer programs in Kings County.

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** April 30, 2013  
**FOR:** (X) Board Meeting  
           ( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
           (X) Action

Date you wish to have your item considered: May 8, 2013

**ITEM:**

Consider approval of a request for deferral of collection of Developer Fees.

**PURPOSE:**

R. J. Hill Homes has submitted a request to the Hanford Joint Union High School District (HJUHS D) Board of Trustees to consider a developer fee deferral program that would allow the fees to be collected at the time the Certificate of Occupancy is issued instead of at the time the building permit is issued. The deferral of the fees would allow the developer to start building without as much capital outlay at the beginning.

The HJUHS D staff has researched legal and procedural issues with this request. The City of Hanford does have a mechanism to defer and later collect building fees including school developer fees. The City currently defers Public Works Impact fees upon request. Any fees that are deferred must be collected before the final inspection is approved and a Certificate of Occupancy issued.

The development in question is located within the Hanford Elementary School District/Hanford Joint Union High School District boundaries.

The HJUHS D Board of Trustees has approved this deferral request.

**FISCAL IMPACT:**

In waiting to collect the fees upon occupancy, there would be a loss of interest on the fees and a delay in cash flow into the Developer Fee Fund.

**RECOMMENDATION:**

Approve the request for deferral of collection of Developer fees.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** April 30, 2013

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

**FOR:**  Information  
 Action

Date you wish to have your item considered: May 8, 2013

**ITEM:**

Consider approval of agreement with Keenan and Associates for Loss Control Services.

**PURPOSE:**

Keenan and Associates will conduct property and liability safety inspections and follow-up audits for Hanford Elementary that meet the Northern California ReLiEF (NCR) guidelines. NCR is the District's property/liability insurance provider.

**FISCAL IMPACT:**

The fee is \$2,662.50 per year for the fiscal years 2013/14 and 2014/15.

**RECOMMENDATION:**

Approve agreement with Keenan and Associates for Loss Control Services.