

Hanford Elementary School District

1/31

REGULAR BOARD MEETING AGENDA

Wednesday, February 26, 2014

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 and Readmissions
Case #14-09 – Wilson
Case #12-56 – 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.*)
Public Employee Discipline/Dismissal/Release (GC 54957) – Classified
Public Employee Discipline/Dismissal/Release (GC 54957) – Certificated

OPEN SESSION

Report action taken, if any, in Closed 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) Accept warrant listings dated February 7, 2014; and February 14, 2014.
- b) Approve minutes of Regular Board Meeting February 12, 2014.
- c) Interdistrict transfers as recommended.

- 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.

3. INFORMATION ITEMS

- a) Receive information on Local Control Accountability Plan stakeholder meetings and surveys. (Terry).
- b) Receive information on 2014-2015 Migrant Education Program. (Terry)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Resolution #9-14: School Bus Incentives Program. (Mulligan)
- b) Consider adoption of the following revised Board Policy: (Williams)
 - BP 4161.3/4261.3/4361.3 – Leaves of Absence (revised)
- c) Consider adoption of the following revised Board Policy: (Williams)
 - BP 4331.5 – Professional Growth (revised)
- d) Receive for information the following revised Board Policy: (Williams)
 - BP 4351.1 – Salary Step Placement and Advancement (revised)

5. PERSONNEL (Williams)**a) Employment***Classified*

- Torrey Edwards, READY Program Tutor – 4.5 hrs., Lincoln, effective 2/11/14
- Lindsey Silva, READY Program Tutor – 4.5 hrs., Lincoln, effective 2/19/14
- Melina Temores, READY Program Tutor – 4.5 hrs., Hamilton, effective 2/6/14

Temporary Employees/Substitutes/Yard Supervisors

- Yolanda Bell, 4-6 Girls Track Coach – 2 units, Roosevelt, effective 3/3/14 to 5/3/14
- Ashley Candelaria, Short-term Yard Supervisor – 2.0 hrs., Hamilton, effective 2/18/14 to 4/11/14
- Athena Carrasco, Substitute Clerk Typist II, effective 2/7/14
- Connie Cavazos, Substitute Yard Supervisor, effective 2/12/14
- Vance Fredrick, Short-term Custodian II, Washington – 6 hrs./Wilson – 2 hrs., effective 2/18/14 to 4/4/14
- Mike A. Hernandez, Short-term Special Education Aide – 5.0 hrs., Hamilton, effective 2/24/14 to 4/25/14
- Hector Hernandez Garcia, Substitute Yard Supervisor, effective 2/7/14
- Maria Jones, Substitute Yard Supervisor, effective 2/13/14
- Brandi Perez, Substitute Yard Supervisor, effective 2/4/14
- Vanessa Rosas, Substitute Yard Supervisor, effective 2/11/14; Short-term Yard Supervisor – 3.5 hrs., Washington, effective 2/18/14 to 4/11/14
- Suzanne Silva, Short-term Yard Supervisor – 1.0 hrs., Monroe, effective 2/18/14 to 4/11/14

b) Resignations

- Stephanie Dwiggin, Teacher on LOA, effective 2/11/14
- Susan Robb, Teacher, Lincoln, effective 6/6/14
- Kimberly Salter, Learning Director on LOA, effective 2/13/14
- Ashley Urbano, READY Program Director – 4.5 hrs., Lincoln, effective 2/21/14
- Alicia Vega-Mercado, Teacher, King, effective 6/6/14
- Nicole Witte, Teacher, Washington, effective 6/6/14

c) Temporary Out of Class Assignment

- Don Gonzales, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance /DSF, effective 2/18/14 to 3/14/14
- Manuel Silveira, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 2/18/14 to 3/14/14

d) Temporary Transfer

- Josiah Sandoval, Custodian II, from Washington – 6.0 hrs./Wilson – 2.0 hrs., to Wilson – 8.0 hrs., effective 2/12/14 to 4/1/14

e) Decrease in Hours

- Guadalupe Gonzalez, Yard Supervisor, from 3.25 hrs. to 2.75 hrs., Hamilton, effective 2/12/14

f) More Hours

- Veronica Leach, Yard Supervisor, from 2.25 hrs. to 3.0 hrs., Hamilton, effective 1/14/14

g) Volunteers

<u>Name</u>	<u>School</u>
Dezeraye Danell	Jefferson
Toni Gardner	Lincoln
Mary Souza	Lincoln
Michael Azevedo	Monroe
George Hernandez	Monroe
Tracey Hernandez	Monroe
Rebecca Olson	Monroe
Dorila "Dora" Rodriguez de Ruiz	Roosevelt
Alexa Neely	Simas
Claudia Scoggin	Simas
Maria Villa	Simas
Jessica Bartlett	Washington
Xeola Brinker	Washington
Leticia Sanchez	Washington

6. FINANCIAL (White)

- a) Consider acceptance of Resolution #11-14: Revision of the 2013-14 Budget.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 13, 2014

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

Date you wish to have your item considered: February 26, 2014

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations and Readmissions

Case# 14-09 - Wilson

Case# 12-56 - Wilson

Hanford Elementary School District
Minutes of the Regular Board Meeting
February 12, 2014

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on February 12, 2014, at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Jay called the meeting to order at 5:30 p.m. Trustees Hill, Hernandez, and Revious were present. Trustee Garner was absent for a reason deemed acceptable by the board.
- Closed Session** Trustees immediately adjourned to closed session for:
- Public Employee Discipline/Dismissal/Release (GC 54957) – Certificated
- Trustees returned to open session at 6:00 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Donnie Arakelian, Doug Carlton, Debra Colvard, Javier Espindola, Ramiro Flores, Joy Gabler, Lucy Gomez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava, Jason Strickland, Nancy White, and Diane Williams.
- Public Comments** None.
- Board and Staff Comments** Trustee Revious stated he attended the Basketball Tournament and enjoyed the games.
- Requests to Address the Board at future meetings** None.
- Dates to Remember** President Jay reviewed Dates to Remember: Monday February 17 President's Day Holiday; next regular board meeting February 26; Gr. 4-6 All-Star Hoop Games February 28 (Wilson gym)

INFORMATION ITEMS

- Williams Quarterly Report** Superintendent Dr. Terry reported to the Board that the district received no Williams Complaints for the second quarter (10/1/13-12/31/13) of the 2013-14 school year.
- Developer Fee Increase** Nancy White, Assistant Superintendent Fiscal Services, presented for information to the Board that every other year the Developer's Fees are adjusted for cost of living increase, and that an action item would be presented at an upcoming board meeting to approve such an increase to Developer's Fees.

Trustee Revious stated that developers appear to be breaking ground for new construction on the south corner of Greenfield and 12th Avenue. Trustee Jay stated that he also notes construction activity at Hume and 12th Avenue. Trustee Hill noted that our Developer's Fees are tied with

those collected by Hanford Joint Union High School District. Ms. White stated that the portion to HESD ordinarily receives is about \$10,000 to \$20,000 per month.

DELAC meeting minutes

Doug Carlton, Director Categorical Programs, presented for information a report from the District English Learner Advisory Committee (DELAC) of their October 30, 2013 meeting. Some of the highlights include: the committee is pleased with student achievement scores and profession development focused on English Language Learners; the committee made minor changes to language on the survey and compact.

BP/AR 4161.3

Diane Williams, Assistant Superintendent Human Resources, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 4161.3/4261.3/4361.3 – Leaves of Absence (revised)

BP 4331.5

Diane Williams, Assistant Superintendent Human Resources, presented for information the following revised Board Policy:

- BP 4331.5 – Professional Growth (revised)

BP 4351.1

Diane Williams, Assistant Superintendent Human Resources, presented for information the following revised Board Policy:

- BP 4351.1 – Salary Step Placement and Advancement (revised)

CONSENT ITEMS

Trustee Hill made a motion to take consent items "a" through "e" together. Trustee Hernandez seconded, motion carried 4-0:

Garner – absent
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

Trustee Hill then made a motion to approve consent items "a" through "e". Trustee Hernandez seconded, motion carried 4-0:

Garner – absent
Hernandez - yes
Hill - yes
Jay – yes
Revious – yes

The items approved as follows:

- a) Warrant listings dated January 17, 2014; January 24, 2014; and January 31, 2014.
- b) Minutes of January 22, 2013 Regular Board Meeting.
- c) Interdistrict transfers as recommended.
- d) Donation of \$250.00 from Paramount Citrus Association and Roll Giving to Roosevelt School.
- e) Donation of \$500.00 from Roll Giving – Paramount Farms to

Woodrow Wilson Junior High School.

President Jay publicly acknowledged and thanked Paramount Citrus, Paramount Farms, and Roll Giving for their support of HESD schools.

BOARD POLICIES AND ADMINISTRATION

School Accountability Report Cards for 2012-2013 Trustee Hill made a motion to adopt School Accountability Report Cards for 2012-13. Trustee Revious seconded; motion carried 4-0:

Garner – absent
Hernandez - yes
Hill - yes
Jay – yes
Revious – yes

School Bus Incentives Program Trustee Hill made a motion to approve applying for the School Bus Incentives Program through the San Joaquin Valley Air Pollution Control District. Trustee Hernandez seconded; motion carried 4-0:

Garner - absent
Hernandez - yes
Hill - yes
Jay – yes
Revious – yes

Consolidated Application for Categorical Programs Trustee Hill made a motion to approve the Consolidated Application for Funding Categorical Aid Programs (Spring Release). Trustee Hernandez seconded; motion carried 4-0:

Garner - absent
Hernandez - yes
Hill - yes
Jay – yes
Revious – yes

BP 1431 Trustee Revious made a motion to approve revised Board Policy 1431 - Waivers. Trustee Hernandez seconded; motion carried 4-0:

Garner - absent
Hernandez - yes
Hill - yes
Jay – yes
Revious – yes

AR 4161.11/4261.11/4361.11 Trustee Hill made a motion to adopt revised Administrative Regulation 4161.11/4261.11/4361.11 – Industrial Accident/Illness leave (revised). Trustee Hernandez seconded; motion carried 4-0:

Garner - absent
Hernandez - yes
Hill - yes
Jay – yes

Revious – yes

**AR 4161.8/4261.8/
4361.8 .**

Trustee Hernandez made a motion to adopt revised Administrative Regulation 4161.8/4261.8/4361.8 – Family Care and Medical Leave (revised). Trustee Revious seconded; motion carried 4-0:

Garner – absent
Hernandez – yes
Hill – yes
Jay – yes
Revious – yes

BP 4354

Trustee Hill made a motion to adopt revised Board Policy 4354 – Health and Welfare Benefits (management, supervisory, and confidential employees) (revised). Trustee Hernandez seconded; motion carried 4-0:

Garner – absent
Hernandez – yes
Hill – yes
Jay – yes
Revious – yes

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "h" together. Trustee Revious seconded and motion carried 4-0:

Garner – absent
Hernandez - yes
Hill - yes
Jay – yes
Revious – yes

Then Trustee Hill made a motion to approve Personnel items "a" through "h". Trustee Hernandez seconded, and the motion carried 4-0:

Garner - absent
Hernandez - yes
Hill – yes
Jay – yes
Revious – yes

The following items were approved:

**Item "a" –
Employment**

Certificated

- Lacey Myers, Teacher, Probationary I, effective 1/28/14

Temporary Employees/Substitutes/Yard Supervisors

- Yvette Alvarez, Short-term Yard Supervisor – 1.5 hrs., Kennedy, effective 2/3/13 to 4/11/14
- Oscar Barron, Short-term Health Care Assistant – 6.0 hrs., Simas, effective 1/21/14 to 3/5/14
- Yessenia Chacon, Short-term Bilingual Clerk Typist I – 8.0 hrs., Richmond, effective 1/13/14 to 4/11/14
- Alana Delgado, Substitute Yard Supervisor, effective 1/28/14; Short-term Yard Supervisor – 3.0 hrs., Simas, effective 1/28/14 to 4/11/14
- Stacie Garcia, Substitute yard Supervisor, effective 1/14/14; Short-term Yard Supervisor – 1.0 hr., Monroe, effective 1/14/14 to 4/11/14
- Andraya Hernandez, Short-term Yard Supervisor – 3.0 hrs., Simas, effective 1/21/14 to 4/11/14
- Bertha Martin, Substitute Bilingual Clerk Typist I; Clerk Typist I; Translator: Oral Interpreter and Written Translator, effective 1/28/14
- Suzanne Silva, Substitute Yard Supervisor and Clerk Typist I, effective 1/31/14
- Melina Temores, Substitute READY Program Tutor, effective 1/14/14

**Item "b" –
Resignations**

- Karen Abendroth, Teacher, King, effective 2/14/14
- Hilda Andrade-Lloyd, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 12/12/13
- LaNita Ayach, Teacher, Roosevelt, effective 6/6/14
- Catherine Godfrey, Teacher on LOA, effective 1/28/14
- Roselan Dodge, Yard Supervisor – 3.25 hrs., Simas, effective 1/17/14
- Justin Gonzales, Substitute Custodian I, effective 11/15/13
- Danette Parra, Teacher on LOA, effective 1/28/14

**Item "c" –
Promotion/Transfer**

- Kristi Ochoa, from READY Program Tutor – 4.5 hrs., Lincoln to Lead READY Program Tutor – 5.0 hrs., Simas, effective 1/28/14
- Susan Tavares, from Food Service Worker I – 3.5 hrs., Monroe to Custodian II – 8.0 hrs., Kennedy, effective 2/3/14

**Item "d" –
Temporary Out of
Class Assignment**

- Maribel Aguilera, from Bilingual Clerk Typist II – 8.0 hrs., to School Operations Officer – 8.0 hrs., Richmond, effective 1/13/14 to 4/11/14
- Don Gonzales, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 1/27/14 to 2/14/14
- Manuel Silveira, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 1/27/14 to 2/14/14

**Item "e" – Temporary
Out of Class
Assignment/Transfer**

- Kristi Ochoa, from READY Program Tutor – 4.5 hrs., Lincoln to Lead READY Program Tutor – 5.0 hrs., Simas, effective 1/13/14 to 1/31/14

**Item "f" –
More Hours**

- Genella Alvarez, Yard Supervisor, from 2.75 hrs. to 3.0 hrs., Hamilton, effective 12/16/13

**Item "g" –
Volunteers**

<u>Name</u>	<u>School</u>
Stephanie Miranda	Jefferson
Hildelisa Chavez	Monroe/Simas
Nikki Gibbons	Simas
Brenda Limon	Washington

FINANCIAL

District Audit 2013

Trustee Hill made motion to accept the District Audit for the Fiscal Year ended June 30, 2013. Trustee Hernandez seconded; motion carried 4-0:

Garner – absent
Hernandez – yes
Hill – yes
Jay – yes
Revious – yes

Declaration of surplus property

Trustee Revious made a motion to declare surplus property. Trustee Hill seconded, motion carried 4-0:

Garner – absent
Hernandez – yes
Hill – yes
Jay – yes
Revious – yes

Adjournment

There being no further business, President Revious adjourned the meeting at 6: 45 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

James L. Jay III, President

Lupe Hernandez, Clerk

Inter - IN

No	A/D	Sch Req'd	Home Sch	Date
I-095	A	Wilson	Armona	2/26/14

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-136	A	Armona	King	2/26/2014

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: February 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: February 26, 2014

ITEM: Receive information on Local Control Accountability Plan stakeholder meetings and surveys.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATION:

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed. D.

DATE: February 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: February 26, 2014

ITEM: Receive information on 2014-2015 Migrant Education Program.

PURPOSE:

FISCAL IMPACT:

RECOMMENDATION:

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan

DATE: February 18, 2014

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

FOR: () Information
(X) Action

Date you wish to have your item considered: February 26, 2014

ITEM:

Consider approval of Resolution #9-14: School Bus Incentives Program.

PURPOSE:

The purpose of this program is to fund the purchase of a new lower emission school bus for the replacement of an existing, in-use high-polluting school bus.

FISCAL IMPACT:

If awarded, the San Joaquin Valley Air Pollution Control District will pay up to 50% of the cost of a standard new school bus to replace eligible 1993 or older school buses.

RECOMMENDATION:

Approve Resolution #9-14 : Authorization for Dr. Paul Terry, Superintendent, to apply for, and sign required assurances with respect to the School Bus Incentives Program through the San Joaquin Valley Air Pollution Control District.

Resolution #9-14

**HANFORD ELEMENTARY SCHOOL DISTRICT
School Bus Incentives Program**

WHEREAS, the Hanford Elementary School District Board recognizes the importance of improving air quality in the San Joaquin Valley of California; and

WHEREAS, the health and safety of our students is vital to their education and wellness; and

WHEREAS, use of school buses to transport students to and from school eases traffic congestion, reduces the demand on our existing traffic system, conserves fuel, and improves air quality; and

WHEREAS, Hanford Elementary School District administers transportation to nine elementary schools and two junior high schools in the Hanford area of Kings County, California; and

WHEREAS, "School Bus Incentives Program" administered by the San Joaquin Valley Air Pollution Control District would pay up to 50% of the cost of a standard low emission school bus, for replacement of an existing, in-use high-polluting school bus, which will help ensure a healthier environment for current and future generations; and

NOW, THEREFORE, BE IT RESOLVED that the Hanford Elementary School District authorizes the Hanford Elementary School District Superintendent to apply for funding and enter into an agreement for funding under the School Bus Incentives Program.


I HEREBY CERTIFY THAT THE FOREGOING RESOLUTION was duly passed and adopted this 26th day of February 2014.

Board of Trustees

Dated: February 14, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams 

DATE: February 14, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 26, 2014**

ITEM: Consider adoption of the following revised Board Policy.

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

- BP 4161.3/4261.3/4361.3 – Leaves of Absence (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

All Personnel**BP 4161.3****4261.3****LEAVES OF ABSENCE****4361.3 (a)****A. Sabbatical Leave**

Sabbatical leaves for study and travel in accordance with Education Code sections 44966 through 44973 are not granted in the Hanford Elementary School District.

B. Unpaid Leaves of Absence

1. The Superintendent or designee shall grant leaves of absence to employees for any reason mandated by law or as specifically required by the collective bargaining agreement between the district and the employee's exclusive representative, if any.
2. The Superintendent or designee may grant leaves of absence without compensation for any reason specified in the collective bargaining agreement applicable to the employee, if any, or for such other reasons as may be in the best interest of the district's educational programs or operations.
 - a. An uncompensated leave for study and travel purposes shall be granted only to employees with permanent status in the district.
 - b. The time spent by a probationary employee on uncompensated leave shall not count toward the probationary service required for attainment of permanent status in the district, ~~but shall be disregarded for purposes of continuity of service.~~
 - c. Board approved leave of absence shall not be considered a break in service for purposes of seniority
3. Unpaid leaves of absence shall normally be for a period of not less than one semester and not more than one school year. An extension may be granted if deemed in the best interest of the district.
4. All unpaid leaves shall be reported to, and ratified by, the Board of Trustees at the next regularly scheduled Board meeting for which the item can be placed on the agenda.

C. Group Health Insurance Benefits and District Liability

1. The district's group health insurance benefit plans (excluding life insurance) may be continued during an unpaid leave of absence at the employee's own expense by timely payment of the required premiums in accordance with district regulations. The district assumes no liability for limitations and exclusions of health care services imposed by the rules of insurance carriers following a lapse in coverage during an unpaid leave of absence.

LEAVES OF ABSENCE (continued)

2. The Board and the district shall not be liable for the payment of any compensation or damages for the death or injury of an employee while the employee is on uncompensated leave of absence as provided herein.

D. Return from Leave of Absence

1. Certificated and classified employees on leave of absence shall provide written notice about their intent to return in accordance with the timelines established in their collective bargaining agreements.
2. Certificated administrators shall provide written notice of their intent to return not later than March 1 of the year during which they are on leave of absence. All other managers shall provide such written notice not later than April 15 of the year during which they are on leave of absence.
3. Except as noted under 4. below, an employee shall be returned to a position within his/her previous classification upon return from an uncompensated leave of absence, but shall have no right to an assignment in a specific position or grade level, or at a specific school site or department.
4. A leave of absence does not preclude non-reelection of an employee with probationary status, reassignment of a certificated administrator, or layoff in the event of a reduction in staff or discontinuance of a service in accordance with law.

Legal Reference:**EDUCATION CODE**

44963 Power to grant leaves of absence (certificated)

44966-44973 Leaves for study and travel

44974 Liability for death or injury during leave of absence

45190 Leaves of absence (classified)

45198 Effect of provisions authorizing leaves of absence

COLLECTIVE BARGAINING AGREEMENTSCSEA/HESD Agreement:

Article 16, Leaves

HESD/BHETA Agreement:

Article XVI 16, Leaves

Article XVIII 18, Employee group health and welfare insurance benefits

Policy

adopted: November 7, 2001

revised: November 30, 2004

revised: _____, 2014

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: February 14, 2014
FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 26, 2014**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices.

- BP 4331.5 – Professional Growth (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Management, Supervisory, and Confidential Employees

BP 4331.5 (a)

PROFESSIONAL GROWTH

A. ~~Certificated Administrators~~

1. ~~The State of California requires that, as a condition for renewal of their "professional clear" administrative services credentials, certificated administrators whose first clear administrative services credential was issued on or after July 1, 1994, complete individual professional growth programs consisting of 150 clock hours of activities, planned in consultation with a professional growth advisor, that contribute to competence, performance, and effectiveness in the profession of education.~~
2. ~~Advisors may be district employees or appropriate professionals from other educational agencies or institutions. The Superintendent or designee may assist holders of professional clear administrative services credentials in securing the services of a professional growth advisor. However, it is ultimately the responsibility of the credential holder to select an appropriate person.~~

BA. Confidential Employees

The Board of Trustees believes that college-level course work undertaken by confidential employees will not only strengthen their work-related skills and knowledge in such areas as language arts, social sciences, and business subjects but also improve career opportunities and income potential, and promote a better understanding of the world we live in,

In support of the Board's philosophy, confidential employees shall earn stipends for college level course work that is directly related to improvement of work-related skills and knowledge and/or leads to an associate or bachelor's degree in the arts or sciences.

1. Eligibility

Confidential employees ~~with permanent status in their position~~ who regularly work at least 6 hours per day (30 hours per week) shall be eligible to earn professional growth stipends for college course work that meets the following criteria.

2. Criteria

- a. Courses must be directly related to the employee's work or be part of the curriculum, including electives, for an associate or bachelor's degree.
- b. ~~College degrees and certificates required as part of the qualifications for the employee's position shall not be eligible for professional growth stipends.~~

PROFESSIONAL GROWTH (continued)

- e b. College courses in basic skills (e.g. typing, computer literacy, etc.) or knowledge required as part of the qualifications for the employee's position (~~e.g. typing, computer literacy, etc.~~) and remedial courses required for freshman standing shall not be eligible for professional growth credit unless they are part of the curriculum or electives for an associate or bachelor's degree.
- d c. Courses must be passed with a grade of C or better.
- e. ~~College courses that meet the above criteria but were completed prior to employment in the confidential position or during the employee's probationary period may be credited for professional growth stipends after the employee attained permanent status in his/her confidential position.~~
- f d. All college course work shall be supported by official transcripts.

3. Stipends

The following stipends shall be added to the employee's monthly salary effective the first of the month following verification of completion of the required number of semester units (or equivalent quarter units) in courses that meet the above criteria:

Only one stipend will be given for the highest level of accomplishment

<u>Stipend</u>	<u>Total Number of Semester Units Require</u>
\$ 25.00	15 semester units of acceptable college work
\$ 50.00	30 semester units of acceptable college work
\$ 75.00	45 semester units of acceptable college work
\$100.00	60 semester units of acceptable college work, or Associate Degree
\$125.00	75 semester units of acceptable college work
\$150.00	90 semester units of acceptable college work
\$175.00	105 semester units of acceptable college work
\$200.00	120 semester units of acceptable college work, or Bachelor's Degree
\$300.00	<u>Masters Degree</u>

- 4. This program shall become effective on the first day of the month following adoption of this policy by the Board of Trustees and shall replace the previous professional growth program for confidential employees.

Legal References: (on next page)

PROFESSIONAL GROWTH*Legal References**EDUCATION CODE**44277-44279 Requirements for professional growth**CODE OF REGULATIONS, TITLE 5**80554-80555 Elements of professional growth plan and professional growth record**80556 Professional growth advisors, and employing agencies.. roles and responsibilities**80558 Definition of professional growth activities**Management Resource:**CTC PUBLICATION: California Professional Growth Manual*

Policy

adopted: March 4, 1992

revised: November 7, 2001

revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams *OW*

DATE: February 14, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 26, 2014**

ITEM: Consider adoption of the following revised Board Policy.

PURPOSE: The following Board Policy reflects changes (see underlined) that are necessary to align with current practices.

- BP 4351.1 – Salary Step Placement and Advancement (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Adopt.

Management, Supervisory, and Confidential Employees**BP 4351.1 (a)****SALARY STEP PLACEMENT AND ADVANCEMENT****A. Initial Placement**

1. Initial salary step placement of a new or promoted employee on the salary schedules for management, supervisory, and confidential employees shall normally be at Step 1 of the appropriate salary range. Previous in-district and verified outside experience in a similar capacity may be considered on a year for-year basis for advanced step placement up to and including Step 3) of the appropriate salary range if approved by the Superintendent or designee.
2. Initial step placement at Steps 2 through 5 of a candidate without experience, or at Steps 4 or 5 of a candidate with experience, shall be approved only under the following conditions:
 - a. To match the salary earned by a candidate in his/her current position if that is a condition of the candidate's acceptance of employment in the position offered by the district and no equally qualified candidate is available to fill the position at a lower salary. The Superintendent or designee shall verify that the current salary of the candidate exceeds Step 1 of the district's salary range for the position offered.
 - b. To meet the salary requirement of a qualified candidate for a position in a specialty for which there is a shortage of qualified applicants in the market and no equally qualified candidate is available to fill the position at a lower salary.
 - c. To provide a promotional candidate with a salary improvement above his/her current salary if that salary is lower than Step 5 of the promotional position salary range.
 - (1) An employee whose promotion is to be effective before one-half of the duty days assigned to the promotional position has elapsed (eligible for step advancement on July 1) shall, at the time of promotion, be placed on the Step that provides a 4% improvement over the salary he/she would have earned in his/her current position.
 - (2) An employee whose promotion is to be effective after one-half of the duty days assigned to the promotional position has elapsed (not eligible for step advancement on July 1) shall be placed on the Step that provides a 4% improvement over the salary he/she would have earned in his/her current position on July 1 of the ensuing fiscal year.

SALARY STEP PLACEMENT AND ADVANCEMENT (continued)

- (3) Comparisons of salaries shall be based on annual base salaries as reflected on the appropriate salary schedules without regard to number of work days, previous or future stipends, or potential salary increases due to cost-of-living adjustments (COLA) not yet approved by the Board at the time of the effective date of the promotion.

B. Step Advancement

A one-step advancement on the salary range shall be granted effective with the first work day of each fiscal year for employees who were hired or promoted during the previous fiscal year and were in paid status for more than one-half of the duty days assigned to their positions during the previous fiscal year.

C. Interns and Interim Appointments

1. Administrative Interns shall advance to the salary range of the appropriate position in accordance with the following schedule:
 - a. Effective at the beginning of the contracted work year if the credential requirements for the position have been met on or before September 12 of that year; or
 - b. Effective February 1 if the credential requirements for the position have been met by February 10.
2. Certificated employees appointed on an interim or substitute basis to an administrative position shall be paid at 95% of Step 1 of the appropriate range on the management salary schedule or at 105% of their regular position salary, whichever is higher.

D. Bilingual Stipend for Confidential Employees:

An employee who is required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a bilingual stipend of \$400 per year or the prorated amount for less than a year.

Policy
 adopted: March 5, 1997
 revised: November 7, 2001
 revised: August 20, 2008
 revised: _____, 2014

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Diane Williams *ow*
DATE: February 14, 2014
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 26, 2014**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Torrey Edwards, READY Program Tutor – 4.5 hrs., Lincoln, effective 2/11/14
- Lindsey Silva, READY Program Tutor – 4.5 hrs., Lincoln, effective 2/19/14
- Melina Temores, READY Program Tutor – 4.5 hrs., Hamilton, effective 2/6/14

Temporary Employees/Substitutes/Yard Supervisors

- Yolanda Bell, 4-6 Girls Track Coach – 2 units, Roosevelt, effective 3/3/14 to 5/3/14
- Ashley Candelaria, Short-term Yard Supervisor – 2.0 hrs., Hamilton, effective 2/18/14 to 4/11/14
- Athena Carrasco, Substitute Clerk typist II, effective 2/7/14
- Connie Cavazos, Substitute Yard Supervisor, effective 2/12/14
- Vance Fredrick, Short-term Custodian II, Washington – 6 hrs./Wilson – 2 hrs., effective 2/18/14 to 4/4/14
- Mike A. Hernandez, Short-term Special Education Aide – 5.0 hrs., Hamilton, effective 2/24/14 to 4/25/14
- Hector Hernandez Garcia, Substitute Yard Supervisor, effective 2/7/14
- Maria Jones, Substitute Yard Supervisor, effective 2/13/14
- Brandi Perez, Substitute Yard Supervisor, effective 2/4/14
- Vanessa Rosas, Substitute Yard Supervisor, effective 2/11/14; Short-term Yard Supervisor – 3.5 hrs., Washington, effective 2/18/14 to 4/11/14
- Suzanne Silva, Short-term Yard Supervisor – 1.0 hrs., Monroe, effective 2/18/14 to 4/11/14

b. Resignations

- Stephanie Dwigins, Teacher on LOA, effective 2/11/14
- Carolyn Harmon, READY Program Tutor – 4.5 hrs., Simas, effective 3/7/14
- Susan Robb, Teacher, Lincoln, effective 6/6/14
- Kimberly Salter, Learning Director on LOA, effective 2/13/14
- Ashley Urbano, READY Program Tutor – 4.5 hrs., Lincoln, effective 2/21/14
- Alicia Vega-Mercado, teacher, King, effective 6/6/14
- Nicole Witte, Teacher, Washington, effective 6/6/14
- Kathryn Yarbrough, Educational Tutor – 3.5 hrs., Washington, effective 5/8/14

c. Temporary Out of Class Assignment

- Don Gonzales, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 2/18/14 to 3/14/14
- Manuel Silveira, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 2/18/14 to 3/14/14

d. Temporary Transfer

- Josiah Sandoval, Custodian II, from Washington – 6.0 hrs./Wilson – 2.0 hrs., to Wilson – 8.0 hrs., effective 2/12/14 to 4/1/14

e. Decrease in Hours

- Guadalupe Gonzalez, Yard Supervisor, from 3.25 hrs. to 2.75 hrs., Hamilton, effective 2/12/14

f. More Hours

- Veronica Leach, Yard Supervisor, from 2.25 hrs. to 3.0 hrs., Hamilton, effective 1/14/14

g. Volunteers

<u>Name</u>	<u>School</u>
Dezeraye Danell	Jefferson
Tori Gardner	Lincoln
Mary Souza	Lincoln
Michael Azevedo	Monroe
George Hernandez	Monroe
Tracey Hernandez	Monroe
Rebecca Olson	Monroe
Dorila "Dora" Rodríguez de Ruíz	Roosevelt
Alexa Neely	Simas
Claudia Scoggin	Simas
Maria Villa	Simas
Jessica Bartlett	Washington
Xeola Brinker	Washington
Leticia Sanchez	Washington

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: February 18, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: February 26, 2014

ITEM:

Consider approval of Resolution #11-14: Revision of the 2013-14 Budget.

PURPOSE:

Miscellaneous budget changes are listed on the attached resolution.

FISCAL IMPACT:**RECOMMENDATION:**

Approve Resolution #11-14: Revision of the 2013-14 Budget.

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

The Matter of
Adopting Budget
Revisions

RESOLUTION #: 11-14

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

The Board of Trustees adopted this resolution on February 26, 2014 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Clerk of the Governing Board
Hanford Elementary School District

**Budget Changes
2013-2014 Budget
February 26, 2014**

30/31

	Amount Changed	Reason for Change
FUND 0100- GENERAL FUND		
Revenue		
866010 Interest-TRANS	\$ (130,000)	TRANS will not be issued in 13-14
869900 Other Local	5,591	Donations
TOTAL REVENUE CHANGES	\$ (124,409)	
Expenditures		
Location 000- Undesignated and Balance Sheet Accounts		
978900 Reserve for Economic Uncertainty	\$ 600,000	Balance is now \$3,000,000
979000 Undesignated Reserve	(619,171)	Balance is now \$1,614,889
	\$ (19,171)	
Location 001- General Administration		
50000 Services	\$ 115,571	TRANS will not be issued in 13-14
	\$ 115,571	
Location 010- Facilities		
40000 Supplies	\$ (15,000)	Fencing Supplies
50000 Services	4,742	Office Counters
617000 Sites & Improvement of Sites	15,000	Fencing Supplies
	\$ 4,742	
Location 020-031 School Sites		
400000 Books & Supplies	\$ 1,041	Donations
500000 Services	4,550	
	\$ 5,591	
Location 053-Curriculum, Instruction and P.D.		
400000 Supplies	\$ 1,000	Revise per manager request
500000 Services	(1,000)	
	0	
Title I		
400000 Supplies	\$ (6,550)	Change per manager request
500000 Services	4,005	
650000 Equip Replacement	2,545	
	0	
SWP- School Based Coordinated Program		
100000 Certificated Salaries	\$ 3,145	Revise per manager
200000 Classified Salaries	1,000	
300000 Employee Benefits	355	
400000 Books & Supplies	(1,545)	
500000 Services	(2,955)	
	0	
SBCP- School Based Coordinated Program		
400000 Books & Supplies	\$ (3,976)	Change per manager request
500000 Services	3,976	
	0	

**Budget Changes
2013-2014 Budget
February 26, 2014**

31/31

QEIA- Quality Education Investment Act

100000 Certificated Salaries	\$	6,740	Revise per manager request
300000 Employee Benefits		760	
400000 Books & Supplies		(7,500)	
		<u>0</u>	

Common Core

400000 Supplies	\$	17,000	Revise per manager request
500000 Services		17,000	
979000 Undesignated Reserve		(34,000)	
		<u>0</u>	
TOTAL EXPENDITURE CHANGES	\$	(124,409)	

Fund 2500- Capital Facilities Fund (Developer Fees)

Expenditures:

500000 Services	\$	10,800	Installation of Portable Restroom
617000 Sites & Improvement of Sites		21,700	Facility at CDS
979000 Undesignated Reserve		(32,500)	
TOTAL EXPENDITURE CHANGES		<u>0</u>	