

Hanford Elementary School District

1/51

REGULAR BOARD MEETING AGENDA

Wednesday, May 28, 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# 13-31 - Kennedy

Case# 14-11 - 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 & CSEA; District Negotiators: Paul Terry/Diane Williams
 - Public Employee Discipline/Dismissal/Release (GC 54947) - Classified
 - Public Employee Performance Evaluation (GC 54957) – Superintendent

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) Accept warrant listings dated May 9, 2014; and May 12, 2014.
- b) Approve minutes of Regular Board Meeting May 14, 2014.
- c) Approve donations to Hamilton School: \$126.20 from Box Tops for Education; \$2,000.00 from Parent Teacher Club. (Flores)
- d) Approve donation of \$2,307.24 from Jefferson Parent Teacher Club to Jefferson School. (Espindola)
- e) Approve donation of \$3,154.04 from Jefferson Parent Teacher Club to

- *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.*

Jefferson School. (Espindola)

- f) Approve donation of \$1,000.63 from Jefferson Parent Teacher Club to Jefferson School. (Espindola)
- g) Approve donation of \$866.40 from Box Tops for Education to Roosevelt School. (Carrillo)

3. INFORMATION ITEMS

- a) Receive the District's Initial Proposals for a Successor Agreement between Hanford Elementary School District (HESD) and California School Employees Association (CSEA). (Williams)
- b) Receive California School Employees Association's (CSEA's) Initial Proposal for a Successor Agreement between the Hanford Elementary School District and CSEA. (Williams)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of Resolution #16-14 Ordering Governing Board Member Elections; Consolidation of Elections and Specifications of the Election Order. (Terry)
- b) Consider approval of out-of-state travel for one band teacher to attend VanderCook School of Music Las Vegas, Nevada June 23-27, 2014 (Terry)
- c) Consider renewal of License Agreement with Amplify, formerly Intel-Assess, Inc. (Gabler)
- d) Consider approval of consultant contract with Pearson envision Math. (Gabler)
- e) Consider approval of consultant contract with Rick Morris, Creator New Management, Inc. (Gabler)
- f) Consider approval of Consolidated Application for funding Categorical Programs (Spring Release). (Carlton)
- g) Consider approval of District Title I Parent Involvement Policy (BP 6020). (Carlton)
- h) Consider authorization to solicit bids for the roof replacement of Woodrow Wilson Gym. (Mulligan)
- i) Consider approval of consultant contract with T.W.B. Inspections for providing construction inspection for nine (9) relocatable classrooms to be placed at the following schools: 4 – Richmond School; 5 – Lincoln School. (Mulligan)

5. PERSONNEL (Williams)

a) Employment

Certificated, effective 8/11/14

- Janie Everett, Teacher, Probationary I
- Jodi Prodoehl, Teacher, Probationary I
- Jennifer Peterson, Teacher, Probationary I
- Nadira Sutton, Teacher, Probationary I

Temporary Employees/Substitutes/Yard Supervisors

- Carol Jenkins, Substitute Clerk Typist I, effective 5/10/14
- Jacob Martinez, Substitute Custodian I, effective 5/5/14
- Melina Temores, Substitute Yard Supervisor, effective 5/9/14
- Jesse Thompson, Substitute Yard Supervisor, effective 5/7/14

- Brandy Torres, Short-term Yard Supervisor – 1.0 hr., King, effective 5/5/14 to 6/6/14

b) Short-term Employment

CERTIFICATED STAFF – Extended Learning Opportunities

Migrant Summer School Program at Burris Park 6/10/14 – 6/30/14

- Omar Fierro, Lead Teacher, effective 6/10/14 to 6/30/14
- Gabriel deLeon, Teacher, effective 6/11/14 to 6/27/14
- Diego Moreno, Teacher, effective 6/11/14 to 6/27/14
- Steven Mueller, Teacher, effective 6/11/14 to 6/27/14
- Juan Padilla, Teacher, effective 6/11/14 to 6/27/14
- Jeremy Princetta, Teacher, effective 6/11/14 to 6/27/14
- Isaias Serrato, Teacher, effective 6/11/14 to 6/27/14
- Stephanie Tatro-Parks, Teacher, effective 6/11/14 to 6/27/14
- Allyson Whitmer, Nurse, effective 6/12/14 to 6/17/14

Migrant Summer School Program at Lee Richmond 6/11/14 - 6/27/14

- Josefa Bustos-Lopez, Teacher, effective 6/11/14 to 6/27/14
- Josie Cavanaugh, Teacher, effective 6/11/14 to 6/27/14
- Rose Flores, Teacher, effective 6/11/14 to 6/27/14
- Ruth Hernandez, Teacher, effective 6/11/14 to 6/27/14
- Jana Jasso, Teacher, effective 6/11/14 to 6/27/14
- Trini Perez, Teacher, effective 6/11/14 to 6/27/14
- Lupe Yadeta, Teacher, effective 6/11/14 to 6/27/14

Special Education Summer School 6/12/14 – 7/11/14

- Jennifer Levinson, Teacher, effective 6/12/14 – 7/3/14
- Charles Cole, Teacher, effective 7/3/14 to 7/11/14

c) Resignations

- Angela Byars-Roberg, Yard Supervisor – 2.0 hrs., Roosevelt, effective 5/14/14
- Margie Mendiola, Yard Supervisor – 3.0 hrs., Simas, effective 5/9/14
- Jennifer Shamp, Teacher, Simas, effective 6/6/14
- Lucia Stiner, Yard Supervisor – 3.25 hrs., Kennedy, effective 6/6/14

d) Termination of Employment

- Jessica Szalai, Yard Supervisor – 2.5 hrs., Monroe, effective 6/6/14

e) Termination of Probationary Employment

- Ashley Brackins, READY Program Tutor – 4.5 hrs., Richmond, effective 6/6/14
- Leadra Brieno, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/6/14
- Diane Hill, Food Service Worker I – 3.25 hrs., Richmond, effective 6/6/14
- Taylor Scaife, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/6/14

f) Voluntary Transfer

- Andy Calderon, Lead Custodian – 8.0 hrs., from Washington to Richmond, effective 6/10/14
- Linda Cruz, Media Services Aide – 5.5 hrs., from Richmond to Monroe, effective 7/30/14
- Kathleen Portugal, Media Services Aide – 5.5 hrs., from Monroe to Lincoln, effective 7/30/14

g) Administrative Transfer

- Irene Church, Educational Tutor K-6 – 3.5 hrs., from Roosevelt to Monroe, effective 8/28/14
- Tim McNamara, Lead Custodian – 8.0 hrs., from Richmond to Washington, effective 6/10/14

h) More Hours

- Tiffany Carpentieri, Student Specialist, from 5.5 hrs. to 8.0 hrs, Monroe, effective 7/30/14

- Guadalupe Gonzalez, Yard Supervisor, from 2.75 hrs. to 3.5 hrs., Hamilton, effective 5/16/14
- Denise Westlund, Student Specialist, from 5.5 hrs. to 8.0 hrs., Simas, effective 7/30/14
- i) Decrease in Hours
 - Veronica Leach, Yard Supervisor, from 3.0 hrs. to 2.25 hrs., Hamilton, effective 5/16/14
- j) Leave of Absence
 - Patricia Edmond, Yard Supervisor – 1.25 hrs., Lincoln, effective 4/22/14 to 5/9/14, medical
 - Loriann Riley, School Psychologist, 8/6/14 to 11/28/14, baby bonding
- k) Job Description
 - Migrant Services Specialist changed to Parent Liaison Specialist (revised)
- l) Adopt Declaration of Need for Fully Qualified Educators for 2014-2015 School Year (Title 5, 80026) – Attached.
- m) Annual Statement of Need for 30-Day Substitute Teaching Permits
 - The Governing Board of the Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2014-2015 school year. Therefore, the District is filing an annual statement of need with the Kings County Office of Education to allow Emergency 30-day Substitute Permit holders to fill day-to-day substitute needs.
- n) Volunteers

<u>Name</u>	<u>School</u>
Jessica Fausto	Hamilton
Karen Guzman	Jefferson
Branden Barajas (HESD employee)	Richmond
Raymond Damian	Roosevelt
Tiffany Watts	Simas

6. FINANCIAL (White)

- a) Consider approval of Resolution #17-14: Revision of the 2013-14 Budget.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: May 19, 2014

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

Date you wish to have your item considered: May 28, 2014

ITEM: Student Discipline and Administrative Panel Recommendations

PURPOSE:

Case# 13-31 – Kennedy

Case# 14-11 – Wilson

Hanford Elementary School District
Minutes of the Regular Board Meeting
May 14, 2014

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on May 14, 2014, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order Vice President Garner called the meeting to order at 5:30 p.m. Trustees Hernandez, Hill, and Revious were present. Trustee Jay was absent for a reason deemed acceptable by the Board.

Closed Session Trustees immediately adjourned to closed session for:

- Student Discipline
- Conference with Labor Negotiator (GC 54957.6) – HETA
- Public Employee Performance Evaluation (GC 54957) - Superintendent

Trustees returned to open session at 6:12 p.m.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Donnie Arakelian, Lindsey Calvillo, Doug Carlton, Kenny Eggert, Ramiro Flores, 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.

Readmissions Revoked #12-48, 11-12/13, 13-60 Trustee Hernandez made a motion to revoke readmission for Cases #12-48, 11-12/13, 13-60 based upon the students' failure to abide by school and district rules upon return to regular school. Parents may apply for readmission on or after June 6, 2014. Trustee Revious seconded; motion carried 4-0:

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

Public Comments None.

Board and Staff Comments Superintendent Dr. Terry stated that the Governor's Budget Proposal was just released and a summary by Jeff Frost has been forwarded to Trustees. Dr. Terry will report at the next meeting on what effect the proposal may have on the school district.

Requests to Address the Board at future meetings None.

Dates to Remember Vice President Garner reviewed Dates to Remember: Employee Recognition Event May 21; Memorial Day Holiday May 26; next regular board meeting May 28.

INFORMATION ITEMS

DELAC Report

Doug Carlton, Director Categorical Programs, presented information from the District English Learner Advisory Committee (DELAC) April 23, 2014 meeting. The Committee was pleased with additional services and support student are receiving, and recommended providing parents with more information about the types of ELD instruction, extra support, and interventions that students are receiving at school so that parents would have the opportunity to further support their students at home. This recommendation has been incorporated into the district's Action Plan for English Learners and will be implemented.

District's Initial Proposal to HETA

Diane Williams, Assistant Superintendent Human Resources, presented for information the District's Initial Proposal to Hanford Elementary Teachers Association (HETA) for 2014-2015 amendments to the Collective Bargaining Agreement (reopened articles).

HETA's Initial Proposal to HESD

Diane Williams, Assistant Superintendent Human Resources, presented for information Hanford Elementary Teachers Association's (HETA's) Initial Proposal for 2014-2015 amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and HETA (reopened articles).

CONSENT ITEMS

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

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

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

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

The items approved as follows:

- a) Warrant listings dated April 18, 2014; April 25, 2014; and May 2, 2014.
- b) Minutes of April 30, 2014 Regular Board Meeting.
- c) Donation of \$3,000.00 from JFK Band Boosters to Hanford Elementary School District.
- d) Donation of \$3,990.40 from MLK Parent Teacher Club to MLK School.

Vice President Garner publicly acknowledged and thanked JFK Band

Boosters and MLK Parent Teachers Club for their generous donations to our schools.

BOARD POLICIES AND ADMINISTRATION

Joy Gabler, Assistant Superintendent Curriculum, Instruction and Professional Development, reviewed the process undertaken by the Math Adoption Committee and introduced members of the committee present at the board meeting: Pam Beck, Sharon Cronk, Stacie Johnson, Diego Moreno, Travis Paden, Lisa Polder, Julie Pulis, Miranda Mendoza-Robinson, and Diana Silva.

**Math materials
adopted**

Trustee Hill made a motion to adopt the State Board of Education (SBE) approved mathematics programs for grades TK-8. Trustee Revious seconded; motion carried 4-0:

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

**School Resource
Officer Agreement**

Trustee Revious made a motion to approve agreement with City of Hanford and the Hanford Police Program to continue participation in the School Resource Office Program. Trustee Hernandez seconded; motion carried 4-0:

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

Consultant Contract

Trustee Hill made a motion to approve consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to act as Asbestos/Management Planner and Project Monitor at Woodrow Wilson, Monroe, and Roosevelt Schools. Trustee Hernandez seconded; motion carried 4-0:

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

Consultant Contract

Trustee Hill made a motion to approve entering into a contract with Lawrence-Nye-Carlson Associates to provide engineering services to replace the Media Services Library HVAC at Woodrow Wilson Junior High School. Trustee Revious seconded; motion carried 4-0:

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

**Alternative Billing
Consultants**

Trustee Hernandez made a motion to approve using Alternative Billing Consultants to process billing submissions for Local Educational Agency (LEA) services. Trustee Revious seconded; motion carried 4-0:

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

**District's Initial
Proposal to HETA**

Trustee Revious made a motion to accept Hanford Elementary School District's Initial Proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (HETA)(reopened articles), for the 2014-2015 school year. Trustee Hill seconded; motion carried 4-0:

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

**HETA's Initial
Proposal**

Trustee Revious made a motion to accept Hanford Elementary Teachers Association's (HETA's) initial proposal for amendments to the Collective Bargaining Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers Association (reopened articles), for the 2014-2015 school year. Trustee Hernandez seconded; motion carried 4-0:

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

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

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

The following items were approved:

***Item "a" –
Employment***

Certificated Professional Specialists, effective 8/6/14

- Arlo Braun, School Psychologist, Office of Special Services
- Leslie Council, School Psychologist, Office of Special Services
- Jennifer Sparhawk, School Counselor, Wilson
- Amanda Martin, School Counselor, Kennedy

Certificated, effective 8/11/14

- Crystal Foster, Teacher, Probationary I
- Taraneh Laghaifar, Teacher Probationary I
- Lourdes Lascano, Teacher, Intern
- Debra Lewis, Teacher, Probationary I

Temporary Employees/Substitutes/Yard Supervisors

- Angela Almeida, Short-term Yard Supervisor – 2.5 hrs., Roosevelt, effective 5/20/14 to 6/6/14
- Renee Barker, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 4/28/14 to 6/6/14
- Connie Cavazos, Short-term Yard Supervisor – 3.75 hrs., Richmond, effective 5/12/14 to 6/6/14
- Javantae Farmah, 4-6 boys/girls Track Coach – 1.5 units, Washington, effective 4/22/14 to 5/3/14
- Brittini Gingras, Short-term READY Program Tutor – 4.5 hrs., Washington, effective 4/22/14 to 6/6/14
- Raul Guzman, Short-term Custodian I – 8.0 hrs., (6.0 hrs. Richmond/2.0 hrs. Kennedy), effective 4/22/14 to 5/14/14
- Josephine Kneisel, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 4/28/14 to 6/6/14
- Jason Smith, Colorguard Instructor/Flag Coach – 1 unit, Kennedy, effective 4/28/14 to 6/6/14
- Sylvia Solorio, Short-term Special Education Aide – 5.0 hrs., M,T,Th,F/4.25 hrs., W., Monroe, effective 4/22/14 to 6/6/14
- Brandy Torres, Substitute Clerk I and Yard Supervisor, effective 4/22/14
- Maria Villa, Short-term Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 4/29/14

***Item "b" –
Resignations***

- Nicole Bergman, Teacher, Lincoln, effective 6/6/14
- Monica Chavez, Teacher, King, effective 6/6/14
- Gloria Franco, Substitute Yard Supervisor, effective 12/18/13
- Kathleen Hotchkiss, Substitute Clerk Typist II, effective 3/13/12
- Carrie Robinson, Teacher, King, effective 6/6/14
- Bret Williams, Teacher, King, effective 6/6/14

***Item "c" –
Promotion***

- Jaime Martinez, from Principal, Monroe, to Assistant Superintendent Human Resources, District Office, effective 7/1/14

***Item "d" –
Promotion/Transfer***

- Katie Luis, from READY Program Tutor – 4.5 hrs., Richmond to Lead READY Program Tutor – 5.0 hrs., Lincoln, effective 5/5/14

Item "e" – Decrease in Hours • Sylvia Solorio, Short-term Yard Supervisor, from 1.5 hrs. to 1.0 hrs., Monroe, effective 4/22/14 to 6/6/14

Item "f" – Temporary More Hours • Carrie Serna, Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Monroe, effective 4/22/14 to 6/6/14
• Cheyenne Zimmerman, Yard Supervisor, from 1.25 hrs. to 2.0 hrs., Monroe, effective 4/22/14 to 6/6/14

Item "g" – Temporary Transfer • Michael Corder, Custodian II – 8.0 hrs., from Hamilton to District Office, effective 3/25/14 to 5/14/14
• Gary Norris, Custodian II – 8.0 hrs., from Richmond to Hamilton, effective 4/22/14 to 5/14/14

Item "h" – Volunteers	<u>Name</u>	<u>School</u>
	Erin Boling (HESD Employee)	Hamilton
	Teresa Cloud	Hamilton
	Margarita Diaz	Jefferson
	Raymond Balderas	King
	Gerry Young	King
	Susana Dominguez	Roosevelt
	Carolina Garcia (HESD Employee)	Roosevelt

FINANCIAL

Contracts for providing meals Trustee Revious made motion to approve continuing contracts for the providing of meals for: Western Christian School, Kings County Office of Education and Hanford Christian School for 2014-15. Trustee Hernandez seconded; motion carried 4-0:

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

Claims Administration Services Trustee Hill made motion to approve agreement with Keenan and Associates for Claims Administration Services. Trustee Hernandez seconded; motion carried 4-0:

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

Approval of Public Hearing Notice Trustee Hill made a motion to approve Public Hearing Notification: Proposed Local Control Accountability Plan and District Budget for 2014-15, June 11, 2014, 6:10 p.m., Hanford Elementary School District Office Board Room, 714 N. White Street, Hanford, California. Trustee Revious seconded; motion carried 4-0:

Garner – yes
Hernandez - yes

Hill – yes
Jay – absent
Revious – yes

Superintendent Dr. Terry stated that the district's proposed LCAP is currently online for public review and opportunity for written comments or questions to be submitted.

Mobile Modular lease renewal Trustee Hill made a motion to approve renewal of lease agreement with Mobile Modular Management Corporation for four (4) portable classrooms. Trustee Revious seconded; motion carried 4-0:

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

Portable classroom lease Trustee Hill made a motion to approve lease agreements with Mobile Modular Management Corporation for nine (9) portable classrooms through a piggyback bid with Franklin – McKinley School District. Trustee Revious seconded; motion carried 4-0:

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

Adjournment There being no further business, Vice President Garner adjourned the meeting at 6:53 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

James L. Jay III, President

Lupe Hernandez, Clerk

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Ramiro Flores

DATE: 5/8/2014

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

FOR: () Information
(X) Action

Date you wish to have your item considered: May 28, 2014

ITEM:

Consider approval of donations to Hamilton School from the following:

- Box Tops for Education (General Mills) in the amount of \$126.20.
- Hamilton Parent Teacher Club in the amount of \$2000.00.

PURPOSE:

For instructional materials and classroom supplies for Hamilton students and staff.

FISCAL IMPACT:

\$2126.20 to account 0100-0000-0-1110-1000-430001-029-0000

RECOMMENDATION:

Accept donations.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: May 20, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 28, 2014

ITEM: Donation of \$2,307.24 from Jefferson Parent Teacher Club to Jefferson School.**PURPOSE:** Accept donation of \$2,307.24 from Jefferson PTC to Jefferson School for end of the year enrichment activities and printing of yearbooks.**FISCAL IMPACT:**

BMX Freestyle Assembly	0100-0000-0-1110-1000-580009-021-0000	\$800.00
End of year enrichment activities	0100-0000-0-1110-1000-430001-021-0000	\$700.00
Yearbooks	0100-0000-0-1110-1000-571030-021-0000	\$807.24

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: May 7, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 28, 2014

ITEM: Donation of \$3,154.04 from Jefferson Parent Teacher Club to Jefferson School.**PURPOSE:** Accept donation of \$3,154.04 from Jefferson PTC to Jefferson School for study trip costs including bus transportation, entrance fees, mileage, and meal costs for the following:4/24/14 – 3rd/4th Grade to Morro Bay Museum of Natural History

5/2/14 – Kindergarten to Chaffee Zoo

5/15/14 – 2nd Grade to Sequoia/Kings Canyon National Park**FISCAL IMPACT:**

Transportation	0100-0000-0-1110-1000-571020-021-0000	\$2,649.80
Mileage	0100-0000-0-1110-1000-520003-021-0000	\$212.24
Entrance Fees	0100-0000-0-1110-1000-430006-021-0000	\$292.00

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: May 7, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 28, 2014

ITEM: Donation of \$1,000.63 from Jefferson Parent Teacher Club to Jefferson School.**PURPOSE:** Accept donation of \$1,000.63 from Jefferson PTC to Jefferson School for the purchase of a new popcorn machine and end of the year awards.**FISCAL IMPACT:**

Popcorn Machine	0100-0000-0-1110-1000-430006-021-0000	\$308.44
End of Year Awards	0100-0000-0-1110-1000-430001-021-0000	\$692.19

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICTAGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Anthony Carrillo

DATE: May 6, 2014

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: May 28, 2014

ITEM: Consider acceptance of donation of \$866.50 from Box Tops 4 Education to Roosevelt School.

PURPOSE: To be used for attendance and behavior incentives.

FISCAL IMPACT: Increase to Acct#0100-0000-0-1110-1000-430001-026-0000.

RECOMMENDATION (if any): Accept donation.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams DW

DATE: May 19, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 28, 2014**

ITEM: Receive the District's Initial Proposals for a Successor Agreement between Hanford Elementary School District (HESD) and California School Employees Association (CSEA).

PURPOSE: To meet the "sunshining" requirements for collective bargaining proposal prior to the commencement of negotiations.

The current collective bargaining agreement between the District and CSEA expires on June 30, 2014.

FISCAL IMPACT: Unknown; proposals are subject to negotiation.

RECOMMENDATION: Receive proposals for information only.

**Hanford Elementary School District's
INITIAL PROPOSAL
for 2014-2017 Successor Agreement
to
California School Employees Association, Chapter #344 (CSEA)
May 2, 2014**

Article 8
Employee Status

A.1. Propose two different probationary periods – 9 month probation for 12 month employees and change probationary period from 9 to ~~12 months for 9, 10, and 11 month employees.~~

B. Add “or 12 month.”

Article 11
Professional Growth

4 A. Under Eligibility – delete “~~excluding Preschool Teacher.~~”

C.3.4. & 5. – Change Director of Human Resources to ~~Assistant Superintendent of Human Resources or designee.~~

Article 15
Vacation

B.5. Change year reference to ~~2014-2015~~ and change from 19 to ~~15~~ the number of vacation days that can be carried forward into the new fiscal year; change from 19 to ~~15~~ the number of days that will be paid out if not used by June 30th.

Article 16
Leaves

A.3.f. Add “~~workers' compensation designated~~ physician” to identify the physician that certifies return to work for an employee on industrial accident or illness.

Delete “~~The District reserves the right to request, at District expense, an independent medical exam to verify the extent of said accident or illness, or recovery therefrom.~~”

B. Family Illness/Injury Leave
Delete “~~Paid Family Illness/Injury Leave~~”

B.1.a,b, & c. – Delete all language under Paid Family Illness/Injury Leave

B.2. becomes B.1. Sick Leave

Under a. delete “~~Upon exhaustion of Paid Family Illness/Injury Leave per B.1. of this Article.~~” Change from ½ of the employee’s annual Sick Leave allowance to ~~Up to six (6) days.~~ Add ~~(the amount an employee would accrue during 6 months of employment).~~

Article 16

Leaves (continued)

E. Personal Necessity Leave – Add 4. Staff cannot use Personal Necessity Leave to extend a recess or break period.
Add Section I – Early Out Hours

Early out hours will be extended to all 8-hour employees who are on duty on the day preceding the Thanksgiving, Christmas, and New Year's holidays when those "Early Out" days fall on non-school days. "Early out" means that 8-hour employees may reduce their normal work day and leave one hour early. This change in schedule need not be reflected on the employee's time card.

Article 18

Classification,
Reclassification, and
Abolition of Positions

E.2. Add "in the Human Resources Department" to indicate where reclassification requests need to be submitted.

E.6. Add new section – Urgent Pay Range Adjustments
In the event there is classified work that is needed to provide specialized duties to the District and due to unusual labor market forces a pay range increase is required, after consultation with OSEA the District may move forward to implement the pay range adjustment to ensure that specialized, needed services are maintained or secured.

Article 19

Layoff, Reemployment,
and Separation

H. Notice to employees

H.1. change the notification period from forty-five (45) to sixty (60) calendar days.

H.3. Delete "Failure to give forty five (45) calendar days written notice per Section H.1. above to the employee(s) shall result in severance pay to the employee equal to one (1) day's wages for each day the notice was late."

I – Reemployment Rights: "Laid off employees are eligible for reemployment in the class from which they were laid off for a thirty-nine (39) month period and shall be reemployed in the reverse order of seniority layoff."

L. Notification of Reemployment Opening: Change language as follows:

"Any employee who is laid off and is subsequently eligible for reemployment shall be notified by phone (to last known contact number) and in writing by the District of an opening. Such written notice shall be sent by confirmation of delivery certified mail to the last address given the District by the employee,"

Article 22
Health and Welfare
Benefits

A.2.a. Medical Insurance: Add "as available through the current plan provider."

B. Regular Employees Working ~~Three (3)~~ Four (4) But Less than Six (6) Hours.

B.1. The District agrees to provide the following health and welfare benefits to each Bargaining Unit member employed in a position assigned at least ~~fifteen (15)~~ twenty (20) but less than thirty (30) hours per week, excluding extra-overtime hours, and for a scheduled work year of nine (9) months ~~(180 work days)~~ or more per fiscal year.

Article 23
Pay and Allowances

A. Change year reference to 2013-2014 and delete reference to retroactivity. Add Commencing with the 2014-2015 school year the two unpaid furlough days agreed to in April 26, 2012 Side Agreement for the eleven (11) and twelve (12) month employees shall be restored.

B.1. ~~With notification to CSEA~~ the District ~~with mutual agreement~~ will have the flexibility to go beyond Step 2 for hard to fill job classifications such as but not limited to: Bus Driver, Health Care Assistant (and Bilingual Health Care Assistant) with LVN licensure, Educational Interpreter, Database Specialist I/II, Computer Maintenance Technician, Systems Engineer, Network Engineer.

Article 24
Transportation

A. Route Assignments: Change "Routes shall be re-bid by seniority after the 4th" to "between the 2nd and 6th week of the school year."

B.2.c. Weekend, Multi-Day, and Recess-Period ~~Holiday~~ Trips (student non-attendance days).

B.3.a. Extra trips for the following week shall be ~~posted~~ reviewed once a week on a day designated by the Transportation Supervisor.

B.3.b. Bus Drivers shall select extra trips in order of ~~rotating~~ seniority and in accordance with Highway Patrol Handbook, Section 82.7.

B.3.c. Extra trips. . . They shall be offered to the Bus Driver(s) ~~next in line in the rotation order~~ in seniority order.

B.3.h. A "turned back" trip shall be treated as if assigned and worked by the driver who relinquished the trip. ~~A bus driver~~

Article 24
Transportation
(continued)

~~who turns back a trip for any reason will skip their first turn at the next trip bid meeting.~~

4. Weekend/Holiday/~~Multi-Day, Recess Period Trips,~~ and Summer School Trips

B.5.b. The Transportation supervisor or his/her designee shall reassign the trip ~~in order of the rotation list~~ seniority order subject to the availability of the drivers.

C. Compensation – 2.a.b. & c. Delete language relating to Multi-Day Trips.

D.2. Contracting Out Work – delete “~~will consult with the Union prior to deciding to~~” . . . and add the word ~~may~~ contract out the service.

E. Add ~~Normal and customary fees for a medical exam means those fees and costs incurred directly by the employee and not reimbursable through other means such as medical insurance or other 3rd party provider and will be limited to the fees charged for a DOT commercial exam through a District approved or designated facility~~

F. Delete “~~Effective with the 2011-2012 school year,~~”

Article 26
Year-Round Education

Delete this Article

Article 27
Effect of Agreement

Change from Article 27 to Article ~~27~~ 26

A. Change year reference to ~~2014 through 2017.~~

D. Change year references to ~~2014-2015, 2015-2016,~~ and/or ~~2016-2017~~

Delete “~~and two additional Articles each.~~”

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams DW

DATE: May 19, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 28, 2014**

ITEM: Receive California School Employees Association's (CSEA's) Initial Proposal for a Successor Agreement between Hanford Elementary School District and CSEA.

PURPOSE: To meet the "sunshining" requirements for collective bargaining proposal prior to the commencement of negotiations.

The current collective bargaining agreement between the District and CSEA expires June 30, 2014.

FISCAL IMPACT: Unknown; proposals are subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

California School Employees Association, Chapter #344 (CSEA)
2014 – 2017 Initial Successor Proposal
To
Hanford Elementary School District (District)
May 5, 2014

ARTICLE 5: ORGANIZATIONAL RIGHTS

Change all references of "Job Steward" to "Union Steward."

K. Release Time:

6. Use of paid release time as provided under 1. Above on any day for purposes other than local representation duties (e.g. training, conferences) shall be limited to ~~one (1)~~ **three (3)** employee per department/school, and during the summer recess shall be limited to ~~two (2)~~ **three (3)** employees assigned to the Summer Task Force, including custodial, grounds, and maintenance classifications. An exception to these limitations shall be at the sole discretion of District and requires approval by the Department Head and Superintendent.

ARTICLE 9: UNIT VACANCIES

Modify language to clarify "interest survey" and "vacancy notices."

4. Promotional Recruitment:

- d. The interest survey shall be conducted as follows:
 - (1) Notice of the vacancy shall be posted for a period of five (5) working days on **the HESD portal and** Union bulletin boards in prominent locations at each District facility open for business. For concurrent recruitment. When employees have completed an interest card for a position, an interest card will be mailed to the employee at the address on the card.

ARTICLE 10: EMPLOYEE SAFETY

Insert new language for the District to provide all employees training specific to their job classification.

ARTICLE 11: PROFESSIONAL GROWTH

Modify the amount of units per increment from 5 to 6.

2. Employees shall be paid, in addition to their regular rate of pay, ~~six dollars and fifty cents (\$6.50)~~ **ten dollars and zero cents (\$10.00)** per month per increment.

ARTICLE 14: HOLIDAYS

- B. The District ~~may~~ **shall** schedule the Monday after Easter, in lieu of Lincoln's Birthday, as a holiday for bargaining unit members. ~~Bargaining unit members shall be notified at least thirty (30) days in advance of Lincoln's Birthday of a change in holidays per this paragraph.~~

Insert new language to create an Early Out section for all 12 month employees on the days prior to Thanksgiving, Christmas, New Years, and Spring Break.

ARTICLE 16: LEAVES

Modify Personal Necessity Leave to address emergency situations that occur less than 24 hours.

ARTICLE 17: TRANSFER AND REASSIGNMENT

Modify language to improve the process of transfers and reassignments.

ARTICLE 18: CLASSIFICATION, RECLASSIFICATION, AND ABOLITION OF POSITIONS

Review and modify reclassification language as appropriate.

ARTICLE 19: LAYOFF, REEMPLOYMENT, AND SEPARATION

1. The District shall notify in writing the affected employee(s) at least ~~forty-five (45)~~ **sixty (60)** calendar days before the effective date of the scheduled layoff.
3. Failure to give ~~forty-five (45)~~ **sixty (60)** calendar days written notice per Section H.1. above to the employee(s) shall result in severance pay to the employee equal to one (1) day's wages for each day the notice was late.

ARTICLE 21: DISCIPLINARY ACTION AND HEARING

Modify language to clarify the distribution of the notice of proposed disciplinary action to a permanent classified employee.

ARTICLE 22: HEALTH AND WELFARE BENEFITS

Effective October 1, 2014 and continuing through and including September 30, 2015 the District shall contribute an amount equivalent to fully pay any premium increase for District-provided Health and Welfare benefits for the benefit period 2014-2015.

ARTICLE 23—PAY AND ALLOWANCES

Increase the salary schedule (Appendix A) by 7%

Effective July 1, 2014 the District shall add a “new” Step 6 to the classified salary schedule. The new Step 6 shall reflect an increase of five percent (5%) both horizontally and vertically.

Modify the longevity payment schedule to the following: 15 years of service=\$1125, 20 years of service=\$2250, and 30 years of service=\$3375

ARTICLE 27: EFFECT OF AGREEMENT

- A. The duration of this Agreement is July 1, ~~2011~~ 2014 through June 30, ~~2014~~ 2017.
- D. District and/or Union may re-open negotiations for the ~~2011-2012, 2012-2013-2015-~~ 2016 and/or ~~2013-2014~~ 2016-2017 school year over Pay and Allowances (Article 23) and/or Health and Welfare Benefits (Article 22), and two additional Articles each.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: May 5, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2014

ITEM: Consider approval of Resolution #16-14 Ordering Governing Board Member Elections; Consolidation of Elections and Specifications of the Election Order.

PURPOSE: Consolidation of elections on November 4, 2014 for the purpose of electing three members to the HESD governing board.

RECOMMENDATION: Approve.

**BEFORE THE GOVERNING BOARD OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT**

Resolution Ordering Governing Board Member Elections; Consolidation of Elections Specifications of the Election Order) })	Resolution No. #16-14
--	-------------	------------------------------

WHEREAS, under Elections Code Sections 1302 and 10404.5 School Districts have established the election day for governing board members as the same day upon which a primary, municipal, or general election is held in the even numbered years; and

WHEREAS, the Board of Supervisors received a resolution from the Hanford Elementary school district whose boundaries are located, in whole or in part, within Kings County, establishing election of governing board members on the same day upon which the statewide general election is held; and

WHEREAS, other elections may be held in whole or in part of the territory of the school district and it is to the advantage of the district to consolidate therewith;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in the district on the 4th day of November 2014, for the purpose of electing three (3) members to the governing board of the said school district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

- 1. The election shall be held on Tuesday, the 4th day of November 2014. The purpose of the election is to choose three (3) members of the governing board of this school district.**
- 2. This governing board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, as provided in Elections Code Section 10403.**

3. The district has determined that the Hanford Elementary School District will not pay for the Candidate's Statement. The Candidate's Statement will be limited to 200 words.

4. Adopt A or B:

XX A. In the event of a tie vote, the winner of this election shall be determined by lot at a time and place designated by the governing board.

_____ B. In the event of a tie vote, the governing board shall call a runoff election on the sixth Tuesday following the election at which the tie vote occurred.

5. It is the wish of this board that the county superintendent of schools publishes the notice of election in the following newspaper, which is a newspaper of general circulation that is regularly circulated in the territory: the Hanford Sentinel.

THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Trustee _____,
seconded by Trustee _____, at a regular meeting on this 14th day of May 2014, by
the following vote:

AYES:

NOES:

ABSENT:

Lupe Hernandez
Clerk of Said School District

NOTICE TO COUNTY ELECTIONS OFFICIAL OF ELECTIVE OFFICES
TO BE FILLED AND TRANSMITTAL OF MAP AND BOUNDARIES

30/51

Hanford Elementary School District

TO THE COUNTY CLERK OF KINGS COUNTY
NOTICE IS HEREDY GIVEN that the elective offices of the district to be filled as the
General District Election to held Tuesday, November 4, 2014*-- are as followed:

NAME OF OFFICE	ELECTED BY DIVISION NO. OR AT-LARGE	NAME OF INCUMBENT OR APPOINTEE	ELECTED OR APPOINTED? MO. / YR.	TO BE ELECTED FOR A SHORT TERM (2YRS) OR A FULL TERM (4YRS)
Governing Board Trustee	By Division Area #2	Jeff Garner	Appointed 2/05 Elected 11/06	Full
Governing Board Trustee	By Division Area #4	Lupe Hernandez	Elected November 2002	Full
Governing Board Trustee	By Division Area #5	James L. Jay III	Elected 11/10	Full

(1) A map showing the boundaries of the district and boundaries of the division of the district, if any, within this county is attached hereto.

(2) The Candidate is to pay for the publication of a Candidates Statement of Qualification, pursuant to Elections Code Section 13307.

Dated: _____

Paul J. Terry
District Secretary

714 N. White Street
P.O. Box 1067
Hanford, CA 93230
559 585-3604

NOTE: THIS NOTICE AND TRANSMITTAL SHALL BE MADE AT LEAST 125 DAYS BEFORE THE GENERAL DISTRICT ELECTION AND SHALL EITHER BE DELIVERED IN PERSON OR MAILED BY CERTIFIED MAIL IN TIME TO REACH THE KINGS COUNTY ELECTIONS DIVISION, 1400 LACEY BLVD., HANFORD, CA 93230, **NO LATER THAN JUNE 27, 2014.**

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Dr. Paul Terry

DATE: May 19, 2014

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 28, 2014

ITEM: Approve out-of-state travel for one band teacher to attend VanderCook School of Music Workshop in Las Vegas, Nevada June 23-27, 2014.

PURPOSE: The VanderCook School of Music provides training and materials for band instructors to introduce instrumental and vocal program into schools' comprehensive music program.

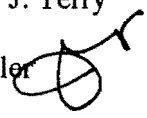
FISCAL IMPACT: Approximately \$1,323.00.

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 05/16/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/28/14

ITEM: Consider renewal of License Agreement with Amplify formerly Intel-Assess, Inc.

PURPOSE: Contract with Amplify for the 2014 - 2015 school year to assist in the development of formative and summative benchmark assessments aligned to the Common Core State Standards in ELA and mathematics.

FISCAL IMPACT: \$12,678 to be paid from Title I Funds

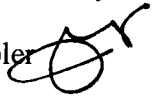
Account Number: 0100-3010-0-1110-1000-580000-005-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 05/16/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/28/14

ITEM: Consider approval of a consultant contract with Pearson enVision Math.

PURPOSE: Pearson enVision Math will provide full-day training to all K – 5 teachers on the new enVision math materials on August 11, 2014. The training will focus on the content of the new math program, supporting resources, and instructional strategies to enhance math instruction at each grade level.

FISCAL IMPACT: \$21,000 to be paid from Common Core Implementation Funds

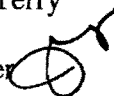
Account Number: 0100-7405-0-1110-1000-58009-053-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Joy Gabler 

DATE: 05/15/14

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/28/14

ITEM: Consider approval of consultant contract with Rick Morris, Creator of New Management, Inc.

PURPOSE: Rick Morris will provide a 5 hour classroom management and discipline workshop on Thursday, August 7, 2014, 8:30 – 2:30 p.m. for all new HESD teachers and, if interested, returning teachers. The session will cover techniques for effectively dealing with student behavior and improving the overall classroom learning environment to promote student achievement.

FISCAL IMPACT: \$1,800 New Management, Inc. in-service fee; plus materials (\$3.00 per person); lodging (approx. \$150); car rental and mileage (approx. \$250). Approximate total: \$2,000.

Account Number: 0100-0000-0-0000-2100-580009-053-0000

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: May 16, 2014

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: May 28, 2014

ITEM: Approve Consolidated Application for Funding Categorical Aid Programs (Spring Release)

PURPOSE: The Consolidated Application is the document that is used to apply for, and report on several federal and state categorical aid programs including:

Title I	Low Income Students
Title II	Teacher Quality
Title III	English Learners
Economic Impact Aid	Low Income Students and English Learners

FISCAL IMPACT: Approximately \$2.5 million in categorical funding is requested through the Consolidated Application.

RECOMMENDATION: Approve the Consolidated Application for Funding Categorical Aid Programs

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: May 16, 2014

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: May 28, 2014

ITEM: Approve District Title I Parent Involvement Policy (BP6020)

PURPOSE: The Department of Education requires that the parent involvement policy be reviewed periodically, and that stakeholders be given opportunity to provide input on the policy.

BP 6020 has been reviewed by the English learner advisory committees and school site councils at each of our school sites and by the HESD District English Learner Advisory Committee.

FISCAL IMPACT: Parent involvement policies are a requirement of Title I funding.

RECOMMENDATION: APPROVE BP6020

Hanford ESD

Board Policy

Parent/Guardian Involvement

BP 6020

Instruction

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that sustained parental involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
 (cf. 0420.1 - School-Based Program Coordination)
 (cf. 0420.5 - School-Based Decision Making)
 (cf. 0520.1 - High Priority Schools Grant Program)
 (cf. 0520.2 - Title I Program Improvement Schools)
 (cf. 1220 - Citizen Advisory Committees)
 (cf. 1230 - School-Connected Organizations)
 (cf. 1240 - Volunteer Assistance)
 (cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)
 (cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

(cf. 3100 - Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, Family, School, Community Partnerships:
<http://www.cde.ca.gov/ls/pf>
California Parent Center: <http://parent.sdsu.edu>
California State PTA: <http://www.capta.org>
National Coalition for Parent Involvement in Education: <http://www.ncpie.org>
National PTA: <http://www.pta.org>
No Child Left Behind: <http://www.ed.gov/nclb>
Parent Information and Resource Centers: <http://www.pirc-info.net>
Parents as Teachers National Center: <http://www.parentsasteachers.org>
U.S. Department of Education: <http://www.ed.gov>

Policy HANFORD ELEMENTARY SCHOOL DISTRICT
adopted: June 16, 1996 Hanford, California
revised: May 16, 2001
revised: February 21, 2007

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: May 13, 2014

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

FOR: () Information
(X) Action

Date you wish to have your item considered: May 28, 2014

ITEM:

Consider authorization to solicit bids for the roof replacement of the Woodrow Wilson Gym.

PURPOSE:

The gym roof at Woodrow Wilson 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 30 days.

FISCAL IMPACT:

The estimated cost is \$150,000. Funding will be from the Deferred Maintenance Fund.

RECOMMENDATION:

Authorize the solicitation of bids for the roof replacement of the Woodrow Wilson Gym.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Diane Williams

DATE: May 19, 2014

RE: (X) Board Meeting
() Superintendent's Cabinet
() Information
(X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 28, 2014**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated, effective 8/11/14

- Janie Everett, Teacher, Probationary 1
- Jodi Prodoehl, Teacher, Probationary 1
- Jennifer Peterson, Teacher, Probationary 1
- Nadira Sutton, Teacher, Probationary 1

Temporary Employees/Substitutes/Yard Supervisors

- Carol Jenkins, Substitute Clerk Tyist I, effective 5/10/14
- Jacob Martinez, Substitute Custodian I, effective 5/5/14
- Melina Temores, Substitute Yard Supervisor, effective 5/9/14
- Jesse Thompson, Substitute Yard Supervisor, effective 5/7/14
- Brandy Torres, Short-term Yard Supervisor – 1.0 hr., King, effective 5/5/14 to 6/6/14

b. Short-term Employment

CERTIFICATED STAFF – Extended Learning Opportunities

Migrant Summer School Program at Burris Park 6/10/14 – 6/30/14

- Omar Fierro, Lead Teacher, effective 6/10/14/ to 6/30/14
- Gabriel deLeon, Teacher, effective 6/11/14 to 6/27/14
- Diego Moreno, Teacher, effective 6/11/14 to 6/27/14
- Steven Mueller, Teacher, effective 6/11/14 to 6/27/14
- Juan Padilla, Teacher, effective 6/11/14 to 6/27/14

Migrant Summer School Program at Burris Park 6/10/14 – 6/30/14 (cont.)

- Jeremy Princetta, Teacher, effective 6/11/14 to 6/27/14
- Isaias Serrato, Teacher, effective 6/11/14 to 6/27/14
- Stephanie Tatro-Parks, Teacher, effective 6/11/14 to 6/27/14
- Jan Wantland, Teacher, effective 6/11/14 to 6/27/14
- Allyson Whitmer, Nurse, effective 6/12/14 to 6/27/14

Migrant Summer School Program at Lee Richmond 6/11/14 – 6/27/14

- Josefa Bustos-Lopez, Teacher, effective 6/11/14 to 6/27/14
- Josie Cavanaugh, Teacher, effective 6/11/14 to 6/27/14
- Rose Flores, Teacher, effective 6/11/14 to 6/27/14
- Ruth Hernandez, Teacher, effective 6/11/14 to 6/27/14
- Jana Jasso, Teacher, effective 6/11/14 to 6/27/14
- Trini Perez, Teacher, effective 6/11/14 to 6/27/14
- Lupe Yadeta, Teacher, effective 6/11/14 to 6/27/14

Special Education Summer School 6/12/14 – 7/11/14

- Jennifer Levinson, Teacher, effective 6/12/14 to 7/3/14
- Charles Cole, Teacher, effective 7/3/14 to 7/11/14

c. Resignations

- Angela Byars-Roberg, Yard Supervisor – 2.0 hrs., Roosevelt, effective 5/14/14
- Margie Mendiola, Yard Supervisor – 3.0 hrs., Simas, effective 5/9/14
- Jennifer Shamp, Teacher, Simas, effective 6/6/14
- Lucia Stiner, Yard Supervisor – 3.25 hrs., Kennedy, effective 6/6/14

d. Termination of Employment

- Jessica Szalai, Yard Supervisor – 2.5 hrs., Monroe, effective 6/6/14

e. Termination of Probationary Employment

- Ashley Brackins, READY Program Tutor – 4.5 hrs., Richmond, effective 6/6/14
- Leandra Brieno, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/6/14
- Diane Hill, Food Service Worker I – 3.25 hrs., Richmond, effective 6/6/14
- Taylor Scaife, READY Program Tutor – 4.5 hrs., Hamilton, effective 6/6/14

f. Voluntary Transfer

- Andy Calderon, Lead Custodian – 8.0 hrs., from Washington to Richmond, effective 6/10/14
- Linda Cruz, Media Services Aide – 5.5 hrs., from Richmond to Monroe, effective 7/30/14
- Kathleen Portugal, Media Services Aide – 5.5 hrs., from Monroe to Lincoln, effective 7/30/14

g. Administrative Transfer

- Irene Church, Educational Tutor K-6 – 3.5 hrs., from Roosevelt to Monroe, effective 8/28/14
- Tim McNamara, Lead Custodian – 8.0 hrs., from Richmond to Washington, effective 6/10/14

h. More Hours

- Tiffany Carpentieri, Student Specialist, from 5.5 hrs. to 8.0 hrs., Monroe, effective 7/30/14
- Guadalupe Gonzalez, Yard Supervisor, from 2.75 hrs. to 3.5 hrs., Hamilton, effective 5/16/14
- Denise Westlund, Student Specialist, from 5.5 hrs. to 8.0 hrs., Simas, effective 7/30/14

i. Decrease in Hours

- Veronica Leach, Yard Supervisor, from 3.0 hrs. to 2.25 hrs., Hamilton, effective 5/15/14

j. Leave of Absence

- Patricia Edmond, Yard Supervisor – 1.25 hrs., Lincoln, effective 4/22/14 to 5/9/14, medical
- Loriann Riley, School Psychologist , 8/6/14 to 11/28/14, baby bonding

k. Job Description

- Migrant Services Specialist changed to Parent Liaison Specialist (revised)

l. Adopt Declaration of Need for Fully Qualified Educators for 2014-2015 School Year (Title 5, 80026) – Attached**m. Annual Statement of Need for 30-Day Substitute Teaching Permits – Attached**

- The Governing Board of the Hanford Elementary School District declares that a sufficient number of credentialed teachers are not available to fill vacancies for substitute teaching during the 2014-2015 school year. Therefore, the District is filing an annual statement of need with the Kings County Office of Education to allow Emergency 30-Day Substitute Permit holders to fill day-to-day substitute needs.

n. VolunteersName

Jessica Fausto
 Karen Guzman
 Branden Barajas (HESD employee)
 Raymond Damian
 Tiffany Watts

School

Hamilton
 Jefferson
 Richmond
 Roosevelt
 Simas

RECOMMENDATION: Approve.

DRAFT 04/10/14

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

PARENT LIAISON MIGRANT SERVICES SPECIALIST

DEFINITION

The **Parent Liaison** Migrant Services Specialist provides direct services and plans/coordinates a variety of activities and services for the schools and Migrant parents works directly with school sites and families to plan/coordinate services that expand parent involvement in support of the education and social welfare of students from low income families, English Learners and Foster Youth.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the **Director of Curriculum and Instruction**. Assistant Superintendent for Educational Services. Does not supervise any other employee.

ESSENTIAL FUNCTIONS:

Serves as liaison between the school and families of identified students. the Migrant families.

Identifies Migrant and Preschool students and determines eligibility for Migrant program services.

Monitors and verifies attendance of Migrant students.

Conducts frequent home visitations and conferences with each Migrant family in the District to update the family on their Migrant status and changes in Migrant eligibility criteria.

Explains educational objectives, programs, materials, and procedures to parents.

Provides English/Spanish translation services for Migrant parents, students, and staff.

Refers migrant families to **District/community agencies** the Hanford Family Resource Center for information and referrals on needed services such as counseling, health care, adult education, housing, immigration assistance, funeral arrangements, victim assistance, employment, and legal services.

Assists Migrant families, in the solution of problems which interfere with a child's success in school.

Provides transportation related to health and welfare services to identified Migrant

Hanford Elementary School District
 Job Description – **PARENT LIAISON MIGRANT SERVICES SPECIALIST**
 Page 2

children/families as necessary.

~~Works with supervisor and schools to plan parent meetings/educational events. Plans, organizes, and conducts committee monthly District Migrant Bilingual Advisory Council meetings.~~

Performs related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

~~District Policies and Procedures~~ Federal Migrant Laws and regulations and related State Code sections.

Migrant ~~District~~ population demographics.

~~Social/cultural environment and traditions of Migrant families.~~

Office practices, procedures and standard office equipment, including personal computers and filing systems.

Proper use and operation of a multi-positional telephone system and proper telephone techniques and etiquette.

Strategies for improving home-school relations.

Ability to:

Establish positive public relations between the community and the District.

Establish and maintain effective communications and working relationships with staff and parents.

Type accurately and use word processing at a rate required for successful performance (demonstrate competency level of at least 40 words per minutes).

Read, write, speak, and understand English and Spanish.

Work independently exercising sound judgment and initiative.

Hanford Elementary School District

Job Description – **PARENT LIAISON MIGRANT SERVICES SPECIALIST**

Page 3

Education and Experience: Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Completion of a minimum of 30 semester units in college-level courses in Child Development, Psychology, and/or Sociology.

Experience: Experience involving community agencies and groups with a public relations or community action emphasis. ~~Desirable: Work experience with Migrant program rules and regulations.~~

Licenses: Valid California driver's license and possession of a personal vehicle for conducting District business.

WORKING CONDITIONS:

Environment: Indoor and outdoor environment; subject to driving a vehicle to conduct work; evening or variable hours to attend community group meetings.

Physical Abilities: Vision sufficient to read rules, regulations, and written communications. Hearing and speaking to exchange information with students, parents, and the public; sitting and standing for extended periods of time; driving an automobile.

Adopted: 02/05/97

Revised: 03/31/05

Revised & Reclassified: __/__/14

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: May 14, 2014

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

FOR: () Information
(X) Action

Date you wish to have your item considered: May 28, 2014

ITEM:

Consider approval of consultant contract with T.W. B. Inspections for providing construction inspection for nine (9) relocatable classrooms to be placed at the following schools:

- 4 – Richmond School
- 5 – Lincoln

PURPOSE:

Inspection services are required by DSA for the placement of the nine (9) relocatable classrooms. T.W.B. Inspections has provided inspection services for the District in the past.

FISCAL IMPACT:

Inspection costs for this project are estimated to be \$9,000 and will be paid from Developer Fees.

RECOMMENDATION:

Approve consultant contract with T.W. B. Inspections for providing construction inspection for nine (9) relocatable classrooms.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: May 19, 2014
FOR: (X) Board Meeting
() Superintendent's Cabinet
FOR: () Information
(X) Action

Date you wish to have your item considered: May 28, 2014

ITEM:

Consider approval of Resolution #17-14: Revision of the 2013-14 Budget.

PURPOSE:

Miscellaneous budget changes are listed on the attached resolution.

FISCAL IMPACT:**RECOMMENDATION:**

Approve Resolution #17-14: 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 #: 17-14

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 May 28, 2014 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Clerk of the Governing Board
Hanford Elementary School District

**Budget Changes
2013-14 Budget
May 28, 2014**

50/51

	Amount Changed	Reason for Change
FUND 0100 - GENERAL FUND		
Revenue		
859000 Special Ed - Mental Health	\$10,076	Adjust revenue estimate
869900 Other Local	\$84,043	Donations \$14,121; San Joaquin Air Board \$69,922
879200 Special Ed - Master Plan	\$22,574	Adjust revenue estimate
TOTAL REVENUE CHANGES - GENERAL FUND	\$116,693	
Expenditures		
<u>LOCATION 000 - BALANCE SHEET & OTHER UNDESIGNATED ACCOUNTS</u>		
979000 Undesignated Reserve	\$41,016	Balance is now \$\$830,333
	\$41,016	
<u>Location 001 - GENERAL ADMINISTRATION</u>		
728200 Transfer to KCOE	-\$50,849	Adjust estimate of KCOE Sp. Ed ADA Transfer
	-\$50,849	
<u>LOCATION 010 - FACILITIES</u>		
640000 New Equipment	\$78,329	SJVAPCD Vehicle Grants
	\$78,329	
<u>LOCATIONS 020 - GENERAL SCHOOLS</u>		
650000 Equip Replacement	\$24,000	Copier Replacement
	\$24,000	
<u>LOCATIONS 021-031 - SCHOOLS</u>		
400000 Books & Supplies	-\$4,909	Donations; changes per manager request
500000 Services	\$9,862	
617000 Sites & Improv. Of Sites	\$9,168	
	\$14,121	
<u>LOCATION 039 - SPECIAL EDUCATION</u>		
110000 Certificated Salaries	-\$4,500	Changes per manager request
400000 Supplies	\$4,500	
	\$0	
<u>LOCATION 053 - CURRICULUM, INSTRUCTION & PROFESSIONAL DEVELOPMENT</u>		
400000 Supplies	\$1,000	Changes per manager request
500000 Services	-\$1,000	
	\$0	

**Budget Changes
2013-14 Budget
May 28, 2014**

	Amount Changed	Reason for Change
<u>LOCATION 061 - INFORMATION SYSTEMS</u>		
400000 Supplies	-\$28,950	Changes per manager request
500000 Services	\$19,705	
650000 Equip Replacement	\$9,245	
	<u>\$0</u>	
<u>TITLE I, II, III</u>		
100000 Certificated Salaries	-\$24,932	Changes per school site requests
400000 Supplies	\$19,932	
500000 Services	\$5,000	
	<u>\$0</u>	
<u>SCHOOL BASED COORDINATED PROGRAM (SBCP)</u>		
100000 Certificated Salaries	-\$744	Changes per school site requests
400000 Supplies	-\$7,256	
500000 Services	\$8,000	
	<u>\$0</u>	
<u>SPECIAL ED MENTAL HEALTH - STATE</u>		
979000 Undesignated	\$10,076	Adjust for revenue increase
	<u>\$10,076</u>	
<u>K-12 MICROSOFT SETTLEMENT</u>		
400000 Supplies	\$3,112	Changes per manager request
500000 Services	\$29,625	
649000 New Equipment	\$12,985	
979000 Undesignated Reserve	-\$45,722	
	<u>\$0</u>	
TOTAL EXPENDITURE CHANGES - GENERAL FUND	\$116,693	
<u>FUND 2500 - CAPITAL FACILITIES FUND (Developer Fees)</u>		
Revenue		
868100 Developer Fees	\$120,000	Increase est. of fees collected
TOTAL REVENUE CHANGES	\$120,000	
Fund 2500		
Expenditures		
400000 Supplies	\$82,000	Addl. Classrooms F&E
500000 Services	\$12,700	Portable classroom return charges
978000 Other Assignments	\$25,300	Balance is now \$81,672
TOTAL EXPENDITURE CHANGES	\$120,000	