

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

Wednesday, June 24, 2015

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

### OPEN SESSION

#### 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 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 6/5/2015 and 6/12/2015
- b) Approve minutes of Regular Board Meeting June 10, 2015
- c) Approve acceptance of donation of \$1,806 from Lee Richmond PTC to Lee Richmond Elementary
- d) Approve acceptance of donation of \$150.00 from Edison International to Simas Elementary
- e) Approve acceptance of donation of \$3,159.36 from Jefferson PTC to Jefferson Charter Academy
- f) Approve acceptance of donation of \$1,338.38 from Washington PTC to HESD for student yearbooks

- *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 7814 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

**3. INFORMATION ITEMS**

None

**4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider rejection of Claim for Damages: 510307, a minor. (White)
- b) Consider approval of the 2015-2016 HESD Local Education Agency Plan (LEAP) Addendum and Title III Year 4 Action Plan for English Learners (Carlton)
- c) Consider approval of renewal contract with Lightspeed Systems for web filtering and mobile device management services (Goldsmith)
- d) Hear public comments and consider approval of negotiated amendments to the 2013-2016 Collective Bargaining Agreement with Hanford Elementary Teachers Association (HETA) as well as corresponding Certificated Salary Schedules (Martinez)
- e) Consider approval of a 6% salary increase for all Management/Professional Specialists/Confidential Employees, with salary increase effective July 1, 2015. (Terry)
- f) Contingent upon a positive performance evaluation, consider an amendment to the Superintendent's employment contract that provides a salary increase of 6% effective July 1, 2015 and extends the term to June 30, 2018. (White)
- g) Consider approval of a 6% salary increase for Assistant Superintendents, with salary increase effective July 1, 2015. (Terry)
- h) Consider approval of a 6% salary increase for the Chief Business Official, with salary increase effective July 1, 2015. (Terry)
- i) Consider approval of a 6% cost-of-living increase to rate of pay for Yard Supervisor service. (Martinez)
- j) Consider approval to increase annual contribution for health benefits equal to \$216 per individual enrolled in the Management/Professional Specialists/Confidential employees benefit plans. (Terry)

**5. PERSONNEL**

## a) Employment

Management/Professional Specialist/Confidential

- David Endo, Chief Business Official – 8.0 hrs., Fiscal Services/DO, effective 9/28/15

Certificated, effective 8/10/15

- Cara Cummings, School Nurse, Special Services
- Lissette Leyva, School Nurse, Special Services
- Taetum Souza, Teacher, Intern

Classified

- Kimberly Gutierrez-Robles, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/7/15
- Rafael Lerma, Custodian II – 8.0 hrs., Monroe/Wilson, effective 7/1/15

## b) Short-term Employment

CLASSIFIED STAFF – Extended Learning OpportunitiesSpecial Education Summer School at Jefferson

- Danna Miller, Bus Driver – 4.0 hrs., effective 6/15/15 to 7/10/15
- HESD Summer Academy Enrichment Program at Jefferson

- John Arnett, Bus Driver – 4.0 hrs., effective 6/15/15 to 6/26/15
  - Linda Arnett, Bus Driver – 4.0 hrs., effective 6/15/15 to 6/26/15
- Migrant Summer School Program at Jefferson
- Maria Jones, Bus Driver – 4.0 hrs., effective 6/15/15 to 6/26/15
- Migrant Summer School Program 5C's Program at West Hills
- Maricia Cuevas, Bus Driver – 4.0 hrs., effective 6/15/15 to 6/25/15
- c) Resignations
- Andrea Valencia, Media Services Aide – 5.5 hrs., Kennedy, effective 6/19/15
- d) Promotions
- Matthew Gamble, from Vice Principal, Wilson to Principal, Washington, effective 7/29/15
  - Carolyn Hudgins, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Monroe, effective 8/7/15
  - Jill Rubalcava, from Principal, Washington to Director of Curriculum and Instruction, Curriculum, Instruction and Professional Development, effective 7/1/15
- e) Promotion/Transfer
- Desiree Davis, from Lead Ready Program Tutor – 4.5 hrs., Monroe to Media Services Aide – 5.5 hrs., King, effective 7/29/15
- f) Lateral Change/Decrease in Hours
- Melisa Wakefield, from Lead READY Program Tutor – 5.0 hrs., to Educational Tutor K-6 – 3.5 hrs., Washington, effective 9/3/15
- g) Reassignments, effective 8/10/15
- Melody Lee, from Woodrow Wilson 8<sup>th</sup> Grade Language Arts/Social Studies to Instructional Coach, English/Language Arts, Curriculum, Instruction and Professional Development
  - Carin DeLaTorre, from John F. Kennedy 8<sup>th</sup> Grade Math/Science to Instructional Coach, Mathematics, Curriculum, Instruction and Professional Development
  - Sonia Velo, from Simas 2<sup>nd</sup> Grade to Instructional Coach, Mathematics, Curriculum, Instruction and Professional Development
  - Diego Moreno, from Richmond 3<sup>rd</sup> Grade to Instructional Coach, Technology, Curriculum, Instruction and Professional Development
- h) Job Description
- Supervisor, Maintenance (new)
- i) Ratify Assistant Superintendent/CBO Employment Contracts for 2015-2016 (Gov. Code Section 53262)
- Joy Gabler, Curriculum, Instruction and Professional Development
  - Jaime Martinez, Human Resources
  - Karen McConnell, Special Services
  - Nancy White, Chief Business Official, Fiscal Services
- j) Volunteers
- | <u>Name</u>     | <u>School</u> |
|-----------------|---------------|
| John Bernal     | Jefferson     |
| Tina Flores     | Monroe        |
| Maria Aguaristi | Roosevelt     |
| Debra Wilson    | Wilson        |

**FINANCIAL**

- a) Consider approval of 2015-2016 spending plan for funds received from the Education Protection Account Fund (White)
- b) Consider adoption of 2015-2016 Local Control Accountability Plans for the District and Jefferson Charter Academy (White)
- c) Consider adoption of 2015-2016 Hanford Elementary School District Budget and Jefferson Charter Academy Budget (White)
- d) Consider approval of consultant contract with Mangini Associates, Inc. – TPM. (White)
- e) Consider approval of legal services agreements and fees for fiscal year 2015-2016 (White)
- f) Consider approval for the purchase and installation of shade structure for Wilson Jr. High School from Shade Structures, Inc. via piggyback bid issued by Santa Ana Unified School District (White)
- g) Consider approval to purchase classroom furniture from Sierra School Equipment Company via piggyback bid issued by Arvin Union School District (White)
- h) Consider declaration of surplus property (White)
- i) Consider renewal of lease agreement with Mobile Modular Management Corporation for one (1) portable restroom facility (White)
- j) Consider renewal of lease agreement with Designed Mobile Systems Industries, Inc. (DMSI) for one (1) portable classroom (White)

**ADJOURN MEETING**



**Hanford Elementary School District**  
**Minutes of the Regular Board Meeting**  
**June 10, 2015**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on June 10, 2015, at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garner called the meeting to order at 5:30 p.m. Trustees Garcia, Hernandez and Revious were present. Trustee Hill was absent.
- Closed Session** Trustees immediately adjourned to closed session for the purpose of:
- Student Discipline pursuant to Education Code section 48918
  - Public Employee Performance Evaluation (GC 54957) – Superintendent
- Open Session** Trustees returned to open session at 6:27 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Doug Carlton, Joy Gabler, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Liz Simas, and Nancy White.
- Superintendent's Evaluation** Trustee Hernandez stated that during Closed Session the Board completed the Superintendent's annual evaluation and the Superintendent received a positive evaluation. President Garner praised the Superintendent for the work he does and looks forward to many years with Dr. Terry.
- Expulsion #15-26 and # 15-27** Trustee Hernandez made a motion to accept the Findings of Fact and expel cases #15-26 and #15-27 for the remainder of the 2014-15 school year and the first semester of 2015-16 for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held June 8, 2015. Hernandez further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through December 18, 2015. Trustee Revious seconded; motion carried 4-0:
- Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes
- Expulsion #15-28** Trustee Hernandez made a motion to accept the Findings of Fact and expel case #15-28 for the remainder of the 2014-15 school year and the first semester of the 2015-16 school year for violation of Education Code 48900 as determined by the Administrative Panel at a Hearing held June 8, 2015. Parents may apply for readmission on or after December 18, 2015. Trustee Garcia seconded; motion carried 4-0:
- Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Expulsion #15-29** Trustee Hernandez made a motion to accept the Findings of Fact and expel Case #15-29 for the remainder of the 2014-15 school year for violation of Education Code 48900 as determined by the Administrative Panel at a Hearing held June 8, 2015. Parents may apply for readmission on or after June 5, 2015. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Public Comments** None.

**Board and Staff Comments** None

**Requests to Address the Board** None.

**Dates to Remember** President Garner reviewed Dates to Remember: Next regular board meeting June 24, 2015, no meeting in July. The first Board meeting in the new school year is on August 12, 2015. First day of School August 13<sup>th</sup>; Junior High Schools Back to School Night is on August 20<sup>th</sup> at 6:00 p.m.; Jefferson Charter Back to School Night on August 25<sup>th</sup>; regular board meeting on August 26<sup>th</sup> and elementary schools Back to School Night is August 27<sup>th</sup>

**Public Hearing: 2015-2016 Local Control Accountability Plans for the District and for Jefferson Charter Academy and the District's Budget** At 6:33 p.m. President Garner opened the Public Hearing regarding 2015-16 Local Control Accountability Plan (LCAP) for the District and for Jefferson Charter Academy, and the District's Budget.

Nancy White, Chief Business Official Fiscal Services, presented information on the 2015-16 budget which projects 1.0% growth in Average Daily Attendance (ADA). Reasons for Assigned and Unassigned Ending Fund Balances Above State Minimum Reserve Percentage were disclosed at the Public Hearing for the Proposed 2015-16 Adopted Budget. Education Code Section 42127(a)(2)(B) requires a statement of reasons that substantiates the need for assigned and unassigned ending fund balances above the state minimum reserve percentage for economic uncertainties for adopted budget. District State Minimum Reserve Percentage is 3%; Balance Above State Minimum Percentage is \$2,000,976.00. That balance is substantiated as follows: \$300,000.00 assigned for other Postemployment Benefits; \$1,700,976.00 - Board Policy #3100 allows for maintaining a Reserve for Economic Uncertainty up to 17%. The current total of 9789/9790 is 6%.

Local Control Funding Formula (LCFF) Income: Using the Governor's January Budget proposal, the District's Target Funding has been calculated using the LCFF. Base funding is calculated on total ADA and additional Supplemental and Concentration funding is based on enrollment counts for English Learners, pupils eligible for free and reduced-price meals program and foster youth. A COLA of 1.58% is also included. The District is in the third year of an eight-year implementation phase during which districts are projected to receive incremental increases toward the Target funding.

State Categorical programs have been significantly reduced due to funding for many of them being folded into LCFF.

Expenditure Information: Staff increases include seven (7) classroom teaching positions, four (4) P.E. teachers, two (2) Curriculum Specialists, two (2) School Nurses, two (2) Elementary Counselors, two (2) Health Care Assistants, one (1) Custodian and one (1) Computer Technician. The LCFF requires the District to go through certain steps to adopt a Local Control Accountability Plan. This LCAP must describe how the District will use Supplemental and Concentration grant dollars to support increased/improved services to eligible students. The overall General Budget Fund budget indicates deficit spending. However, the bulk of the deficit is due to spending down carryover balances in Restricted Categorical funds as opposed to Unrestricted General Purpose Funds. The General Fund Reserve for Economic Uncertainty is 6%. A minimum of 3% is required.

Other Information: The Governor's May Revise proposal for the 2015-16 State Budget continues his priority of fully funding the Target LCFF. Due to increased State revenues, it has been proposed that more funding toward the Target be included in the State budget. In addition, further one-time dollars for schools are also being proposed. Once the State budget has been adopted, school districts have 45 days to amend their budgets.

Superintendent Dr. Terry stated that the LCAP has been received well by public and staff. It represents a lot of work and credited Nancy White for making it so transparent. He stated that Doug Carlton, Director of Categorical Programs was the go to person for the LCAP requirements and tying the formula to the instructional program. He stated that there was little change from the presentation he gave in April. He reviewed the changes as outlined in the LCAP. Trustee Revious praised White and Carlton for working diligently on the LCAP to make it understandable.

At the conclusion of these remarks, President Garner called for comments or questions from the public. There being none, President Garner closed the public hearing at 6:45 p.m.

### **INFORMATION ITEMS**

**Tentative  
Agreement HETA**

Jaime Martinez, Assistant Superintendent Human Resources, presented for information Tentative Agreement between the Hanford Elementary School District (HESD) and Hanford Elementary Teachers' Association (HETA) for 2015-16 contract re-openers.

**DELAC Report**

Director of Curriculum Lucy Gomez, presented for information a report from the District English Learner Advisory Committee (DELAC) of their March 18, 2015 meeting. Some of the highlights include: The progress that EL students are making academically and the services EL students are receiving. Discussion was held on common core standards with parents to help them to have a better understanding; volunteer process was discussed to help parents understand how they can help their students by serving as volunteers.

**DELAC Report**

Director of Curriculum Lucy Gomez presented for information a report from the District English Learner Advisory Committee (DELAC) of their April 29, 2015 meeting. Some of the highlights include: Reviewed results from Title 1 Survey regarding 14 questions on how parents felt about the services provided. Carlton then reviews the parent feedback for needs assessment. Communicated the LCAP to parents. Parents want to see the Summer Academy services extended. Discussions were held regarding the Parent Outreach and parents would like to see it housed outside the school district to make it more accessible to parents.

**CONSENT ITEMS**

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

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

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

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

The items approved are as follows:

- a) Warrant listings dated 5/22/15 and 5/29/15
- b) Minutes of Regular Board Meeting May 27, 2015
- c) Donation of \$88.60 from Box Tops for Education for Hamilton Elementary
- d) Donation of dictionaries to 3<sup>rd</sup> Grade students at Hamilton Elementary from the Sunset Rotary Club
- e) Donation of \$300.00 from Westat – TIMMS Testing

**BOARD POLICIES AND ADMINISTRATION**

**Consultant  
Contract**

Trustee Revious made a motion to approve consultant contract with Tulare County Office of Education to provide 24 days of science and engineering practices professional development and support. Trustee Hernandez seconded, motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**James Patterson  
Pledge to Libraries**

Trustee Garcia made a motion to approve the James Patterson Pledge to Libraries grant application for \$1,000 to \$10,000 library improvement grant

**Grant** for Monroe Elementary School. Trustee Revious seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Consultant Contract** Trustee Hernandez made a motion to approve consultant contract with The Leadership and Learning Center – Houghton Mifflin Harcourt. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**College Preparatory Mathematics Coaching Support Grant** Trustee Garcia made a motion to approve the College Preparatory Mathematics (CPM) Coaching Support Grant. Trustee Hernandez seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Tulare County Office of Education Agreement** Trustee Revious made a motion to approve agreement with Tulare County Office of Education/Migrant Education program, Region VIII with Hanford Elementary School District as a Model B service district. Trustee Hernandez seconded, motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Agreement for Migrant Summer School Program** Trustee Hernandez made a motion to approve the Agency Agreement for Migrant Summer School program operated by the Tulare County Office of Education/Migrant Program Region VIII. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Consultant Contract** Trustee Revious made a motion to approve consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to act as Asbestos/Management Planner and Project Monitor for the Woodrow Wilson Jr. High School kitchen remodel. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Consultant  
Contract**

Trustee Hernandez made a motion to approve consultant agreement with Keenan Associates for their hazardous materials handling and regulatory compliance program. Trustee Garcia seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Consolidated  
Application for  
Funding  
Categorical Aid  
Programs**

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

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**BP/AR 4118**

Trustee Revious made a motion to adopt revised Board Policy and Administrative Regulation 4118 – Dismissal/Suspension/Disciplinary Action. Trustee Hernandez seconded, motion carried 4-0

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**AR 4112.5, 4212.5, 4312.5** Trustee Garcia made a motion to adopt revised Administrative Regulation 4112.5, 4212.5, 4312.5 – Criminal Record Check. Trustee Hernandez seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**BP 4221**

Trustee Revious made a motion to adopt revised Board Policy 4221 – Temporary, Short-term and Substitute Personnel and Non-Represented Part-Time Employees. Trustee Hernandez seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes



## PERSONNEL

Trustee Revious made a motion to take Personnel items "a" through "e" together. Trustee Hernandez seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

Then Trustee Garcia made a motion to approve Personnel items "a" through "e". Trustee Hernandez seconded; the motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

The following items were approved:

### **Item "a" – Employment**

#### Management/Professional Specialists/Confidential

- Blanca Martinez, School Operations Officer – 8.0 hrs., Lincoln, effective 7/29/15
- Jamie Dial, Fiscal Services Specialist – 8.0 hrs., Fiscal Services/DO, effective 7/6/15

#### Certificated, Effective 8/10/15

- Leyanne Forero, Teacher, Probationary 1
- Anthony Hinojos, Teacher, Probationary 1
- Jessica Maranon, Teacher, Intern
- Audra Sanchez, Teacher, Probationary I
- Jennifer Scholtz, Teacher, Intern
- Oscar Tafolla, Teacher, Intern
- Shanae Vryhoff, Teacher, Intern

#### Temporary/Substitutes/Yard Supervisors

- Sarah Coakley, Substitute Custodian II, effective 5/27/15

### **Item "b" – Short- term Employment – Extended Learning Opportunities**

#### Management – Certificated

- Rick Johnston, Administrator, HESD Summer Academy Enrichment Program, effective June 15, 2015 through June 29, 2015 (11 days)

#### Seamless Summer Meal Program, Effective 6/8/15 to 7/31/15

- Corina Carrera, Cook/Baker – 5.5 hrs., Food Services
- Lucila Cervantes, Food Service Worker I – 2.5 hrs., Jefferson
- Samantha Cortez, Yard Supervisor – 1.75 hrs., Lincoln
- Teresita Espinoza, Yard Supervisor – 1.75 hrs., Jefferson
- Veronica Grever, Food Service Worker I – 2.5 hrs., Washington
- Deborah Lupton, Food Service Worker I – 2.5 hrs., Washington
- Araceli Mandujano, Food Service Worker I – 2.5 hrs., Lincoln
- Daisy Maya Gaona, Food Service Worker I – 2.5 hrs., Jefferson
- Wendi Santimore, Food Service Worker I – 2.5 hrs., Lincoln
- Dilia Silveira, Yard Supervisor – 1.75 hrs., Washington



Special Education Summer School

- Paige Hartshorn, Special Education Aide – 4.5 hrs., Jefferson, effective 6/11/15 to 7/10/15

HESD Summer Academy Enrichment Program

- Aristeo Calvillo, Bilingual Clerk Typist II – 5.5 hrs., Jefferson, effective 6/12/15 to 6/29/15
- Sarah Coakley, Custodian II – 8.0 hrs., Jefferson, effective 6/15/15 to 6/26/15
- Robert Leon, Bilingual Student Specialist – 5.5 hrs., Jefferson, effective 6/12/15 to 6/29/15

**Item "c" –  
Resignations**

- Maria González, Teacher, Jefferson Charter Academy, effective 6/5/15
- Stacie Garcia, READY Program Tutor – 4.5 hrs., Roosevelt, effective 5/26/15 (revised)
- Julie Griffin, Administrative Assistant – 8.0 hrs., Superintendent's Office/DO, effective 5/19/15
- Shanae Vryhoff, READY Program Tutor – 4.5 hrs., effective 6/5/15

**Item "d" –  
Salary/Wage  
Schedules for 2015-16**

- 2015-16 Classified Salary Schedule (Interim)
- 2015-16 Classified, Substitute/Temporary Wage Schedule (Interim)
- 2015-16 Non-Represented Part-Time Employee Wage Schedule (Interim)

**Item "e" –  
Volunteers**

<u>Name</u>	<u>School</u>
Candace Ruiz	Monroe
Angel Fredrick	Washington

**FINANCIAL**

**Resolution #16-15** Trustee Garcia made a motion to approve Resolution #16-15: Board Delegation of Powers/Duties of Governing Board. Trustee Hernandez seconded; motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Consultant  
Contract**

Trustee Revious made a motion to approve consultant contract with Mandate Resource Services, LLC for the preparation of Mandated Cost Claims. Trustee Garcia seconded, motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Consultant  
Contract**

Trustee Garcia made a motion to approve consultant contract with Government Financial Strategies. Trustee Hernandez seconded, motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Mobile Modular  
Lease Renewal**

Trustee Hernandez made a motion to approve renewal of lease agreements with Mobile Modular Management Corporation for twelve (12) portable classrooms. Trustee Garcia seconded, motion carried 4-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes

**Adjournment**

There being no further business, President Garner adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Paul J. Terry,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Jeff Garner, President

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

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Lindsey Calvillo

DATE: May 29, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 10, 2015

ITEM: Consider acceptance of donation of \$1,806.00 from PTC to Lee Richmond Elementary.

PURPOSE: To be used for the purchase of a student benches for use by Lee Richmond students.

FISCAL IMPACT: 0100-0000-0-1110-1000-430001-025-0000

RECOMMENDATION: Accept donation.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Kristina Baldwin

DATE: 6/11/15

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 6/24/15

**ITEM:** Donation from Edison International of \$150.00**PURPOSE:** For instructional supplies**FISCAL IMPACT:** \$150.00 to general purpose budget for 2015-16 school year**RECOMMENDATIONS:** accept donation

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Javier Espindola

DATE: June 12, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

**ITEM:** Donation of \$3,159.36 from Jefferson Parent Teacher Club to Jefferson Charter Academy.

**PURPOSE:** To be used to for student incentives and yearbook printing.

**FISCAL IMPACT:** Increase to accounts as follows:

0900-0000-0-1110-1000-430001-021-0000	\$1643.58
0900-0000-0-1110-1000-571030-021-0000	\$1415.78
0900-0000-0-1110-1000-580009-021-0000	\$ 100.00

**RECOMMENDATIONS:** Accept Donation

## HANFORD ELEMENTARY SCHOOL DISTRICT

## AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava 

DATE: 6/9/15

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 6/24/15

**ITEM:** Donation of \$1338.38 from Washington PTC to HESD**PURPOSE:** Washington yearbook invoice**FISCAL IMPACT:** 0100-0000-0-1110-1000-430001-028-0000**RECOMMENDATIONS:** Accept Donations

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Nancy White

**DATE:** June 15, 2015

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

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

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider rejection of Claim for Damages: 510307, a minor

**PURPOSE:**

The District has received a Claim for Damages resulting from an alleged injury a student sustained during a classroom activity on March 24, 2015. The District's claims administrator (Keenan & Associates) recommends that the Board reject the Claim. The claims administrator would then proceed with potential resolution of this Claim on the District's behalf.

**FISCAL IMPACT:**

None at this time.

**RECOMMENDATION:**

Reject Claim for Damages: 510307, a minor



## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: June 8, 2015

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider approval of the 2015-2016 HESD Local Education Agency Plan (LEAP) Addendum and Title III Year 4 Action Plan for English Learners.

**PURPOSE:** To provide professional development for teachers, to improve the academic achievement students from low income families, and to ensure English learners attain proficiency in English.

**FISCAL IMPACT:** Approximately \$1.4 million in Federal Title I funds, \$281,507 in federal Title II funds, and \$139,305 in federal Title III funds that are requested through the Consolidated Application. (Total approximately \$1.8 million)

**RECOMMENDATION:**

Approve the LEAP addendum and Title III Year 4 Action Plan for English Learners for 2015-2016

# 2015-2016 Local Education Agency Plan (LEAP) Addendum & Title III Action Plan: Executive Summary

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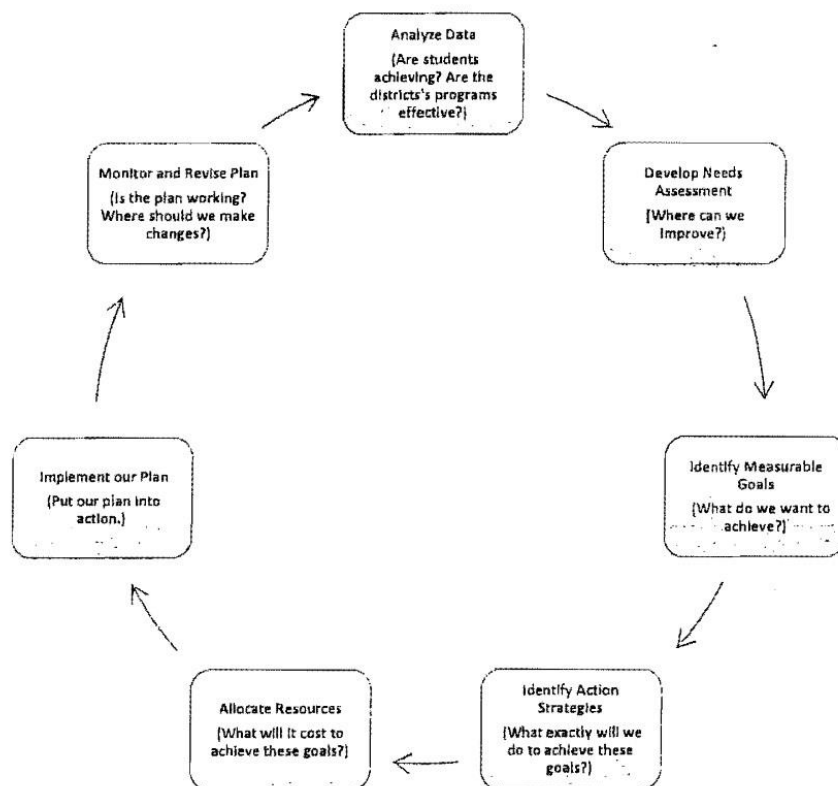
## District and School Planning

Each year, district leaders along with individual school sites, the District English Learner Advisory Committee, and school site councils develop and/or revise a series of plans that lead the way toward achieving a set of common goals designed to increase the achievement of all students. These goals, summarized below, guide the district's priorities, actions, and allocation of resources.

1. Students will receive a broad educational program that includes English language arts, mathematics, science, history, visual and performing arts, and physical education.
2. English learners will understand, speak, read, and write English.
3. Schools will identify and support EL students who are not making sufficient progress.
4. Students' progress will be measured and shared with students, parents, teachers, and administrators.
5. The district will hire, support, and retain qualified teachers, support staff, and administrators.
6. Communication between schools and home will be regular and meaningful.

Planning is a process that continues throughout the school-year, and from one school-year to the next.

The graphic below illustrates the planning process.



## **The LEAP Addendum**

The LEAP Addendum details how the district will use federal Title I and Title II funds to achieve the goals discussed above.

Federal Title I funds are directed toward improving the achievement of students from low-income families. Title II funds are directed toward professional development for teachers. The LEAP addendum details actions and spending of federal Title I and Title II funds at the district level. (The spending of federal Title I funds at the school site level is detailed in individual school site plans.) At the district level, these funds support schools by providing professional development for teachers including instructional coaches and induction coaches. These funds provide resources to school sites that include digital subscriptions for classroom use and the district's assessment system.

## **Title III Action Plan for English Learners**

The Title III Action plan details how the district will use federal Title III funds to achieve Goals 2 and 3 above.

Federal Title III funds are directed toward ensuring that English learners make progress learning English each year, eventually reaching proficiency in English. Title III funds support EL students and their families by providing after-hours instruction in learning English, parent outreach, education, and training, supplies, materials, and technology.

## **Summary**

The HESD LEAP Addendum and Title III Action Plan have been developed with input from the District English Learner Advisory committee. Approval and implementation of these plans will ensure Hanford Elementary School District's students from low income families and English Learners achieve success and are college and career ready.

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: David Goldsmith *DG*  
DATE: June 15, 2015

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

ITEM: Renewal contract with Lightspeed Systems for web filtering and mobile device management services

PURPOSE: Hanford Elementary School District currently contracts with Lightspeed Systems for the provision of the following services:

1. Web content filtering and reporting
2. Mobile device management
3. Email spam filtering and reporting

HESD wishes to renew with Lightspeed Systems (through their affiliate "Trebron Company") to continue these services on a three-year renewal agreement.


FISCAL IMPACT: \$16,765.33 annually for 2015-16, 2016-17 and 2017-18.

RECOMMENDATION: Approve renewal agreement.

Hanford Elementary School District  
HUMAN RESOURCES DEPARTMENT

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: June 15, 2015

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: June 24, 2015

**ITEM:** Hear public comments and consider approval of negotiated amendments to the 2013-2016 Collective Bargaining Agreement with Hanford Elementary Teachers Association (HETA) as well as corresponding Certificated Salary Schedules.

**PURPOSE:** To meet the public hearing requirements of Government Code Section 3547, and authorize implementation of the negotiated amendments to the HETA Collective Bargaining Agreement.

The amendments were ratified by HETA on June 2, 2015. Sunshining of the Amendments began June 10, 2015.

**FISCAL IMPACT:** The Costs of the negotiated contract amendments and funding sources were disclosed at the June 10, 2015, regular Board meeting.

**RECOMMENDATION:** Hear public comments and approve amendments.

**TENTATIVE AGREEMENT**  
**Between The**  
**HANFORD ELEMENTARY SCHOOL DISTRICT**  
**And The**  
**HANFORD ELEMENTARY TEACHERS ASSOCIATION**  
**May 18, 2014**

The following is a Tentative Agreement between the Hanford Elementary School District ("District") and the Hanford Elementary Teachers Association ("HETA" or "Association") fully and finally resolving the parties' 2015-16 reopener negotiations.

**ARTICLE 11: SCHOOL CALENDARS AND WORK YEAR**

*REVISE Article 11, Section A.3 as follows:*

3 2 Professional Development Days  
187 186 Days Total

For the 2014-15 2015-16 school year, teachers shall be required to work two of the three professional development days indicated above.

For the 2016-17 school year and thereafter, teachers shall be required to work all three professional development days indicated above.

**Balance of Article 11 status quo.**

**ARTICLE 18: EMPLOYEE GROUP HEALTH AND WELFARE INSURANCE BENEFITS**

*REVISE Article 18 as attached with the exception of the following:*

**A. Full-Time Employees**

5. Effective October 1, 2015 and continuing through September 30, 2016 and thereafter, the maximum monthly District contribution toward the total premium costs for these benefits set forth above shall be ~~\$1101.11~~ \$1,119.11 per month per employee or a maximum annual District contribution of ~~\$13,213.32~~ \$13,429.32 for 2015-2016 and thereafter, unless otherwise negotiated by the parties.

**Balance of Article 18 status quo.**

**ARTICLE 20: SALARY**

*REVISE Article 20, Section A, Salary Schedules as follows:*

1. Teacher Salary Schedules and the Nurse Salary Schedule in effect for 2015-16 shall be increased by 6.0% effective July 1, 2015.

2. Teacher Salary Schedules and the Nurse Salary Schedule in effect for 2016-17 shall be increased by .50% to compensate unit members' for the one (1) additional Professional Development Day.


**REVISE Article 20, Section D, "Teaching Stipends" as follows:**

1. The following teachers shall, in addition to their basic annual salary, be paid an annual responsibility stipend, for assignments as follows:
- c. ~~Dual Immersion (FLI) Program~~ Jefferson Charter Academy Spanish Bilingual Teacher with BCLAD certification in Spanish \$2,000.00
  - d. ~~Dual Immersion (FLI) Program~~ Jefferson Charter Academy Spanish Bilingual Teacher without BCLAD certification in Spanish \$1,200.00
  - h. ~~Literacy Instructional~~ /Induction Coach \$4,000.00

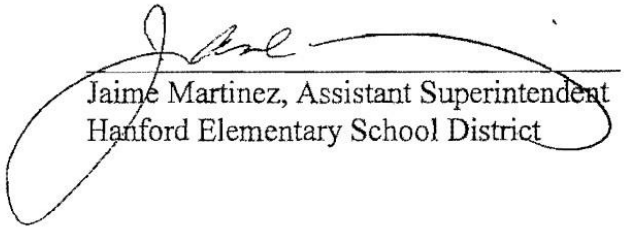
**Balance of Article 20 status quo.**

**All other Articles, as well as any other terms and conditions, contained in the parties' 2013-2016 Collective Bargaining Agreement shall remain status quo.**

Dated: May 18, 2015

  
Michael Rogers, Chief Negotiator  
Hanford Elementary School District

Dated: May 18, 2015

  
Jaime Martinez, Assistant Superintendent  
Hanford Elementary School District



**2014-2015 2015-2016 CREDENTIALLED TEACHER SALARY SCHEDULE "A"****186 Work Days DRAFT – PENDING BOARD APPROVAL**

STEP	COLUMN			
	I	II	III	IV
	BA	BA + 45	BA + 60	BA + 75
	semester hours	semester hours	semester hours	semester hours
	+ Credential <sup>1</sup>	+ Credential <sup>1</sup>	Credential <sup>1</sup>	Credential <sup>1</sup>
1	47,237	49,126	51,092	53,135
2	49,126	51,092	53,135	55,261
3	51,092	53,135	55,261	57,471
4	53,135	55,261	57,471	59,770
5	55,261	57,471	59,770	62,161
6	57,471	59,770	62,161	64,647
7	59,770	62,161	64,647	67,233
8	62,161	64,647	67,233	69,922
9	64,647	67,233	69,922	72,719
10		69,922	72,719	75,628
11		72,719	75,628	78,653
12			78,653	81,799
L - 15	Requires 15 years of service <sup>2</sup>		81,799	85,071
L - 20	Requires 20 years of service <sup>2</sup>		85,071	88,474
L - 25	Requires 25 years of service <sup>2</sup>		88,474	92,013

<sup>1</sup> Preliminary or Clear/Professional Clear teaching or service credential authorizing service at the elementary (K-8) level.

<sup>2</sup> "Years of service" for purpose of longevity steps means certificated service in the Hanford Elementary School District for at least 75% of the student days of each year, including paid leave days.

**INITIAL STEP PLACEMENT**

New teachers will be given step placement credit on a year-for-year basis for previous full-time teaching experience up to Step 12.

**STEP ADVANCEMENT**

A one-step advancement on the Salary Schedule shall be granted for each school year in the District if the teacher was in paid status for 75% or more of the student days the previous work year.

One (1) year of teaching credit shall be given for every two (2) years of teaching service rendered on a half-time contract (i.e., two (2) certificated employees sharing one (1) job) or 1/2 time teacher.

**STIPENDS**

Dual Immersion (FLI) Program Jefferson Charter Academy Spanish Bilingual Teacher with BCLAD certification in Spanish

\$2,000 per year

Literacy/Instructional/Induction Coach

\$4,000 per year

Dual Immersion (FLI) Program Jefferson Charter Academy Spanish Bilingual Teacher without BCLAD certification in Spanish

\$1,200 per year

Masters

\$1,200 per year

Special Day Class Teacher

\$2,500 per year

Doctorate

\$1,014 per year

Resource Specialist Program Teacher

\$1,200 per year

Combination Class

\$1,500 per year

Community Day School Program Teacher

\$3,500 per year

Split Assign. 2 schools

\$ 825 per year

**AVERAGE HOURLY RATE OF PAY (Article 20) = \$43.30 \$45.90**

## HANFORD ELEMENTARY SCHOOL DISTRICT

**2014-2015 2015-2016 Non-Credentialed Teacher and Intern  
Salary Schedule "B"****(for Teachers Hired On or After November 1, 2000)****186 Days**

STEP	COLUMN	
	B – I B.A.	B – II B.A. +15
1	44,226	45,111
2	45,111	46,012

**INITIAL STEP PLACEMENT**

Teachers with one year of full-time teaching experience will be placed at Step 2 of the appropriate column.

**STEP ADVANCEMENT**

Teachers initially placed on Step 1 shall advance to Step 2 if the teacher was in paid status for 75% of the student days during the previous work year.

**ADVANCEMENT TO CREDENTIALLED TEACHER SALARY SCHEDULE**

Non-credentialed teachers shall advance to the appropriate Column and Step on the Credentialed Teacher Salary Schedule in accordance with the following schedule:

- (1) Effective at the beginning of the school year if verification of eligibility and application for a regular K-8 teaching credential has been submitted to the Human Resources Department on or before September 12 of that year; or
- (2) Effective February 1 if verification of eligibility and application for a regular K-8 teaching credential has been submitted by the 10<sup>th</sup> of that month to the Human Resources Department.

**STIPENDS**

Dual Immersion (FLI) Program Jefferson Charter Academy Teacher with BCLAD certification in Spanish	\$2,000 per year	Literacy Instructional/ Induction Coach	\$4,000 per year
Dual Immersion (FLI) Program Jefferson Charter Academy Teacher without BCLAD certification in Spanish	\$1,200 per year	Split Assignment 2 schools	\$825 per year
Special Day Class Teacher	\$2,500 per year	Combination Class	\$1,500 per year
Resource Specialist Program Teacher	\$1,200 per year	Doctorate	\$1,014 per year
Community Day School Program Teacher	\$3,500 per year	Masters	\$1,200 per year

**AVERAGE HOURLY RATE OF PAY (Article 20) = ~~\$43.30~~ \$45.90**

Adopted: \_\_/\_\_/15

**DRAFT – PENDING BOARD APPROVAL**

HANFORD ELEMENTARY SCHOOL DISTRICT

**~~2014-2015~~ 2015-2016 School Nurse****186 Days****Salary Schedule "C"**

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
80,806	84,038	87,399	90,895	94,531

Adopted: \_\_/\_\_/15



**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

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

Hanford Elementary School District

Name of Bargaining Unit: Hanford Elementary Teachers AssociationCertificated ☒ Classified \_\_\_\_\_  
New Agreement \_\_\_\_\_ or Reopener ☒

The proposed agreement is a three-year agreement that covers the period beginning July 1, 2013 and ending June 30, 2016 and will be acted upon by the Governing Board at its meeting on June 24, 2015.

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

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement Increase (Decrease) and Percentage Change		
		Current Year 2015-16	Year 2 2016-17	Year 3 2017-18
1. <b>Base Salary</b>		\$ 1,216,098	\$ 1,317,440	\$ 1,317,440
	\$ 20,268,309	5.26%	5.69%	5.69%
2. <b>Other Compensation – i.e. Stipends or Bonuses</b>		\$ 0	\$ 0	\$ 0
	\$ 0	0%	0%	0%
3. <b>Total Salary - (Sum of 1 &amp; 2)</b>		\$ 1,216,098	\$ 1,317,440	\$ 1,317,440
	\$ 20,268,309	5.26%	5.69%	5.69%
4. <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare</b>		\$ 172,199	\$ 186,549	\$ 186,549
	\$ 2,869,993	0.74%	0.81%	0.81%
5. <b>Health/Welfare Benefits</b>		\$ 59,292	\$ 59,292	\$ 59,292
	\$ 3,574,265	0.26%	0.26%	0.26%
6. <b>Total Benefits - (Total Lines 4 &amp; 5)</b>		\$ 231,491	\$ 245,841	\$ 245,841
	\$ 6,444,258	1.0%	1.07%	1.07%
7. <b>Total Compensation – (sum of 3 &amp; 6)</b>		\$ 1,447,589	\$ 1,563,281	\$ 1,563,281
	\$ 26,712,567	6.26%	6.76%	6.76%

## DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

31/62

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

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

- The Salary Schedule for 2015-16 shall reflect a 6% increase effective July 1, 2015.
- The Salary Schedule for 2016-17 shall reflect an addition of 0.5% increase effective July 1, 2016 as compensation for one additional Professional Development day service starting in 2016-17.
- The District's annual contribution to Employee Health and Welfare Benefits will increase by \$216 from \$13,213.32 to \$13,429.32.

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

None

C. What are the specific impacts on instructional and support programs to accommodate the settlement? **Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.**

None

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

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

- D. What contingency language is included in the proposed agreement?** Include specific areas identified for reopeners, applicable fiscal years, and specific contingency language.

This is the third year of a three-year contract with re-openers in Article 11 – School Calendars and Work Year, Article 18 – Employee Group Health and Welfare Insurance Benefits and Article 20 – Salary.

**E. Source of Funding for Proposed Agreement**

1. Current Year

Unrestricted	\$1,373,344	* See explanation below
Restricted	75,114	Undesignated Reserve
	\$1,448,458	

\*The amount of the cost of the Proposed Agreement to Unrestricted funds has already been built in to the District's Proposed Adopted Budget.

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

The cost will become part of the on-going base budget that will continue in future years.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

The cost of the additional Professional Development day (0.5%) starting in 2016-17 will be Funded by Unrestricted and Restricted funding sources.

**3A. For multi-year agreements, please provide a multi-year financial projection covering the term of the agreement. Include all assumptions used in the projections, growth, COLA, etc.**



**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

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

## G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

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

June 10, 2015

Date

Contact Person: Nancy White

Telephone No.: (559) 585-3628

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

\*

	(Col. 1) Latest Board- Approved Budget	(Col. 2) Adjustments as a Result of Settlement (from page 1)	(Col. 3) Other Revisions (provide explanation)	(Col. 4) Total Impact on Budget (Col. 1+2+3)
<b>REVENUES</b>				
Revenue Limit Source (8010-8099)	45,151,337			45,151,337
Remaining Revenues (8100-87991)	7,410,252			7,410,252
<b>TOTAL REVENUES</b>	52,561,589			52,561,589
<b>EXPENDITURES</b>				
1000 Certificated Salaries	25,210,553	+ 65,799		25,276,352
2000 Classified Salaries	9,072,947			9,072,947
3000 Employees' Benefits	11,713,908	+ 9,315		11,723,223
4000 Books and Supplies	3,987,756			3,987,756
5000 Services and Operating Exps	3,104,381			3,104,381
6000 Capital Outlay	1,403,300			1,403,300
7000 Other	804,366			804,366
<b>TOTAL EXPENDITURES</b>	55,297,211	+ 75,114		55,372,325
<b>OPERATING SURPLUS (DEFICIT)</b>	(2,735,622)			(2,810,736)
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	0			0
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	(2,735,622)			(2,810,736)
<b>BEGINNING BALANCE</b>	7,113,552			7,113,552
<b>CURRENT-YEAR ENDING BALANCE</b>	4,377,930			4,302,816
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts	714,948	-75,114		639,834
Reserved for Economic Uncertainties	3,240,000			3,240,000
Board Designated Amounts	300,000			300,000
Unappropriated Amounts	122,982			122,982

**A. Date of governing board approval of budget revisions in Col. 1 June 24, 2015**

\*See Note for "E" on Page 3 of 4. The amount of the cost of the Proposed Agreement to Unrestricted funds is already included in Col. I above. Therefore, the only remaining Adjustments necessary are for the cost of the Proposed Agreement to Restricted funds.

**Contact Person:** Nancy White

**Date:** June 10, 2015

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: June 17, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

ITEM: Consider approval of 6% salary increase for all Management/Professional Specialists/Confidential Employees, with salary increase effective July 1, 2015.

PURPOSE: To provide salary increase consistent with negotiated settlement with the District's certificated bargaining group.

FISCAL IMPACT: The fiscal impact of the cost of living increase is \$386,408 in General Purpose funds and \$27,696 in Categorical funds.

RECOMMENDATION: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Nancy White

DATE: June 17, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

ITEM: Contingent upon receiving a positive evaluation, consider approval of 6% salary increase for the Superintendent, with salary increase effective July 1, 2015 and extend employment contract to June 30, 2018.

PURPOSE: To provide salary increase consistent with negotiated settlement with the District's certificated bargaining group.

FISCAL IMPACT: The fiscal impact of the cost of living increase is \$10,730 in General Purpose funds.

RECOMMENDATION: Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: June 17, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

ITEM: Consider approval of 6% salary increase for the Assistant Superintendents, with salary increase effective July 1, 2015.

PURPOSE: To provide salary increase consistent with negotiated settlement with the District's certificated bargaining group.

FISCAL IMPACT: The fiscal impact of the cost of living increase is \$22,179 in General Purpose funds.

RECOMMENDATION: Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: June 17, 2015

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

Date you wish to have your item considered: June 24, 2015

ITEM: Consider approval of 6% salary increase for the Chief Business Official, with salary increase effective July 1, 2015.

PURPOSE: To provide salary increase consistent with negotiated settlement with the District's certificated bargaining group.

FISCAL IMPACT: The fiscal impact of the cost of living increase is \$8,147 in General Purpose funds.

RECOMMENDATION: Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: June 17, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

**ITEM:** Consider approval of 6% salary increase for Yard Supervisors, with salary increase effective July 1, 2015.

**PURPOSE:** To provide salary increase consistent with negotiated settlement with the District's certificated bargaining group.

**FISCAL IMPACT:** The fiscal impact of the cost of living increase is \$27,582 in General Purpose funds.

**RECOMMENDATION:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: June 17, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

**ITEM:** Consider approval of increase the annual contribution for health benefits equal to \$216 per individual enrolled in the Management/Professional Specialists/Confidential employees benefit plans.

**PURPOSE:** To provide a health benefit increase consistent with negotiated settlement with the District's certificated bargaining group.

**FISCAL IMPACT:** The fiscal impact of the cost of living increase is \$14,915 in General Purpose funds and \$1,825 in Categorical funds.

**RECOMMENDATION:** Approve



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Jaime Martinez

DATE: June 15, 2015

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 24, 2015**

ITEM: Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Management/Professional Specialist/Confidential

- David Endo, Chief Business Official – 8.0 hrs., Fiscal Services/DO, effective 9/28/15

Certificated, effective 8/10/15

- Cara Cummings, School Nurse, Special Services
- Lissette Leyva, School Nurse, Special Services
- Taetum Souza, Teacher, Intern

Classified

- Kimberly Gutierrez-Robles, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/7/15
- Rafael Lerma, Custodian II – 8.0 hrs, Monroe/Wilson, effective 7/1/15

**b. Short-term Employment**

**CLASSIFIED STAFF – Extended Learning Opportunities**

Special Education Summer School at Jefferson

- Danna Miller, Bus Driver – 4.0 hrs., effective 6/15/15 to 7/10/15

**b. Short-term Employment (continued)****CLASSIFIED STAFF – Extended Learning Opportunities**HESD Summer Academy Enrichment Program at Jefferson

- John Arnett, Bus Driver – 4.0 hrs., effective 6/15/15 to 6/26/15
- Linda Arnett, Bus Driver – 4.0 hrs., effective 6/15/15 to 6/26/15

Migrant Summer School Program at Jefferson

- Maria Jones, Bus Driver – 4.0 hrs., effective 6/15/15 to 6/26/15

Migrant Summer School Program 5C's Program at West Hills

- Maricia Cuevas, Bus Driver – 4.0 hrs., effective 6/15/15 to 6/25/15

**c. Resignations**

- Andrea Valencia, Media Services Aide 5.5 hrs., Kennedy, effective 6/19/15

**d. Promotions**

- Matthew Gamble, from Vice Principal, Wilson to Principal, Washington, effective 7/29/15
- Carolyn Hudgins, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Monroe, effective 8/7/15
- Jill Rubalcava, from Principal, Washington to Director of Curriculum and Instruction, Curriculum, Instruction and Professional Development, effective 7/1/15

**e. Promotion/Transfer**

- Desiree Davis, from Lead READY Program Tutor – 4.5 hrs., Monroe to Media Services Aide – 5.5 hrs., King, effective 7/29/15

**f. Lateral Change/Decrease in Hours**

- Melisa Wakefield, from Lead READY Program Tutor – 5.0 hrs., to Educational Tutor K-6 – 3.5 hrs., Washington, effective 9/3/15

**g. Reassignments, effective 8/10/15**

- Melody Lee, from Woodrow Wilson 8<sup>th</sup> Grade Language Arts/Social Studies to Instructional Coach, English/Language Arts, Curriculum, Instruction and Professional Development
- Carin DeLaTorre, from John F. Kennedy 8<sup>th</sup> Grade Math/Science to Instructional Coach, Mathematics, Curriculum, Instruction and Professional Development
- Sonia Velo, from Simas 2<sup>nd</sup> Grade to Instructional Coach, Mathematics, Curriculum, Instruction and Professional Development
- Diego Moreno, from Richmond 3<sup>rd</sup> Grade to Instructional Coach, Technology, Curriculum, Instruction and Professional Development

**h. Job Description**

- Supervisor, Maintenance (new)

**i. Ratify Assistant Superintendent/CBO Employment Contracts for 2015-16 (Gov. Code Section 53262)**

- Joy Gabler, Curriculum, Instruction and Professional Development
- Jaime Martinez, Human Resources
- Karen McConnell, Special Services
- Nancy White, Chief Business Official, Fiscal Services

**j. Volunteers**

<u>Name</u>	<u>School</u>
John Bernal	Jefferson
Tina Flores	Monroe
Maria Aguaristi	Roosevelt
Debra Wilson	Wilson

**RECOMMENDATION:** Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

## Job Description:

**SUPERVISOR, MAINTENANCE****DEFINITION**

Under general supervision of the Director of Facilities and Operations, supervises, trains and evaluates assigned personnel, plans, organizes, coordinates, and directs the District's Maintenance department.

**SUPERVISION RECEIVED AND EXERCISED**

The incumbent receives general supervision from the Director of Facilities and Operations. This management level position is the first level supervisor of the Maintenance work force.

**DISTINGUISHING CHARACTERISTICS**

This management position requires an individual to work a flexible work shift, be available on-call as needed for emergency calls and participate in maintenance activities as needed.

**ESSENTIAL FUNCTIONS**

- Duties may include but are not limited to the following:
- Trains, directs, supervises, and evaluates assigned personnel; recommends and participates in disciplinary action as needed; participates in staff planning, interviewing and selection process for new staff as assigned.
- Encourages and supports good communication and working relations with Maintenance workers, students, staff and the public.
- Prepares and maintains records and reports of maintenance services and activities such as attendance, time sheets, work orders, inventory, and other related documentation as directed.
- Receives and approves all facilities maintenance work orders; prioritizes and schedules work; and assigns personnel with required skills.
- Monitors and inspects all work performed under incumbent's supervision and ensures compliance with applicable safety and environment regulations.
- Inspects and oversees the maintenance and repairs of the District's Building systems such as heating, ventilation, air conditioning systems, electrical, plumbing, fire alarms, bell systems, etc.
- Performs maintenance, repair work, and related duties as assigned
- Provides technical training to Maintenance personnel in the maintenance and repair of all building systems and components.

**ESSENTIAL FUNCTIONS (cont.)**

- Participates in the maintenance and repair of District facilities. Assists in special activities such as set-ups and special events as needed.
- Prioritizes, selects, requisitions, and purchases parts and supplies for facility maintenance tasks.
- Estimates cost of labor and parts.
- Trains assigned personnel in safe work practices.
- Performs related duties as assigned.

**NECESSARY EMPLOYMENT STANDARDS**Basic Knowledge of:

Methods, materials, and equipment used in the operation and repair of heating, ventilation, air conditioning, electrical, plumbing, building systems, and mechanical equipment.

Standard tools, methods, practices and materials involved in the trades including carpentry, painting, plumbing, electrical, heating ventilation and air conditioning in order to assign tasks and evaluate performance.

Methods and practices followed in the maintenance of tools, machinery and equipment.

Familiarity with the work order system "schooldude" preferred.

Scheduling and supervising the work of assigned personnel.

Labor and material cost estimation.

Basic first aid procedures and methods.

Appropriate safety precautions and procedures.

Safety and environmental regulations.

Principles and practices of training and providing work direction.

Principles and practices of supervision and evaluation.

Hanford Elementary School District  
Supervisor, Maintenance  
Page 3

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Record keeping techniques.

District operations, policies, goals and objectives, and regulations.

Skill and Ability to:

Communicate both verbally and in writing.

Read and understand blueprints and construction documents.

Estimate the time, material costs, and personnel required to perform jobs.

Train, supervise and evaluate assigned personnel.

Plan, organize, and coordinate the maintenance department services and activities.

Operate hand and power tools and other equipment used in the maintenance department.

Establish and maintain effective working relationships with co-workers and other school officials.

Give and follow verbal and written instructions.

Operate, repair, and maintain grounds and other equipment.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain routine records.

**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 to:

Education: Possess the equivalent to completing the twelfth grade.  
Specialized training in building trades such as electrical, mechanical, plumbing, HVAC or other trade work.

Experience: Five (5) years of experience working in a maintenance/ trade position in a public school or other field.

Specialized training in personnel supervision is desirable.

License/Certificate:

Valid California Class C Driver's License;

Possession of, or ability to obtain, a State of California Qualified Applicator (chemical) License.

**WORKING CONDITIONS:**

Environment: Indoor and outdoor environments, including offices, warehouse, grounds and construction zones.

Physical Abilities: Sitting for extended periods of time; moving on a variety of indoor and outdoor surfaces, including rough, wet, uneven terrain; driving a motor vehicle. Seeing, hearing, and speaking to communicate effectively orally and in writing.

Hazards: Exposure to chemicals, fumes, odors, dust, dirt, electrical wiring; adverse weather conditions while moving outdoors; protruding or falling objects on grounds and construction sites.

Lifting carrying, pushing objects up to 75 pounds; standing and walking for extended periods on a variety of indoor and outdoor surfaces; including rough, wet, uneven terrain; bending at the waist; pushing, pulling, carrying, twisting/turning; climbing ladders; ability to participate in strenuous physical labor.

Seeing, hearing, and speaking to communicate effectively orally and in writing in order to exchange information. Vision to read and prepare reports, work on a computer screen, reading instructions; reaching and working overhead; and dexterity of hands and fingers to operate manual and power tools; sitting for extended periods of time, driving a vehicle to conduct work.





# HANFORD ELEMENTARY SCHOOL DISTRICT

May 11, 2015

## CONTINUING OFFER OF CERTIFICATED MANAGEMENT EMPLOYMENT

Name: Gabler, Joy

Social Security #: xxx-xx-1558

Standard work year: 225 days (July 1, 2015 – June 30, 2016)

Position:	Assistant Superintendent, Curriculum, Instruction and Professional Development
Site:	D.O. - Curr., Inst., and Prof Development
Classification:	Permanent
Range & Step:	1-A, 5 - \$124,818.00
Stipends:	Longevity - 20 years - \$4,000.00

Account Number(s):

0100-0000-0-0000-2100-130000-001-0000

Annual Rate:	\$128,818.00	First Payment:	July 31, 2015
Number of Monthly Payments:	12		

In accordance with Education Code - Section 44840, notice of your reelection is hereby given to you.

Authorizing Signature \_\_\_\_\_

Date May 11, 2015

### ACCEPTANCE OF OFFER

I accept the terms and conditions of the offer of employment above and will report for duty as directed. I hold/will hold the valid California teaching credential(s) listed below which will be recorded at the Kings County Office of Education before the beginning of the school term. I hereby certify that I have not entered into a valid contract of employment with the governing board of any other school district which will in any way conflict with my employment.

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Note: In accordance with Education Code Section 44842(a), which is printed below, a signed copy of this Offer of Employment must be received by the Hanford Elementary School District Human Resources Department by June 30 of the current year.

**44842. Automatic Declining of Employment:** (a) If, without good cause, a probationary or permanent employee of a school district fails prior to July 1st of any school year to notify the governing board of the district of his or her intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known place of address, by the clerk or secretary of the governing board of the school district, not later than the preceding May 30th, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on June 30th of that year.

Pursuant to Government Code Sections 53260-53264, employee contracts must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to the monthly salary multiplied by the number of months left on the unexpired term of the contract. If the unexpired term is greater than 18 months, this maximum is equal to the monthly salary times 18. The cash settlement formula is a cap or ceiling on the amounts that may be paid to an employee and is not a target or example of the amount of the cash settlement to be paid to an employee in all contract termination cases. The cash settlement may not include any noncash items other than health benefits, which may be continued for the unexpired term up to 18 months or until the employee finds other employment, whichever comes first.

Pursuant to Government Code Section 53243 et seq., any cash settlement paid by the District to EMPLOYEE in connection with the termination of this agreement; and although nothing in this agreement provides for the following, should any salary be provided to the EMPLOYEE by the District in the form of paid leave pending a criminal investigation, or any District funds be paid for EMPLOYEE'S criminal defense, all such payments whether for a cash settlement, paid leave or criminal defense costs shall be fully reimbursed by EMPLOYEE to the District if EMPLOYEE is convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.





# HANFORD ELEMENTARY SCHOOL DISTRICT

May 11, 2015

49/62

## CONTINUING OFFER OF CERTIFICATED MANAGEMENT EMPLOYMENT

Name: Martinez, Jaime

Social Security #: xxx-xx-2908

Standard work year: 225 days (July 1, 2015 – June 30, 2016)

Position:	Assistant Superintendent, Human Resources
Site:	D.O. - Human Resources
Classification:	Permanent
Range & Step:	1-A, 4 - \$120,017.00
Stipends:	0

Account Number(s):

0100-0000-0-0000-7200-130000-001-0000

Annual Rate:	\$120,017.00	First Payment:	July 31, 2015
Number of Monthly Payments:	12		

In accordance with Education Code - Section 44840, notice of your reelection is hereby given to you.

Authorizing Signature \_\_\_\_\_

Date May 11, 2015

### ACCEPTANCE OF OFFER

I accept the terms and conditions of the offer of employment above and will report for duty as directed. I hold/will hold the valid California teaching credential(s) listed below which will be recorded at the Kings County Office of Education before the beginning of the school term. I hereby certify that I have not entered into a valid contract of employment with the governing board of any other school district which will in any way conflict with my employment.

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Note: In accordance with Education Code Section 44842(a), which is printed below, a signed copy of this Offer of Employment must be received by the Hanford Elementary School District Human Resources Department by June 30 of the current year.

**44842. Automatic Declining of Employment:** (a) If, without good cause, a probationary or permanent employee of a school district fails prior to July 1st of any school year to notify the governing board of the district of his or her intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known place of address, by the clerk or secretary of the governing board of the school district, not later than the preceding May 30th, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on June 30th of that year.

Pursuant to Government Code Sections 53260-53264, employee contracts must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to the monthly salary multiplied by the number of months left on the unexpired term of the contract. If the unexpired term is greater than 18 months, this maximum is equal to the monthly salary times 18. The cash settlement formula is a cap or ceiling on the amounts that may be paid to an employee and is not a target or example of the amount of the cash settlement to be paid to an employee in all contract termination cases. The cash settlement may not include any noncash items other than health benefits, which may be continued for the unexpired term up to 18 months or until the employee finds other employment, whichever comes first.

Pursuant to Government Code Section 53243 et seq., any cash settlement paid by the District to EMPLOYEE in connection with the termination of this agreement; and although nothing in this agreement provides for the following, should any salary be provided to the EMPLOYEE by the District in the form of paid leave pending a criminal investigation, or any District funds be paid for EMPLOYEE'S criminal defense, all such payments whether for a cash settlement, paid leave or criminal defense costs shall be fully reimbursed by EMPLOYEE to the District if EMPLOYEE is convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.



# HANFORD ELEMENTARY SCHOOL DISTRICT

May 11, 2015

## CONTINUING OFFER OF CERTIFICATED MANAGEMENT EMPLOYMENT

Name: McConnell, Karen

Social Security #: xxx-xx-0874

Standard work year: 225 days (July 1, 2015 – June 30, 2016)

Position:	Assistant Superintendent Special Services
Site:	D.O. - Special Services
Classification:	Permanent
Range & Step:	1-A, 5 - \$124,818.00
Stipends:	Longevity - 20 years - \$4,000.00

### Account Number(s):

0100-0000-0-0000-2100-130000-001-0000 (75%)

0100-6500-0-5770-2100-130000-039-0000 (25%)

Annual Rate:	\$128,818.00	First Payment:	July 31, 2015
Number of Monthly Payments:	12		

In accordance with Education Code - Section 44840, notice of your reelection is hereby given to you.

Authorizing Signature \_\_\_\_\_

Date May 11, 2015

### ACCEPTANCE OF OFFER

I accept the terms and conditions of the offer of employment above and will report for duty as directed. I hold/will hold the valid California teaching credential(s) listed below which will be recorded at the Kings County Office of Education before the beginning of the school term. I hereby certify that I have not entered into a valid contract of employment with the governing board of any other school district which will in any way conflict with my employment.

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

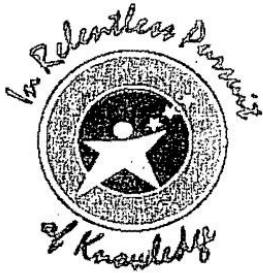
Phone: \_\_\_\_\_

Note: In accordance with Education Code Section 44842(a), which is printed below, a signed copy of this Offer of Employment must be received by the Hanford Elementary School District Human Resources Department by June 30 of the current year.

**44842. Automatic Declining of Employment:** (a) If, without good cause, a probationary or permanent employee of a school district fails prior to July 1st of any school year to notify the governing board of the district of his or her intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known place of address, by the clerk or secretary of the governing board of the school district, not later than the preceding May 30th, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on June 30th of that year.

Pursuant to Government Code Sections 53260-53264, employee contracts must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to the monthly salary multiplied by the number of months left on the unexpired term of the contract. If the unexpired term is greater than 18 months, this maximum is equal to the monthly salary times 18. The cash settlement formula is a cap or ceiling on the amounts that may be paid to an employee and is not a target or example of the amount of the cash settlement to be paid to an employee in all contract termination cases. The cash settlement may not include any noncash items other than health benefits, which may be continued for the unexpired term up to 18 months or until the employee finds other employment, whichever comes first.

Pursuant to Government Code Section 53243 et seq., any cash settlement paid by the District to EMPLOYEE in connection with the termination of this agreement; and although nothing in this agreement provides for the following, should any salary be provided to the EMPLOYEE by the District in the form of paid leave pending a criminal investigation, or any District funds be paid for EMPLOYEE'S criminal defense, all such payments whether for a cash settlement, paid leave or criminal defense costs shall be fully reimbursed by EMPLOYEE to the District if EMPLOYEE is convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.



51/62

## HANFORD ELEMENTARY SCHOOL DISTRICT

June 22, 2015

## EMPLOYMENT AGREEMENT

Effective date: July 1, 2015  
Social Security #: xxx-xx-1942  
Name: White, Nancy  
Date of hire: 11/10/86  
Position: Chief Business Official  
Site: Fiscal Services  
District Status: Permanent  
Position Status: Permanent  
PERS: X  
STRS:  
Hours per day: 8.0  
Months employed: 12  
Standard work year: July 1, 2015 – October 30, 2015  
Range & Step: Management O-A, Step 4 - \$135,790.00  
Stipends: Longevity: 20 years - \$1,456.36  
Annual Rate: \$50,882.00  
Daily Rate: \$535.60  
Account Number(s): 0100-0000-0-0000-7200-230000-001-0000  
First Payment: July 31, 2015  
Holidays: 2  
Vacation days: 7

Authorizing Signature \_\_\_\_\_

Date June 15, 2015

NOTE: Retirement effective 10/30/15.

Base 12,356.41  
LLP 364.09  
12,720.50

By signature hereon I certify that I have reviewed the information above and agree to the accuracy thereof.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Pursuant to Government Code Sections 53260-53264, employee contracts must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to the monthly salary multiplied by the number of months left on the unexpired term of the contract. If the unexpired term is greater than 18 months, this maximum is equal to the monthly salary times 18. The cash settlement formula is a cap or ceiling on the amounts that may be paid to an employee and is not a target or example of the amount of the cash settlement to be paid to an employee in all contract termination cases. The cash settlement may not include any noncash items other than health benefits, which may be continued for the unexpired term up to 18 months or until the employee finds other employment, whichever comes first.

Pursuant to Government Code Section 53243 et seq., any cash settlement paid by the District to EMPLOYEE in connection with the termination of this agreement; and although nothing in this agreement provides for the following, should any salary be provided to the EMPLOYEE by the District in the form of paid leave pending a criminal investigation, or any District funds be paid for EMPLOYEE'S criminal defense, all such payments whether for a cash settlement, paid leave or criminal defense costs shall be fully reimbursed by EMPLOYEE to the District if EMPLOYEE is convicted of a crime involving an abuse of office or position as defined in Government Code Section 53243.4.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** June 15, 2015  
**FOR:** (X) Board Meeting  
           ( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
           (X) Action

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider approval of 2015/16 spending plans for funds received from the Education Protection Account Fund.

**PURPOSE:**

The Education Protection Account (EPA) Fund is funding derived from the passage of the Proposition 30 tax measure in November 2012. The availability of these funds prevented additional Revenue reductions. Therefore, these funds are not additional funds to school districts; they merely replace what would have been lost. There are, however, additional requirements for the receipt of this funding, one of which requires that Board action be taken during a public meeting to approve a spending plan for funds received from EPA. Account funds cannot be used for salaries or benefits of administrators or any other administrative costs.

**FISCAL IMPACT:**

The estimated 2015/16 EPA Entitlement for Hanford Elementary and Jefferson Charter Academy combined is \$6,405,006. The proposed spending plan is to budget these funds to offset a portion of existing teacher salaries and benefits as follows:

Object Code	Description	HESD	Jefferson Charter	TOTAL
	<b>CERTIFICATED SALARIES</b>			
110000	Teacher Salaries	4,864,887	59,829	4,924,716
	Total 100000's	4,864,887	59,829	4,924,716
	<b>EMPLOYEE BENEFITS</b>			
310100	STRS	401,339	4,988	406,327
330100	Medicare	70,539	876	71,415
340100	Health & Welfare Benefits	913,374	11,352	924,726
350100	Unemployment Ins.	2,435	30	2,465
360100	Workers' Comp. Ins.	74,432	925	75,357
	Total 300000's	1,462,119	18,171	1,480,290
<b>TOTAL SPENDING PLAN FOR EPA FUNDS</b>		<b>6,327,006</b>	<b>78,000</b>	<b>6,405,006</b>

**RECOMMENDATION:**

Approve 2015/16 spending plans for funds received from the Education Protection Account Fund.

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Nancy White

**DATE:** June 15, 2015

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

**FOR:** ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider adoption of the 2015-16 Local Control Accountability Plans for the District and Jefferson Charter Academy.

**PURPOSE:**

The Local Control Accountability Plan (LCAP) is a component of the Local Control Funding Formula (LCFF). Under the LCFF, all school districts and Charters are required to prepare an LCAP, which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to EC 52060(d).

After receiving input during meetings with staff, parents and the public, the District drafted LCAPs for the District and Jefferson Charter Academy for 2015-16 that have been shared with employee bargaining groups and with parent advisory groups. The LCAPs were then presented during the Public Hearing on June 10, 2015. The next step is for the governing board to adopt the LCAPs on or before July 1, 2015.

**FISCAL IMPACT:****RECOMMENDATION:**

Adopt the 2015-16 Local Control Accountability Plans for the District and Jefferson Charter Academy.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 15, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider adoption of the 2015/16 Hanford Elementary School District Budget and the Jefferson Charter Academy Budget.

**PURPOSE:**

State law provides that the school district has the responsibility of adopting its budget for the fiscal year prior to the 1<sup>st</sup> of July each year. The district budget development processes, as directed by BP 3000 and BP 3100, have been followed. The district budget has been prepared from the best possible estimates that individual schools and district administrative staff can provide. The district budget has been developed in accordance with standards and criteria for fiscal accountability adopted by the State Board of Education (Education Code 33129). The proposed district budget is a responsible budget with spending priorities which reflect the district's vision and goals.

**FISCAL IMPACT:****RECOMMENDATION:**

Adopt the 2015/16 budgets.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** June 15, 2015

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

**FOR:** ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider approval of consultant contract with Mangini Associates, Inc. - TPM.

**PURPOSE:**

Mangini Associates, Inc. - TPM to provide the District with architectural services for work related to projects that arise during the 2015-16 school year.

**FISCAL IMPACT:**

Expenditures only as necessary would be paid from the Developer Fees Fund, Special Reserve – Capital Facilities Fund, and/or the General Fund.

**RECOMMENDATION:**

Approve consultant contract with Mangini Associates, Inc. – TPM.



HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 15, 2015

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider approval of legal services agreements and fees for fiscal year 2015-16.

**PURPOSE:**

To authorize legal services contracts and the fees proposed for 2015-16 (see attachment) with:

- Atkinson, Andelson, Loya, Ruud & Romo
- Griswold, LaSalle, Cobb, Dowd & Gin

**FISCAL IMPACT:**

Legal services are only used on an as needed basis. Fees charged are paid from General Fund – General Purpose Funds.

**RECOMMENDATION:**

Approve legal services agreements as listed above for 2015-16.



## Hanford Elementary School District

## LEGAL SERVICES FEES FOR 2015-16

Legal Service Provider	2015-16 Rates	Increase
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**Atkinson, Andelson, Loya, Ruud & Roma**

SPECIALITY: General Legal Matters; Personnel and Labor Relations

Senior Partners	\$250/hour	Increase \$40
Partners & Senior Counsel	\$225/hour	Increase \$20
Senior Associates	\$215/hour	Increase \$15
Associates	\$205/hour	Increase \$10
Non-Legal Consultants	\$170/hour	Increase \$10
Paralegals/Law Clerks	\$145/hour	Increase \$10

**Griswold, LaSalle, Cobb, Dowd & Gin**

SPECIALITY: General Legal Matters; Defense Attorneys

Attorneys	\$175 - \$225/hour	No change
Paralegals	\$90/hour	No change
Legal Assistants	\$25 - \$50/hour	No change

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** June 15, 2015  
**FOR:** (X) Board Meeting  
( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
(X) Action

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider approval for the purchase and installation of a shade structure for Wilson Jr. High School from Shade Structures, Inc. via piggyback issued by Santa Ana Unified School District.

**PURPOSE:**

We would like to add a shade structure to the patio area outside the Cafeteria at Wilson Jr. High School. The type of structure suitable for that patio and the surrounding infrastructure is available from Shade Structures, Inc. and can be purchased via a piggyback bid issued by Santa Ana Unified School District.

**FISCAL IMPACT:**

The purchase and installation cost of the shade structure will be \$28,103.51 and will be paid for from Fund 4000 – Special Reserve –Capital Facilities.

**RECOMMENDATION:**

Approve the purchase and installation of a shade structure for Wilson Jr. High School from Shade Structures, Inc. via piggyback bid issued by Santa Ana Unified School District.

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

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

**FROM:** Nancy White

**DATE:** June 15, 2015

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

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

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider approval to purchase classroom furniture from Sierra School Equipment Company via piggyback bid issued by Arvin Union School District.

**PURPOSE:**

Sierra School Equipment Company is the vendor that provides much of the District's classroom furniture including student desks and chairs and teacher's desks and file cabinets. At this time, we would like to purchase new and replacement student desks and chairs for 40 classrooms at various school sites. We recommend piggybacking on the Arvin Union School District bid to make this purchase and any additional purchases for the 2015-16 fiscal year.

**FISCAL IMPACT:**

The estimated total purchase at this time is \$334,000. The purchase will be funded by a combination of General Purpose funds in the General Fund and from the Capital Facilities – Developer Fees Fund.

**RECOMMENDATION:**

Approve purchase of classroom furniture from Sierra School Equipment Company via piggyback bid issued by Arvin Union School District.

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

**TO:** Dr. Paul J. Terry  
**FROM:** Nancy White  
**DATE:** June 15, 2015  
**FOR:** (X) Board Meeting  
           ( ) Superintendent's Cabinet  
**FOR:** ( ) Information  
           (X) Action

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider declaration of surplus property.

**PURPOSE:**

The following property is beyond its useful life and no longer can be of use to the District.

<u>PROPERTY</u>	<u>VALUE</u>	
1 Sunami High Flow Carpet Machine	\$50	Each
10 Folding Tables	\$20	Each
150 Metal Folding Chairs	\$2	Each
1 Chevrolet Dump Truck 1988	\$1,000	Each
1 Tennant Street Sweeper 1997	\$750	Each
1 Lot – Cabinets and Shelving	\$0	Scrap
7 Aluminum Bleachers	\$50	Each
1 Hyster Propane Forklift	\$1,000	Each
2 Refrigerated Milk Boxes	\$50	Each
2 Traulsen Reach-in Refrigerators	\$100	Each
2 A La Carte Food Lines	\$1,000	Each
1 Double Stack Montague Oven	\$250	Each
1 Groen Steam Combo Oven	\$250	Each

Education Code 17546 allows that if the Board Members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any District employee to sell the property without advertising. We will attempt to find a buyer(s) for the property listed above.

The same Education Code also allows that if no buyer is found, the property may be donated to a charitable organization or may be disposed of by dumping or for scrap.

**FISCAL IMPACT:**

Any funds generated from the sale or from scrap will be deposited as income to the appropriate District Fund.

**RECOMMENDATION:**

Declare the property as surplus and approve disposition by sale, donation to charitable organization, scrap or dumping.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** June 15, 2015

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

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

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider renewal of lease agreements with Mobile Modular Management Corporation for one (1) portable restroom facility.

**PURPOSE:**

The District entered into a two-year lease agreement with Mobile Modular Management Corporation in 2013 for this portable restroom facility at Jefferson School for the CDS program. The lease will expire June 30, 2015. This facility is still needed. We would like to renew the lease for one (1) additional year.

**FISCAL IMPACT:**

The cost for this lease will be \$11,544 for the 2015-16 school year. This cost will be paid for from Developer Fees.

**RECOMMENDATION:**

Approve renewal lease agreement with Mobile Modular Management Corporation for one (1) portable restroom facility for one year.

HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

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

**FROM:** Nancy White

**DATE:** June 15, 2015

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

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

Date you wish to have your item considered: June 24, 2015

**ITEM:**

Consider renewal of lease agreement with Designed Mobile Systems Industries, Inc (DMSI) for one (1) portable classroom.

**PURPOSE:**

The District entered into a two-year lease renewal with DMSI in 2013 for this classroom. The lease will expire June 30, 2015. This portable classroom is still needed. We would like to renew the lease for two (2) additional years.

**FISCAL IMPACT:**

The cost for this lease will be \$6,000 per year. This cost will be paid for from Developer Fees.

**RECOMMENDATION:**

Approve renewal lease agreement with DMSI for one (1) portable classroom for two years.