

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, June 10, 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

CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918....requires closed sessions in order to prevent the disclosure of confidential student information*)

Administrative Panel Recommendations

Case# 15 – 26 - Washington

Case# 15 – 27 – Kennedy

Case# 15 – 28 – Wilson

Case# 15 – 29 - Wilson

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

- Public Employee Performance Evaluation – (GC 54957) – Superintendent

OPEN SESSION

- Take action of Student Discipline and Closed Session Personnel Items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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 5/22/2015 and 5/29/2015
- b) Approve minutes of Regular Board Meeting May 27, 2015
- c) Approve acceptance of donation of \$88.60 from Box tops for Education for Hamilton Elementary
- d) Approve acceptance of donation of dictionaries to 3rd Grade students at Hamilton Elementary from the Sunset Rotary Club
- e) Approve acceptance of donation of \$300.00 from Westat – TIMMS testing

6:10 p.m. – PUBLIC HEARING: 2015-2016 Local Control Accountability Plans for the District and for Jefferson Charter Academy, and the District's Budget (White)

3. INFORMATION ITEMS

- a) Receive for information the Tentative Agreement between Hanford Elementary School District and Hanford Elementary Teachers' Association for 2015-2016 contract re-openers (Martinez)
- b) Receive for information a report from the District English Learner Advisory Committee (DELAC) March 18, 2015 meeting (Gomez/Carlton)
- c) Receive for information a report from the District English Learner Advisory Committee (DELAC) April 29, 2015 meeting (Gomez/Carlton)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of a consultant contract with Tulare County Office of Education to provide 24 days of science and engineering practices professional development and support (Gabler)
- b) Consider approval of James Patterson Pledge to Libraries grant application for \$1,000 to \$10,000 library improvement grant for Monroe Elementary (Pulis)
- c) Consider approval of consultant contract with The Leadership and Learning Center – Houghton Mifflin Harcourt (Gabler)
- d) Consider approval of College Preparatory Mathematics (CPM) Coaching Support Grant (Gabler)
- e) Consider approval of agreement with Tulare County Office of Education/Migrant Education Program, Region VIII with Hanford Elementary School District as a Model B service district (Gomez)
- f) Consider approval of Agency Agreement for Migrant Summer School program operated by the Tulare County Office of Education/Migrant Program Region VIII (Gomez)
- g) Consider approval of 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 (Mulligan)
- h) Consider approval of a consultant agreement with Keenan Associates for their hazardous materials handling and regulatory compliance program (Mulligan)

- i) Consider approval of Consolidated Application for Funding Categorical Aid Programs – Spring Release (Carlton)
- j) Consider approval of the revised Board Policy and Administrative Regulation: (Martinez)
 - BP/AR 4118 – Dismissal/Suspension/Disciplinary Action (revised)
 - AR 4117.4 – Dismissal of Permanent or Probationary Employee (delete)
- k) Consider approval of the revised Administrative Regulation: (Martinez)
 - AR 4112.5, 4212.5, 4312.5 – Criminal Record Check (revised and added 4212.5)
 - AR 4212.5 – Criminal Record Check (delete, 4212.5 added to AR listed above)
 - AR 4112.62 – Maintenance of Criminal Offender Records (delete)
- l) Consider approval of the revised Board Policy: (Martinez)
 - BP 4221 - Temporary, Short-term and Substitute Personnel and Non-Represented Part-Time Employees (revise)

5. PERSONNEL

a) Employment

Management/Professional Specialist/Confidential

- Blanca Martinez, School Operations Officefr – 8.0 hrs., Lincoln, effective 7/29/15
- Jamie Dial, Fiscal Services Specialist – 8.0 hrs., Fiscal Services/DO, effective 7/8/15

Certificated Professional Specialists, Effective 8/15/15

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

Certificated, Effective 8/10/15

- Sarah Lackey, Teacher, Probationary 1
- Elise Mattos, Teacher, Probationary 1

Temporary Employees/Substitutes/Yard Supervisors

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

b) Short-term Employment

CLASSIFIED STAFF – 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, 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 6/29/16
- 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 6/29/16

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

d) Salary/Wage Schedules for 2015-2016

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

f) Volunteers

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

6. FINANCIAL

- a) Consider approval of Resolution # 16-15: Board Delegation of Powers/Duties of Governing Board (White)
- b) Consider approval of consultant contract with Mandate Resource Services, LLC for the preparation of Mandated Cost Claims (White)
- c) Consider approval of consultant contract with Government Financial Strategies (White)
- d) Consider renewal of lease agreements with Mobile Modular Management Corporation for twelve (12) portable classrooms (White)

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: May 27, 2015

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

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

ITEM: Student Discipline and Administrative Panel Recommendations

PURPOSE:

Case# 15-26 - Washington
Case# 15-27 - Kennedy
Case# 15-28 - Wilson
Case# 15-29 - Wilson

Hanford Elementary School District
Minutes of the Regular Board Meeting
May 27, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on May 27, 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, Hill and Revious were present.
- 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
 - Public Employee Discipline/Dismissal/Release (GC 54957)
 - Conference with Labor Negotiator (GC 54957.6) – HETA
- Open Session** Trustees returned to open session at 6:15 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Anthony Carrillo, Debra Colvard, Kristina Baldwin, Kenny Eggert, Joy Gabler, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Liz Simas, Nancy White, and Jaime Martinez.
- Expulsion #15-24** Trustee Hernandez made a motion to accept the Findings of Fact and suspend from Community Day School Case #15-24 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 May 26, 2015. Parents may apply for readmission on or after June 5, 2015. Trustee Hill seconded; motion carried 5-0:
- Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – 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: Junior High promotions June 3rd; next regular board meetings June 10th and June 24th. No board meetings scheduled for July; Last day of school June 5th.

INFORMATION ITEMS

Revised Budget Proposal

Superintendent Dr. Terry Presented for information an overview of the Governor's 2015-16 May Revision Budget Proposal.

AR 4112.5, 4212.5, 4312.5

Assistant Superintendent Human Resources Jaime Martinez presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 4112.5, 4212.5, 4312.5 – Criminal Record Check (revised and added 4212.5)
- AR 4212.5 Criminal Record Check – (delete)
- AR 4112.62 – Maintenance of Criminal Offender Records (delete)

BP/AR 4118

Assistant Superintendent Human Resources Jaime Martinez presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 4118 – Dismissal/Suspension/Disciplinary Action (revised)
- AR 4117.4 – Dismissal of Permanent or Probationary Employee (delete)

BP 4221

Assistant Superintendent Human Resources Jaime Martinez presented for information the following revised Board Policy:

- BP 4221 – Temporary, Short-Term, Substitute, and Non-Represented Part-Time Employees (revised)

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "d" together. Trustee Hill seconded, motion carried 5-0.

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

Trustee Revious then made a motion to approve consent items "a" through "d". Trustee Hernandez seconded, motion carried 5-0.

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

The items approved are as follows:

- a) Accept warrant listings dated 4/17/15, 5/8/15, and 5/15/15
- b) Approve minutes of Regular Board Meeting May 13, 2015
- c) Approve Interdistrict transfers as recommended
- d) Approve acceptance of donation of dictionaries to 3rd Grade students at Jefferson Charter Academy, Martin Luther King Elementary, Simas Elementary, Lincoln Elementary, and Washington Elementary, from the Sunset Rotary Club

BOARD POLICIES AND ADMINISTRATION

Transportation for Migrant Summer School Programs

Trustee Hernandez made a motion to approve transportation for Migrant Summer School programs operated by the Tulare County Office of Education/Migrant Program Region VII. Trustee Revious seconded; motion carried 5-0:

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

James Patterson Pledge to Libraries Grant

Trustee Garcia made a motion to approve the James Patterson Pledge to Libraries grant application for \$1,000 to \$10,000 library improvement grant for Washington School. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – 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 Jefferson Charter Academy portable demolition. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes
Garner – Yes
Hernandez – Yes
Hill – Yes
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 for the Woodrow Wilson Jr. High School band room upgrade project. Trustee Garcia seconded; motion carried 5-0:

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

Memorandum of Understanding

Trustee Hill made a motion to approve Memorandum of Understanding between the County of Kings, through the Public Health Department/Health Officer and the Hanford Elementary School District. Trustee Garcia seconded; motion carried 5-0:

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

BP/AR 1240

Trustee Hernandez made a motion to approve the following revised Board Policy and Administrative Regulation 1240 – Volunteer Assistance. Trustee Garcia seconded; motion carried 5-0:

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

E 4112.5, 4212.5, 4312.5

Trustee Revious made a motion to approve the following revised Exhibit 4112.5, 4212.5, 4312.5 – Maintenance of Criminal Offender Records. Trustee Hernandez seconded; motion carried 5-0:

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

AR 5141.4

Trustee Hernandez made a motion to approve the following revised Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting. Trustee Revious seconded; motion carried 5-0:

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

BP/AR 4121

Trustee Revious made a motion to approve the following revised Board Policy and Administrative Regulation 4121 – Temporary/Substitute Personnel and AR 4221 – Temporary, Short-term and Substitute Personnel. Trustee Revious seconded; motion carried 5-0:

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

PERSONNEL

Trustee Hill made a motion to take Personnel items "a" through "h" together. Trustee Hernandez seconded; motion carried 5-0:

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

Then Trustee Hill made a motion to approve Personnel items "a" through "h". Trustee Hernandez seconded; the motion carried 5-0:

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

The following items were approved:

***Item "a" –
Employment*****Certificated Professional Specialists, Effective 8/5/15:**

- Lynzi Lowe, School Counselor, District Office
- Carmen Prado, School Counselor, District Office
- Rigoberto Vivanco, School Counselor, Richmond

Certificated, Effective 8/10/15:

- Sarah Lackey, Teacher, Probationary 1
- Elise Mattos, Teacher, Probationary I

Classified:

- Hannie Sewell, Custodian II – 8.0 hrs., Hamilton, effective 5/18/15

Temporary/Substitutes/Yard Supervisors:

- Patricia Edmond, Substitute Yard Supervisor, effective 5/5/15
- Jesse Thompson, Short-term Custodian II – 8.0 hrs., Simas, effective 5/14/15 to 6/5/15

**Item "b" –
Resignations**

- Tatiana Alcala, Substitute READY Program Tutor, effective 2/17/15
- Jamie Barron, Food Service Worker I – 3.0 hrs., Roosevelt, effective 5/15/15
- Leo Castillo, Yard Supervisor – 3.0 hrs., Simas, effective 6/5/15
- Lauren Church, READY Program Tutor – 4.5 hrs., Washington, effective 5/14/15
- Marie Gallegos, Yard Supervisor – 3.0 hrs., Hamilton, effective 6/5/15
- Stacie Garcia, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/4/15
- Desiree Gilbreth, Teacher, Simas, effective 6/5/15
- Aaron Gregory, Substitute Custodian I, effective 4/27/15
- Russell Gustafson, Substitute Custodian II, effective 8/22/14
- Jessica Monico, Teacher, Lincoln, effective 6/5/15
- Katelin Mello, Yard Supervisor – 1.75 hrs., Kennedy, effective 5/22/15
- Mackenzie Reed, Teacher, King, effective 6/5/15

**Item "c" –
More Hours/Transfer**

- Janice DeLoza, from Bilingual Clerk Typist II – 5.0 hrs., Jefferson to Bilingual Clerk Typist II – 8.0 hrs., Monroe, effective 7/29/15

**Item "d" –
Administrative Transfers
(Classified)**

- Casandra Arceo, Bilingual Health Care Assistant – 6.0 hrs., from Simas to Lincoln, effective 8/7/15

**Item "e" – Adopt
Declaration of Need**

- Adopt Declaration of Need for Fully Qualified Educators for 2015-2016 School Year (Title 5, 80026)

**Item "f"
Annual Statement of
Need for Substitutes**

- 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 2015-2016 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.

**Item "g"
Agreement with Tulare
County Office of
Education**

- Approve agreement between Hanford Elementary School District and Tulare County Office of Education to provide support to Administrative Credential candidates to refine their leadership skills during the course of the program. This agreement will be effective 1/1/15 to 6/30/18.

**Item "h"
Volunteers**

<u>Name</u>	<u>School</u>
Florinda Guzman	Jefferson
Yolanda Vilches	Roosevelt
Julie Kelly	Simas
Carrie Hernandez (HESD Employee)	Washington
Elisa Urrutia	Washington

FINANCIAL

Resolution #15-15 Trustee Garcia made a motion to approve Resolution #15-15: Revision of the 2014-2015 Budget. Trustee Hill seconded; motion carried 5-0:

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

Adjournment There being no further business, President Garner adjourned the meeting at 6:47 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: Ramiro Flores

DATE: 5/5/15

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

FOR: () Information
(X) Action

Date you wish to have your item considered: May 27, 2015

ITEM: Consider approval of donations to Hamilton School from:

- Box Tops for Education in the amount of \$88.60
- Sunset Rotary Club giving Hamilton 3rd grade students dictionaries, total of 78 soft bound dictionaries.

PURPOSE: Monies from Box Tops for Education are to be used to purchase classroom supplies. Dictionaries to be given to students.

FISCAL IMPACT: Increase of \$88.60 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: Ramiro Flores
DATE: 5/13/15
FOR: ☒ Board Meeting
 ☐ Superintendent's Cabinet
FOR: ☐ Information
 ☒ Action

Date you wish to have your item considered: May 27, 2015

ITEM: Consider approval of donation to Hamilton School from:
 • Westat – TIMMS testing in the amount of \$300.00

PURPOSE: To purchase classroom supplies.

FISCAL IMPACT: Increase of \$300.00 to account #0100-0000-0-1110-1000-430001-029-0000.

RECOMMENDATION: Accept donation.

PUBLIC NOTICE

2015-16 Budget Hearing

Public Hearings for the 2015-16 Hanford Elementary School District and Jefferson Charter Academy Local Control Accountability Plans and for the District's Budget will be held by the Trustees of the Hanford Elementary School District on June 10, 2015, at 6:10 p.m. in the Board Room at 714 N. White Street, Hanford, California.

Any taxpayer directly affected by the Hanford Elementary School District may appear before the Trustees of the Hanford Elementary School District and speak on the proposed budget or any item therein. The proposed budget may be inspected by the public from June 5, 2015 through June 10, 2015, 7:30 a.m. to 4:30 p.m. in the Hanford Elementary School District Office-Fiscal Services Department at 714 N. White Street, Hanford, California.


Date to Publish: May 27, 2015

Paper to Publish: Hanford Sentinel
300 West Sixth Street
Hanford, CA 93230
(559) 582-0471

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: June 1, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 10, 2015**

ITEM: Receive, for information, Tentative Agreement between Hanford Elementary School District (HESD) and Hanford Elementary Teachers' Association (HETA) for 2015-2016 contract re-openers.

PURPOSE: To meet the "sunshining" provisions of Government Code Section 3547 prior to approval of Tentative Agreements reached in collective bargaining.

A copy of the Tentative Agreement will be available, for review and comment by the public, in the Superintendent's Office from June 11, 2015 through June 24, 2015.

Board approval of the amendments to the collective bargaining agreement will be recommended at the June 24, 2015, regular Board meeting.

FISCAL IMPACT: Costs and funding sources are attached.

RECOMMENDATION: Receive for information only.

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.

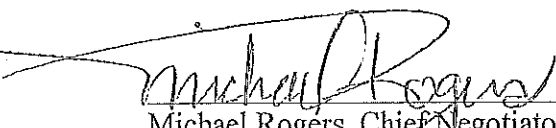
REVISE Article 20, Section D, "Teaching Stipends" as follows:

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

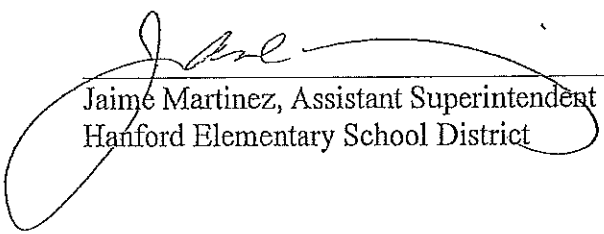
Balance of Article 20 status quo.

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

HANFORD ELEMENTARY SCHOOL DISTRICT
2014-2015 2015-2016 CREDENTIALLED TEACHER SALARY SCHEDULE "A"
186 Work Days

STEP	COLUMN			
	I	II	III	IV
	BA	BA + 45	BA + 60	BA + 75
	semester hours	semester hours	semester hours	semester hours
	+ Credential ¹	+ Credential ¹	Credential ¹	Credential ¹
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 ²		81,799	85,071
L - 20	Requires 20 years of service ²		85,071	88,474
L - 25	Requires 25 years of service ²		88,474	92,013

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

² "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 10th 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

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 Association

Certificated ☒ 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.	Base Salary		\$ 1,216,098	\$ 1,317,440	\$ 1,317,440
		\$ 20,268,309	5.26%	5.69%	5.69%
2.	Other Compensation – i.e. Stipends or Bonuses		\$ 0	\$ 0	\$ 0
		\$ 0	0%	0%	0%
3.	Total Salary - (Sum of 1 & 2)		\$ 1,216,098	\$ 1,317,440	\$ 1,317,440
		\$ 20,268,309	5.26%	5.69%	5.69%
4.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare		\$ 172,199	\$ 186,549	\$ 186,549
		\$ 2,869,993	0.74%	0.81%	0.81%
5.	Health/Welfare Benefits		\$ 59,292	\$ 59,292	\$ 59,292
		\$ 3,574,265	0.26%	0.26%	0.26%
6.	Total Benefits - (Total Lines 4 & 5)		\$ 231,491	\$ 245,841	\$ 245,841
		\$ 6,444,258	1.0%	1.07%	1.07%
7.	Total Compensation – (sum of 3 & 6)		\$ 1,447,589	\$ 1,563,281	\$ 1,563,281
		\$ 26,712,567	6.26%	6.76%	6.76%

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

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)
REVENUES				
Revenue Limit Source (8010-8099)	45,151,337			45,151,337
Remaining Revenues (8100-87991)	7,410,252			7,410,252
TOTAL REVENUES	52,561,589			52,561,589
EXPENDITURES				
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
TOTAL EXPENDITURES	55,297,211	+ 75,114		55,372,325
OPERATING SURPLUS (DEFICIT)	(2,735,622)			(2,810,736)
OTHER SOURCES AND TRANSFERS IN	0			0
OTHER USES AND TRANSFERS OUT	0			0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(2,735,622)			(2,810,736)
BEGINNING BALANCE	7,113,552			7,113,552
CURRENT-YEAR ENDING BALANCE	4,377,930			4,302,816
COMPONENTS OF ENDING BALANCE:				
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

**CERTIFICATION #1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF
COLLECTIVE BARGAINING AGREEMENT**

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Hanford Elementary School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Hanford Elementary Teachers Association Bargaining Unit, during the term of the agreement from July 1, 2013 to June 30, 2016.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

	Budget Adjustment
<u>Budget Adjustment Categories</u>	<u>Increase (Decrease)</u>
<u>Revenues/Other Financing Sources</u>	
<u>Expenditures/Other Financing Uses</u>	+ 75,114
<u>Ending Balance Increase (Decrease)</u>	- 75,114

N/A _____ (No budget revisions necessary)

District Superintendent
(Signature)

June 10, 2015
Date

**Chief Business Officer
(Signature)**

June 10, 2015
Date

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Lucy Gomez, Doug Carlton

DATE: May 11, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

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

ITEM: Receive for information a report from the District English Learner Advisory Committee (DELAC) March 18, 2015 meeting.

PURPOSE: The DELAC advises the board on the educational programs and services for English learners, the Local Control Accountability Plan, and the district's annual needs assessment.

FISCAL IMPACT: DELAC is a requirement of the Local Control Funding Formula along with Title I and Title III funding.

Hanford Elementary School District



Hanford Elementary School District (HESD) District English Language Advisory Committee Meeting Report to the Board of Trustees

Date of Meeting: March 18, 2015
Starting Time: 9:00 a.m.
Location: District Office Board Room, 714 N. White Street

1. Purpose of Meeting: To advise the board on conducting a district-wide needs assessment on a school by school basis; to advise the governing board on the establishment of district program, goals, and objectives for programs and services for English learners
2. The DELAC received information on the following topics:
 - Local Control Accountability Plan (LCAP), including review of the input from the district's stakeholder groups and the proposed services and programs for students for 2015-1016 and beyond.
 - The achievement of EL students in the district and the federal accountability targets
 - The implementation of the district's services and programs for EL students including activities in the Title III Action Plan for English Learners
 - Parent outreach and education activities
 - The EL Achieve program
 - The Common Core Standards
 - The district's volunteer policies
3. The DELAC provided the following recommendations:
 - Continue to increase and improve services for students through implementation of the LCAP
 - Continue to offer parent outreach and education activities
 - Look into the feasibility of establishing a parent education center

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Lucy Gomez, Doug Carlton

DATE: May 22, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

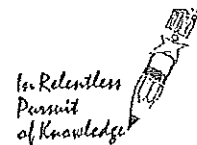
Date you wish to have your item considered: June 10, 2015

ITEM: Receive for information a report from the District English Learner Advisory Committee (DELAC) April 29, 2015 meeting.

PURPOSE: The DELAC advises the board on the educational programs and services for English learners, the Local Control Accountability Plan, and the district's annual needs assessment.

FISCAL IMPACT: DELAC is a requirement of the Local Control Funding Formula along with Title I and Title III funding.

Hanford Elementary School District



Hanford Elementary School District (HESD) District English Language Advisory Committee Meeting Report to the Board of Trustees

Date of Meeting: April 29, 2015
Starting Time: 9:00 a.m.
Location: District Office Board Room, 714 N. White Street

1. Purpose of Meeting: To advise the board on conducting a district-wide needs assessment on a school by school basis; to advise the board on establishment of the district's plan for educational programs for English Learners.
2. The DELAC received information on the following topics:
 - The district's annual Title I Survey
 - The Local Control Accountability Plan (LCAP)
3. The DELAC provided the following recommendations
 - Regarding the Title I Survey
 - The DELAC recommended school office personnel be trained to explain to parents wishing to volunteer, that while it is necessary to provide identification, social security numbers are not required
 - The DELAC recommended school office personnel be trained to explain to parents wishing to volunteer that they will be reimbursed for TB tests.
 - Regarding the LCAP
 - The DELAC recommends that funding for summer school programs be increased over the three-year span of the LCAP.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler

DATE: 05/26/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 06/10/15

ITEM: Consider approval of a consultant contract with Tulare County Office of Education to provide 24 days of science and engineering practices professional development and support.

PURPOSE: Tulare County Office of Education will provide an Instructional Consultant for 24 days to provide science and engineering practices professional development, unit development, lesson planning, assessment development, coaching, and co-teaching to Jefferson teachers. The 24 days will be spread out over the course of the 2015-2016 school year.

FISCAL IMPACT: \$24,000

RECOMMENDATIONS: Approve

PLAN OF WORK (CISC REGION 7)

TULARE COUNTY OFFICE OF EDUCATION

INITIAL / REVISION DATE: 5/20/15

DATE(S): July 1, 2015 - June 30, 2016

DISTRICT/SCHOOL: Jefferson Elementary

CONTACT(S): Joy Gabler

TCOE LEAD(S): Jared Marr

CONTENT AREA: Jared Marr

EMAIL: jgabler@hesd.k12.ca.us

#	DATE(S)	CONSULTANT ACTIVITY	DISTRICT RESPONSIBILITY	CONSULTING G/W DAYS	DISTRICT SITE WORKSHOP DAYS	# OF PARTICI- PANTS	\$50 FOR # ABOVE \$10
1	8/11/15	Focus will be on the Science and Engineering Practices, lesson design, unit development, and assessments	Schedule teachers and subs	1			\$ -
2	9/1/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
3	9/3/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
4	9/10/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
5	10/6/15	Co-plan, co-teach Grades K-2	Schedule teachers and subs	1			\$ -
6	10/13/15	Co-plan, co-teach Grades K-2	Schedule teachers and subs	1			\$ -
7	11/3/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
8	11/5/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
9	11/12/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
10	12/1/15	Co-plan, co-teach Grades K-2	Schedule teachers and subs	1			\$ -
11	12/8/15	Co-plan, co-teach Grades K-2	Schedule teachers and subs	1			\$ -
12	1/14/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
13	1/19/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
14	1/26/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
15	2/2/15	Co-plan, co-teach Grades K-2	Schedule teachers and subs	1			\$ -
16	2/9/15	Co-plan, co-teach Grades K-2	Schedule teachers and subs	1			\$ -
17	3/1/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -

PLAN OF WORK (CISC REGION 7)

INITIAL / REVISION DATE: 5/20/15

TULARE COUNTY OFFICE OF EDUCATION

DATE(S): July 1, 2015 - June 30, 2016

DISTRICT/SCHOOL: Jefferson Elementary

18	3/8/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
19	3/15/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
20	4/12/15	Co-plan, co-teach Grades K-2	Schedule teachers and subs	1			\$ -
21	4/19/15	Co-plan, co-teach Grades K-2	Schedule teachers and subs	1			\$ -
22	5/3/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
23	5/5/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -
24	5/12/15	Co-plan, co-teach Grades 3-5 & 6-8	Schedule teachers and subs	1			\$ -

Please email or fax the signed Plan of Work to:

Irma Cerrillos, IrmaC@ers.tcoe.org

fax (559) 651-0679

DAYS 24

CISC REGION 7 DAILY RATE \$ 1,000

SUBTOTALS \$ 24,000

TOTAL FOR SERVICES \$ 24,000

BINDERS / BOOKS / MATERIALS FEES (if applicable)

#	DATE OF SERVICE	ITEM (BINDERS / BOOKS / MATERIALS)	EACH	PARTICIPANTS	AMOUNT	B.T.A.
1					\$ -	
2					\$ -	
3					\$ -	
4					\$ -	
5					\$ -	
6					\$ -	
7					\$ -	
8					\$ -	
9					\$ -	
10					\$ -	
TOTAL FOR MATERIALS					\$ -	

GRAND TOTAL FOR SERVICES & MATERIALS \$ 24,000

DISTRICT REPRESENTATIVE AUTHORIZED SIGNATURE DATE

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Monroe School

DATE: 5-18-15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/27/15

ITEM: Consider approval of ...request to submit grant application to Scholastic Books.

PURPOSE: (Scholastic Reading Club, with the partnership of author James Patterson, is pledging a total of \$1.5 million to libraries. Teachers, Librarians, Administrators, or Parents can nominate their school library to receive between \$1,000.00-\$10,000.00. The grant can fund different purposes that support your library.)

We would like the opportunity to enter Monroe School as a recipient of the Scholastic Reading Club grant. We are asking for \$5,000.00. The funds will be used to update the non-fiction titles in our library. With the adoption of Common Core Standards, non-fiction reading has become a greater focus for student reading and discussion. The majority of our non-fiction titles were published in the 1990's. We would also like to purchase a variety of magazine subscriptions to broaden the student's interest levels. Last, we would like to also update our fiction book selection, which is also outdated and many books are in dire need to be replaced. We are focusing on using these funds to continue making the Monroe library an inspirational place where students can research and read about a variety of different subjects.

FISCAL IMPACT:

RECOMMENDATIONS: Approve

ADM-018

8/04

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul J. Terry ✓
FROM: Joy Gablet ✓

DATE: 06/01/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 06/10/15

ITEM: Consider approval of a consultant contract with The Leadership and Learning Center – Houghton Mifflin Harcourt.

PURPOSE: The Leadership and Learning Center will provide 1 day of training on August 10, 2015. The training will focus on the mathematics Common Core State Standards, instructional strategies for problem solving along with supporting resources to enhance mathematics instruction. All sixth grade teachers and seventh grade math teachers will take part in the training.

FISCAL IMPACT: \$5,900 to be paid from Title I Funds

Account Number: 0100-3010-0-0000-2140-580009-005-0000


RECOMMENDATIONS: Approve

Solutions for Hanford Elementary School District

Date	Description	Investment
TRAINING DELIVERY AND INVESTMENT		
August 10	Implementation support for Balanced Math <ul style="list-style-type: none">• 1 day with math teachers of Hanford Elementary School District• Presenter: Tremain Nelson• Inclusive of travel and expenses	\$5,900
	Total Proposed Investment	\$5,900



HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Joy Gabler 

DATE: 06/01/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

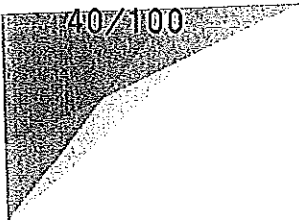
Date you wish to have your item considered: 06/10/15

ITEM: Consider approval of a College Preparatory Mathematics (CPM)
Coaching Support Grant

PURPOSE: College Preparatory Mathematics will provide six 8th grade
mathematics teachers with ongoing support and coaching as it
relates to the implementation of Core Connections Course 3 of the
College Preparatory Mathematics instructional materials.

FISCAL IMPACT: None.

RECOMMENDATIONS: Approve



Woodrow Wilson Junior High School
601 W. Florinda Street
Hanford, California 93230

Phone: (559) 585-3872 FAX: (559) 585-2336

CPM Coaching Support Grant

Woodrow Wilson Junior High School is an all-inclusive junior high school in the Hanford Elementary School District. We have implemented CPM curriculum in order to address the change to Common Core State Standards – Mathematics. We started our implementation with Core Connections - Course 3 last year as our primary 8th Grade Math Curriculum. Our students will be experiencing CPM for the first time since CPM was not adopted as our 6th or 7th Grade curriculum.

We have an enthusiastic teaching staff with a vast range of teaching experience; complemented with a fully supportive administration. Our teachers are diverse in their needs each having a unique area of focus. It is our mission to improve students' mathematical experience and performance as we fully transition to the Common Core State Standards in Mathematics with additional professional development support from CPM. Our demographics show a large percentage of EL and Socio-Economically Disadvantaged youth. We would like our grant to focus on student engagement by filling in the gaps of challenging our high performing students; all the while keeping the lower performing students engaged.

Our teachers have received professional CPM consultation in our 1st year and there is a continued interest and desire to participate in a professional development program that will promote productive student centered classroom experiences for all students.

Coaching Support we would like to receive:

- Strategies to implement mathematical practices of attending to precision and perseverance.
- Professional development discussion on incorporating rigorous projects/tasks into curriculum in realia & implementing additional 'foldables' in our daily lessons to scaffold the learning process.
- Coaching with peer observations to refine student-centered classroom strategies and to enhance the effectiveness and productivity of study team strategies.
- Visiting a model CPM Classroom to observe classroom management of team roles, questioning and collaborative group learning.
- Coaching with classroom visits focusing on student engagement and focused tasks accompanied by pre- and post-conferencing (approximately 1 hour each) with teachers.
- Plan and model instructional strategies on Stand Alone work while addressing different academic levels

Shared Commitment:

- Woodrow Wilson Junior High Math teachers, Administration, Math Curriculum Specialist, Instructional Math Coaches and Assistant Superintendent for Curriculum and Instruction commit

to a partnership with CPM to bring purpose and intent to student-centered instruction in mathematics through the use of study teams. This includes Hanford Elementary School Districts willingness to provide:

- o Release time for teachers to participate in: coaching, professional development, planning, debriefs and peer observation.

CPM Commitment:

- o To provide professional development over the year in an 8 week period.
- o To provide class coaching through classroom observations and debrief.
- o To assist teachers with professional development, observations & study team strategies.

Format of the work:

- o Two coaching cycles (first cycle: Three 8th Grade teachers; second cycle: Two 8th grade teachers)
- o Each cycle would include 8 coaching days as follows:
 - o A day of classroom visitations by the coach including a collaboration meeting with teachers to begin the discussion of SMART goals allowing teachers time to reflect on what the best focus would be for their students.
 - o Each week a 2-day visit
 - o Each visit will include a co-planning session, a full period in the teacher's classroom (coach's activity will vary by teacher's request) and a debrief session to analyze student work and to discuss next steps.
 - o Two of the coaching days may be used for Professional Development to support teacher learning which in turn will support student in achieving the SMART goal.
 - o After the final day of coaching, the collaborative team will meet to discuss the level of success in reaching their SMART goals and next steps to be taken beyond the coaching cycle.
- o The coach will debrief with the designated administrator and each will discuss the progress that they have observed in the classrooms and future steps that will be taken to work toward the achievement of the teacher's individual SMART goal as well as the Math Teams focus.

Number of Teachers: The number of teachers involved in the project is five.

<u>Names</u>	<u>Course Taught</u>
Travis Paden	Core Connections, Course 3
Lisa Cunha	Core Connections, Course 3
Kristen Uldall	Core Connections, Course 3
Jennifer Weber	Core Connections, Course 3
Greg Brown	Core Connections, Course 3

Number of students who will benefit: The number of students who will benefit directly from the coaching support is 320.

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul J. Terry
FROM: Lucy Gomez *LA*

DATE: June 1, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Request approval to continue to work with Tulare County Office of Education/Migrant Program Region VIII as a Model B district.

PURPOSE: Approval of this Memorandum of Understanding would allow the Migrant Education Program, Region VIII/Tulare County of Education to directly receive Migrant funds and as the Lead Agency, Migrant Region VIII would coordinate and collaborate with our district to provide supplemental educational services for Migrant families and students residing in our district.

FISCAL IMPACT: HESD will bill Migrant Program Region VIII for any applicable facilities cost.

RECOMMENDATIONS: Approve



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

The School District(s) in Migrant Region VIII that selected Model B, hereinafter referred to as "Model B District", and the TULARE COUNTY SUPERINTENDENT OF SCHOOLS Migrant Education Program, Region VIII, hereinafter referred to as the "Migrant Education Program", hereby concur that this Agreement shall be in effect as soon as it is ratified by both parties. This Agreement is for the period of July 1, 2015 to June 30, 2016, inclusive, and shall be effective July 1, 2015.

PURPOSE:

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

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

The Migrant Education Program, Region VIII, as Lead Agency, will:

1. Implement all required mandated Migrant components in collaboration with the District contact person assigned to work with the Region.

Mandated components of the Migrant Program:

- Provide Measureable Educational Instruction to Students.
 - Complete the Local District Service Agreement (DSA).
 - Provide a Migrant Education School Readiness Program (MESRP).
 - Facilitate Parent Advisory Councils at each District.
 - Provide Opportunities for Parent Involvement.
 - Conduct Identification and Recruitment of Migrant Families.
 - Identify and serve Out-of-School Youth.
 - Provide Summer School services.
 - Establish a Memorandum of Understanding (MOU) with Region VIII to delineate District and Regional responsibilities.
 - Region VIII, in collaboration with the District, hires local teachers to provide measureable educational instruction to students.
 - The District is not required to complete a DSA and the Program Evaluation.
2. Seventy percent (70%) of allocated Migrant funds are designated to direct, measureable instructional services for Migrant students. Direct services are defined as:
 - Services provided directly to the student.
 - Services that answer the question "How does the service directly impact student achievement in Math and English?"
 - Services that are measurable and produce data to determine student academic progress.

**Tulare County
Office of Education**

Jim Vidak, County Superintendent of Schools



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

3. Thirty percent (30%) of allocated Migrant funds are intended to support the administration and monitoring of the Migrant Program.
4. Certificated teachers provide instructional services to Migrant students.
5. Migrant Education School Readiness Program (MESRP) staff must hold a Teaching Credential or a Permit Title (Teacher / Master Teacher) in the Child Development Permit Matrix.
6. Services are provided before school, after school, on Saturdays and during Summer School (CDE, DSA, Migrant Program is supplemental to the supplementary core programs).
7. Instructional services shall be relevant and rigorous.
8. Provide direct supplemental services to Migrant students in the District, after a Needs Assessment has been conducted and after collaborating with the District.
9. Assist and provide documentation during Migrant Regional FPM reviews.

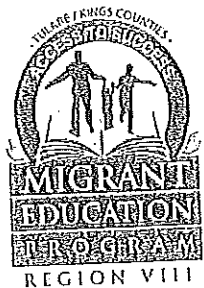
❖ California Department of Education – Migrant Education Office Fiscal Handbook

3.3 Administration of District Programs

- The region also has the authority to reallocate funds from one district to another. Any amendments or reallocations shall not exceed the state-approved aggregate total of all migrant district budgets for the region.

The District, as Participant in the Migrant Education Model B, will:

1. Agree to participate in Model B for one fiscal year and shall notify the Migrant Education Program, Region VIII, by the end of February, if the District intends to change from Model B to Model A.
2. Agree that Region VIII will provide all Migrant services.
3. Provide written approval for the Migrant Education Program, Region VIII, ^{with} to access student-specific academic—STAR and benchmark—data for the purposes of research and for developing interventions using data analysis to identify the academic gaps and needs of Migrant students.
4. Provide Migrant students with equal access to educational opportunities and resources that are available to any other district students.
5. Attend at least two yearly meetings of the Consortium: August and April, to actively participate in planning for Migrant services.
6. In coordination with the Region, select at least one parent representative to attend a minimum of six Regional Advisory Council (RAC) meetings at the county level. (The RAC meets ten times per year).
7. Approve use of facilities for Migrant Education activities within the District ^{if space is available. Cost for} at no cost.
8. Support the Region with the Migrant Education Program rules, regulations, and restrictions as described in the official Migrant Program Assurances. ^{Use of facilities will be determined based on facilities, cost and services requested.}
9. Provide attendance data for purposes of identifying Migrant children enrolling and departing from the District.



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

Agreed upon by:

District Superintendent: _____

Printed Name

Signature

District: _____

Date: _____

Agreed upon by:

LEA: Tulare County Office of Education

Superintendent _____

Date: _____

Migrant Education Program Administrator: _____

Tony Velásquez

Date: _____

Tulare County
Office of Education

Tulare County Superintendent of Schools

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Lucy Gomez *LM*

DATE: June 1, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM: Request approval of Agency Agreement for Migrant Summer School programs operated by the Tulare County Office of Education/Migrant Program Region VIII.

PURPOSE: Tulare County of Education is directly receiving Migrant Education funds and overseeing the delivery of summer services to HESD Migrant students. HESD and Tulare County Office of Education would like to enter into an agency agreement that would allow our district to provide facilities use at Jefferson Charter school, including eight classroom, office space, snacks and transportation.

FISCAL IMPACT: HESD will bill Migrant Program Region VIII for the cost of this service.

RECOMMENDATIONS: Approve

For TCOE Office Use	
Vendor #	_____
Req. #	_____
PO #	_____

47/100

AGENCY AGREEMENT

THIS AGREEMENT, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **Hanford Elementary School District**, referred to as **DISTRICT**.

ACCORDINGLY, IT IS AGREED:

1. **TERM:** This Agreement shall become effective as of June 11, 2015 and shall expire on June 30, 2015.

2. **SERVICES:** DISTRICT shall provide services as set forth: (or attach Exhibit for details which Exhibit is made part of this Agreement by reference.)

Facilities use charges for Jefferson Elementary classrooms x 11 days	\$2,100.00
Transportation to and from West Hills 5C's, charge for checking on charter bus	
Transportation to and from Jefferson School for Migrant Summer School estimate	\$7,000.00
Snacks for 120 students x10 days and use of copy machine	\$1,500.00
1 school nurse salary 11 days @ 50% including benefits	\$3,000.00

3. **COST OF SERVICES:** SUPERINTENDENT shall pay DISTRICT the actual cost of such services to the extent they are allowable under the terms of the applicable grant not to exceed the sum of 14,000.

4. **METHOD OF PAYMENT:**
 - a. DISTRICT must submit itemized invoices to SUPERINTENDENT for the cost of the services.
 - b. DISTRICT is responsible for maintaining verifiable records for all expenditures.

5. **INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

DISTRICT: Hanford Elementary School District
Dr. Paul Terry
714 North White Street
Hanford, CA 93230

SUPERINTENDENT

John Caudle, Assistant Superintendent
Business Services
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

By: _____

By: _____

Date: _____

Date: _____

TCOE Program Information

Contact Person: Isabel Espinoza
Phone Number: (559) 651-3035
Budget Number:
010-30600-5-485057-87000-5600
010-30600-5-485057-3600-5800
010-30600-5-485057-1000-5800
010-30600-5-485057-31400-5800

Please return an original copy to:

Tulare County Office of Education
John Caudle, Assistant Superintendent/Business Services
ATTN: Christina Chavez
P.O. Box 5091
Visalia, CA 93278-5091

FEE SCHEDULE

The Contract Total for Services to be provided shall not exceed \$14,000

Facility use to be paid an estimated amount of \$191.05 x 11days
1 Nurse at 50% estimated \$3,000 includes benefits
Transportation @ estimated \$7,000 includes West Hills 5C's, Summer
school and check on Charter bus trip June 14
Snacks for 10 days Summer School and use of copy Machine \$1,500

Total Cost not to exceed \$14,000

Prior to payment, contractor shall submit an invoice (containing name, address, tax identification number, and amount of payment) which must be signed by the manager requesting the services to certify that services have been performed in accordance with this agreement. Unless other payment terms are specified on the fee schedule, payment terms are net 30 days from the date of receipt of correct and proper invoices.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Gerry Mulligan *GM*
DATE: June 1, 2015
FOR: ☒ Board Meeting
☐ Superintendent's Cabinet
FOR: ☐ Information
☒ Action

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

ITEM

Consider approval of consultant contract with Hazard Management Services, Inc. (HMS, Inc.) to act as Asbestos/Management Planner and Project Monitor for the Woodrow Wilson kitchen remodel.

PURPOSE

To monitor the abatement of asbestos in components that test positive for the Woodrow kitchen remodel.

FISCAL IMPACT

The estimated cost is \$10,000 and will be paid from the Deferred Maintenance Fund.

RECOMMENDATION

Approve contract with Hazard Management Services, Inc., environmental consultants, to act as Asbestos/Management Planner and Project Monitor for the Woodrow Wilson kitchen remodel.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Gerry Mulligan GJM
DATE: June 1, 2015
FOR: ☒ Board Meeting
 ☐ Superintendent's Cabinet
FOR: ☐ Information
 ☒ Action

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

ITEM

Consider approval of a consultant agreement with Keenan Associates for their hazardous materials handling & regulatory compliance program.

PURPOSE

Keenan Associates will provide the District with services that will identify potential hazards to staff and students and offer recommendations to minimize risks. Services included are: creating a Hazardous Material Inventory; identify unsafe conditions of storage, handling, or use of hazardous material; assist in maintaining Material Safety Data Sheets on-line to ensure regulatory compliance; and provide employee training to promote and improve a safe work environment.

FISCAL IMPACT

The estimated cost is \$7,500 per year and will be paid from Loc 010 – Facilities Fund.

RECOMMENDATION

Approve consultant agreement with Keenan Associates for their Hazardous Materials Inventory Compliance program.

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE: May 28, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

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

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

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
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Jaime Martinez 
DATE: June 1, 2015
FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **June 10, 2015**

ITEM: Consider approval of the following revised Board Policy and Administrative Regulation.

PURPOSE: The following Board Policy and Administrative Regulation 4118 reflect changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law mandates and Education Code changes. We are also recommending deletion of AR 4117.4 Dismissal of Permanent or Probationary Employee since the changes to BP/AR 4118 make this AR obsolete.

- BP/AR 4118 – Dismissal/Suspension/Disciplinary Action (revised)
- AR 4117.4 – Dismissal of Permanent or Probationary Employee (delete)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Certificated Personnel

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

The Governing Board expects all employees to perform their jobs satisfactorily, exhibit professional and appropriate conduct, and serve as positive role models both at school and in the community. An A certificated employee may be suspended or disciplined for unprofessional or inappropriate conduct or performance in accordance with law, the district's applicable collective bargaining agreement, Board policy, and administrative regulation.

(cf. 4000 - Concepts and Roles)
 (cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
 (cf. 4117.4 - Dismissal)
 (cf. 4119.21/4219.21/4319.21 - Professional Standards)
 (cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the shall be based on the particular facts and circumstances involved and based on the severity of the misconduct or performance. Disciplinary actions may include, but are not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

(cf. 4114 - Transfers)

The Superintendent or designee shall ensure that, consistent with law, disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 4030 - Nondiscrimination in Employment)
 (cf. 4032 4031 - Complaints Concerning Discrimination in Employment)
 (cf. 4112.6/4212.6/4312.6 - Personnel Files)
 (cf. 4119.1/4219.4319.1 - Civil and Legal Rights)
 (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Suspension/Dismissal Procedures

In accordance with law, The Superintendent or designee shall notify the Commission on Teacher Credentialing when the status Board whenever he/she believes that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933. of a credentialed employee has been changed as a result of alleged misconduct.

When the Board finds that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules that the employee is alleged to have violated when applicable, and the facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person. (Education Code 44934, 44934.1)
Based on the written statement of charges, the Board may, upon majority vote, give notice to the

employee of its intention to suspend or dismiss him/her at the expiration of 30 days from the date the notice is served. (Education Code 44934, 44934.1)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year. (Education Code 44938)

(cf. 4115 - Evaluation/Supervision)

Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unprofessional conduct charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unprofessional conduct shall be provided at least 45 days prior to the filing of the suspension or dismissal notice. (Education Code 44938)

Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year of the school site where the employee is physically employed, and may be served personally or by registered mail to the employee's last known address. (Education Code 44936)

If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)

Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it necessary, immediately suspend the employee from his/her duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the Board may file a written response before or at the time of the hearing. (Education Code 44939, 44939.1, 44940)

~~(cf. 1117.7 Employment Status Reports)~~

When a suspension or dismissal hearing is to be conducted by a Commission on Professional Competence, the Board shall, no later than 45 days before the date set for the hearing, select one person with a currently valid credential to serve on the Commission. The appointee shall not be an employee of the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944. (Education Code 44944)

Legal Reference:

EDUCATION CODE

44008 Effect of termination of probation
 44009 Conviction of specified crimes
 44010 Sex offense;— definitions
 44011 Controlled substance offense;— definitions
 44242.5 Reports and review of alleged misconduct
 44425 Conviction of a sex or narcotic offense
 44660-44665 Evaluation and assessment of performance of certificated employees
 44830.1 Criminal record summary certificated employees
 44929.21 Notice of reelection decision; districts with 250 ADA or more
 44929.23 Reelection and dismissal of probationary employees; districts with ADA less than 250
 44930-44988 Resignations, dismissal, and leave of absence, especially:
 44940 Sex offenses and narcotic offenses; compulsory leave of absence—
 44940.5 Compulsory leave of absence—
 45055 Drawing of warrants for teachers
 48907 Exercise of free speech, expression
 48950 Speech and other communication
 51530 Advocacy or teaching of communism

GOVERNMENT CODE

1028 Advocacy of communism
 3543.2 Scope of representation
 11505-11506 Hearing

HEALTH AND SAFETY CODE

11054 Schedule I; substances included
 11055 Schedule II, substances included
 11056 Schedule III, substances included
 11357-11361 Marijuana
 11363 Peyote
 11364 Opium

11370.1 Possession of controlled substances with a firearm

PENAL CODE

187 Murder
 291 School employees arrest for sex offense
 667.5 Prior prison terms, enhancement of prison terms
 1192.7 Plea bargaining limitation
 11165.2-11165.6 Child abuse or neglect; definitions

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status
 80304 Notice of sexual misconduct

Legal Reference: (continued)

COURT DECISIONS

Vergara v. California (Los Angeles Super.Ct.) BC484642

Crowl v. Commission on Professional Competence, (1990) 225 Cal. App. 3d 334

Morrison v. State Board of Education (1969) 1A Cal.3d 214

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy

adopted: November 7, 2001

revised: August 19, 2009

revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California

Certificated Personnel

DISMISSAL/SUSPENSION/DISCIPLINARY ACTIONA. Causes for Suspension Without Pay or Dismissal

1. ~~When a A certificated employee with permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she status may be suspended without pay on grounds or dismissed only for one or more of the unprofessional conduct, following procedures designated in causes: Education Code 44932-44938).~~
1. Immoral conduct including, but not limited to, egregious misconduct that is the basis for a sex offense or controlled substance offense described in Education Code 44010 or 44011 or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. A probationary certificated employee may be suspended without pay for a specified period during the school year as an alternative to dismissal following procedures designated in Education Code 44948.3: Unprofessional conduct
3. Prior to any disciplinary action on charges leading to suspension without pay on the grounds of unprofessional conduct, the Superintendent or designee shall give the employee written notice. This written notice shall: (Education Code 44938) Commission, aiding, or advocating the commission of acts of criminal syndicalism
 - a. Indicate the nature of the employee's unprofessional conduct
 - b. Cite specific instances of unprofessional behavior
 - c. Give the employee a 45-day opportunity to correct the misconduct and overcome the ground(s) for the charge(s)
 - d. Include the evaluation made pursuant to Education Code 44660-44665, if applicable
4. Dishonesty
5. Unsatisfactory performance
6. Evident unfitness for service
7. Physical or mental condition unfitting the employee to instruct or associate with children

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

AR 4118 (b)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

8. Persistent violation of or refusal to obey the school laws or regulations of the state or district
9. Conviction of a felony or of any crime involving moral turpitude
10. Violation of Education Code 51530 or Government Code 1028 (advocacy of communism)
11. Alcoholism or other drug abuse that makes the employee unfit to instruct or associate with children

(cf. 4115 - Evaluation/Supervision)

An employee may be suspended or dismissed on grounds of unprofessional conduct consisting of acts or omissions not listed above if the charge specifies instances of behavior deemed to constitute unprofessional conduct. (Education Code 44933)

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)**(cf. 5145.2 - Freedom of Speech/Expression)***B. Mandatory Leave of Absence Suspension/Dismissal of Permanent Employees**

When a permanent certificated employee is charged with one or more of the offenses specified in the section "Causes for Suspension or Dismissal" above, the following procedures shall apply:

1. The person preparing a written statement of charges that there is cause to suspend or dismiss an employee shall submit the signed statement to the Governing Board. (Education Code 44934, 44934.1)
2. Upon receiving notice of the Board's intent to suspend or dismiss him/her, the employee may request a hearing on the matter. The hearing shall be conducted by the Commission on Professional Competence, except that any case involving only egregious misconduct shall be heard instead by an administrative law judge and, in any other case, the hearing may be conducted by an administrative law judge when both the district and employee so stipulate. (Education Code 44943, 44944, 44944.05, 44944.1, 44944.3)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

3. Except when an employee is charged solely with egregious misconduct, the district may amend the charges less than 90 days before the hearing only upon showing of good cause and upon approval of the administrative law judge. (Education Code 44934)
4. The employee shall be suspended or dismissed when the Commission on Professional Competence or administrative law judge has issued its decision supporting suspension or dismissal or, if the employee did not request a hearing, at the expiration of 30 days after service of the notice of intent to suspend or dismiss. (Education Code 44941, 44943, 44944)

The Superintendent or designee shall notify the Commission on Teacher Credentialing when the employment status of a certificated employee has been changed as a result of alleged misconduct or while an allegation of misconduct is pending. (Education Code 44030.5, 44242.5, 44940; 5 CCR 80303)

(cf. 4117.7/4317.7 - Employment Status Reports)

C. Suspension/Dismissal of Probationary Employees

The district may choose not to rehire probationary employees for the following school year without giving a statement of reasons provided that it is done in accordance with AR 4117.6 - Decision Not to Rehire and proper notice is provided by March 15. (Education Code 44929.21, 44929.23)

*(cf. 4116 - Probationary/Permanent Status)
(cf. 4117.6 - Decision Not to Rehire)*

During the school year, probationary employees may be dismissed only for one or more of the causes listed in items #1-11 in the section "Causes for Suspension or Dismissal" above or for unsatisfactory performance determined pursuant to Education Code 44660-44665. (Education Code 44948.2, 44948.3)

Whenever a first- or second-year probationary employee is so charged, the following procedures shall apply for dismissing the employee: (Education Code 44948.3).

1. The Superintendent or designee shall give 30 days' prior written notice of dismissal, not later than March 15 in the case of second-year probationary employees. The notice shall include a statement of the reasons for the dismissal, notice of the opportunity to appeal, and, if the cause is unsatisfactory performance, a copy of the evaluation conducted pursuant to Education Code 44664.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

AR 4118 (d)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

2. Upon receipt of the notice of dismissal, the employee may be dismissed if no request for a hearing is submitted to the Board within 15 days.
3. If a hearing is requested, the district may arrange for the appointment of an administrative law judge to conduct the hearing and to recommend a decision to the Board.

A probationary employee may be suspended without pay for a specified period of time as an alternative to dismissal. (Education Code 44948.3)

D. Compulsory Leave of Absence

Upon being informed by law enforcement that a certificated employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44830.1, 44940)

1. Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 (murder)
23. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056, with the exception of marijuana, mescaline, peyote, or tetrahydrocannabinols

(cf. 4117.7/4317.7 – Employee Employment Status Reports)

Upon receipt of notification from the Department of Justice by telephone that a current temporary, substitute, or probationary employee serving before March 15 of the his/her second probationary year has been convicted of a violent or serious felony, that employee shall be immediately placed on leave without pay. Upon receipt of written electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure. (Education Code 44830.1) The Superintendent or designee may place on an immediate compulsory leave of absence a certificated employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols. (Education Code 44940)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

If an employee is charged with an offense that falls into both the mandatory and optional leave of absence definitions, the offense shall be treated as a mandatory leave of absence offense.
(Education Code 44940)

~~Education Code 44830.1~~

~~(cf. 4112.5/4312.5—Criminal Record Check)~~

An employee's compulsory leave may extend for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Governing Board may extend a certificated employee's compulsory leave by giving gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless he/she demands a hearing. (Education Code 44940, 44940.5)

~~(cf. 4117.4—Dismissal)~~

Employee compensation dDuring the period of compulsory leave the employee shall be made compensated in accordance with Education Code 44940.5.

Upon receipt of telephone or electronic notification from the Department of Justice that a current temporary, substitute, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place the employee on leave without pay. Upon receipt of electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure. (Education Code 44830.1)

C.—Optional Leave of Absence

~~The Board may require an immediate compulsory leave of absence when a certificated employee is charged with an "optional leave of absence offense" as specified in law. Such employees shall be subject to the same requirements specified in Education Code 44940.5 regarding extension of the leave, furnishing of a bond, and payment of salaries for employees charged with mandatory leave of absence offenses. (Education Code 44940, 44940.5)~~

D.—Protection of a Student's Free Speech or Press Rights

AR 4118 (f)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

~~(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)~~

~~(cf. 5145.2 - Freedom of Speech/Expression)~~

~~(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)~~

Regulation

Approved: November 7, 2001

Revised: August 19, 2009

Revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

- Delete -

Certificated Personnel

AR 4117.4(a)

DISMISSAL OF PERMANENT OR PROBATIONARY EMPLOYEE

A. Permanent Employees

1. Permanent employees shall not be dismissed from their position except when cause for dismissal can be shown. Causes for dismissal include any one or more of the following
 - a. Immoral or unprofessional conduct
 - b. Unsatisfactory performance
 - c. Evident unfitness for service
 - d. Physical or mental condition unfitting the employee to instruct or associate with children
 - e. Alcoholism or drug abuse which makes the employee unfit to instruct or associate with children
 - f. Dishonesty
 - g. Persistent violation of, or refusal to obey, the school laws of California or reasonable regulations prescribed for the government of the public schools by the State Board of Education, or Board policies or administrative regulations of this district
 - h. Commission, aiding, or advocating the commission of acts of criminal syndicalism
 - i. Conviction of a serious or violent felony as defined in Penal Code 667.5 and 1192.7, or of any crime involving moral turpitude
 - j. Conviction of any sex offense as defined in Education Code 44010
 - k. Conviction of any controlled substance offense as defined in Education Code 44011
 - l. A determination that the employee is deemed to be a sexual psychopath pursuant to Education Code 44837
 - m. Advocacy or teaching of communism with the intent to indoctrinate or inculcate in the mind of any student a preference of communism
 - n. Knowing membership in the communist party

- Delete -

AR 4117.4(b)

DISMISSAL OF PERMANENT OR PROBATIONARY EMPLOYEE (continued)

2. Prior to filing charges for dismissal for unprofessional conduct (1.a.) or unsatisfactory performance (1.b.), the district shall provide notice to the employee as follows:

- a. *Unprofessional conduct:* Written notice specifying the nature of the unprofessional conduct, supported with specific instances, shall be provided at least 45 days prior to the filing of charges with the Board of Trustees.
- b. *Unsatisfactory performance:* Written notice specifying the nature of the unsatisfactory performance, including the employee's performance evaluation, shall be provided at least 90 days prior to the filing of charges with the Board of Trustees.

3. Employees may be placed on compulsory or administrative leave pursuant to Board policy.

(cf. 4118 - Suspension/Compulsory Leave)
(cf. 4161.6/4261.6/4361.6 - Administrative Leave)

4. Dismissal procedures shall be in accordance with the provisions of Education Code 44932 et seq.

B. Probationary Employees

1. Probationary certificated employees may be dismissed anytime during the school year for causes specified under A.1. above, or for unsatisfactory performance as determined by a performance evaluation.

- a. The employee shall be provided with advance written notice, including a statement of the reasons, at least 30 days prior to Board action, and shall be offered an opportunity to request a hearing before the Board of Trustees to appeal the charges.

- b. If the proposed dismissal is for unsatisfactory performance, the employee's evaluation shall be included with the advance written notice.

- c. Probationary employees may be placed on compulsory or administrative leave until Board action in accordance with Board policy.

(cf. 4118 - Suspension/Compulsory Leave)
(cf. 4161.6/4261.6/4361.6 - Administrative Leave)

- Delete -

AR 4117.4(c)

DISMISSAL OF PERMANENT OR PROBATIONARY EMPLOYEE (continued)

- d. As an alternative to dismissal, the Board may suspend a probationary certificated employee without pay for a specified period of time.
2. If the district is notified in writing by the department of Justice that a probationary employee has been convicted of a serious or violent felony, as specified under A.1.i. above, the employee shall be terminated immediately without regard to any termination procedures.
3. The Board of Trustees may decide to release probationary certificated employees at the end of the school year and not offer reelection for the next school year without a statement of reasons, by giving notice to the employee not later than March 15 of the employee's second year of probation.

(cf. 4117.6 - Decision Not to Rehire)

C. Representation

Certificated employees shall have the right to representation at any stage of dismissal proceedings.

Legal References:

EDUCATION CODE

44010 Sex offense

44011 Controlled substance offense

44860-44665 Evaluation and assessment of performance

44830.1 Probationary employees; conviction of serious or violent felony

44929.21 Notice of reelection decision.

44932-44947 Suspension and/or dismissal of permanent employees


44948 Dismissal or suspension of probationary employees during school year

44948.3 Probationary employees; dismissal for unsatisfactory performance

44949 Cause, notice and right to hearing for dismissal of probationary employee

51530 Prohibition and definition of advocacy or teaching of communism

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Jaime Martinez 
DATE: June 1, 2015
FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: June 10, 2015

ITEM: Consider approval of the following revised Administrative Regulation.

PURPOSE: Administrative Regulation 4112.5, 4212.5, and 4312.5 reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law mandates and Education Code changes. The other two Administrative Regulations will be deleted since information contained in these regulations has been moved to the revised AR on Criminal Record Check.

- AR 4112.5, 4212.5, 4312.5 – Criminal Record Check (revised and added 4212.5)
- AR 4212.5 – Criminal Record Check (delete, 4212.5 added to AR listed above).
- AR 4112.62 – Maintenance of Criminal Offender Records (delete)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

All Personnel

AR 4112.5 (a)
4212.5
 4312.5

CRIMINAL RECORD CHECK

Applicants for Employment

~~The Superintendent or designee shall ensure that each person to be employed submits fingerprints, electronically through the Live Scan system for processing by the Department of Justice. The district shall also provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.~~

~~The Superintendent or designee shall ensure that no person is hired not hire or retain in employment, in a certificated or classified position requiring certification qualifications or supervising positions requiring certification qualifications a person who has been convicted of a violent or serious felony as listed defined in Penal Code 667.5(c) or 1192.7(c), unless that person has obtained a certificate of rehabilitation and a pardon. (Education Code 44830.1) a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment if: (Education Code 44830.1, 44836, 45122.1, 45123)~~

1. The conviction for a violent or serious felony, controlled substance offense, or sex offense is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor.
2. A person convicted of a violent or serious felony has obtained a certificate of rehabilitation or a pardon.
3. A person who has been convicted of a serious felony, that is not also a violent felony, proves to the sentencing court that he/she has been rehabilitated for purposes of school employment for at least one year.
4. A person who has been convicted of a controlled substance offense is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing.
5. A person who has been convicted of a controlled substance offense is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years.

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

However, aA certificated employee may be hired by the district, without obtaining a criminal record summary, if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

CRIMINAL RECORD CHECK (continued)~~(cf. 4121—Temporary/Substitute Personnel)~~**Temporary Certificate of Clearance**

~~Before issuing a temporary certificate of clearance to an applicant whose credential is being processed, the County Office of Education shall obtain a criminal record summary from the Department of Justice. The County Office of Education shall not issue a temporary certificate of clearance if the applicant to a person whose application for a credential, certificate, or permit is being processed by the Commission on Teacher Credentialing if that person has been convicted of a violent or serious felony, unless the applicant has obtained a certificate of rehabilitation and pardon. (person is otherwise exempt pursuant to Education Code 44332, 44332.5, 44332.6) 44830.1. Education Code 44332.5, 44332.6)~~

~~The Superintendent or designee may issue a temporary certificate of clearance without obtaining a criminal record summary to an employee currently and continuously employed by a district within the county who is serving under a valid credential and has applied for a renewal of that credential or for an additional credential. (Education Code 44332.6)~~

Pre-Employment Record Check

~~The Superintendent or designee may issue a temporary certificate of clearance shall require each person to a person who has been convicted of a serious felony be employed by the district to submit his/her fingerprints electronically through the Live Scan system so that is not also a violent felony, if that person can prove to a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the sentencing court of applicant with a Live Scan request form and a list of nearby Live Scan locations, the offense in question, by clear and convincing evidence, that he/she has been rehabilitated for the purposes of school employment for at least one year. (Education Code 44332.6)~~

~~When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)~~

- ~~1. The applicant has not resided in California for at least one year immediately preceding the application for employment.~~
- ~~2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor.~~

~~The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted his/her fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)~~

CRIMINAL RECORD CHECK (continued)**Subsequent Arrest Notification**

The Superintendent or designee shall request subsequent arrestenter into contract with the DOJ to receive notification from the Department of Justice as provided under Penal Code 11105.2 of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

Current Employees

The Superintendent Upon telephone or designee shall not retain in employment any email notification by the DOJ that a current certificated employee who is a temporary employee, substitute employee or probationary employee serving before March 15 of the employee's his/her second probationary year if he/she has been convicted of a violent or serious felony. (Education Code 44830.1)

Upon notification by the Department of Justice of such conviction, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

(cf. 4116 - Probationary/Permanent Status)
(cf. 4121 - Temporary/Substitute Personnel)

When the district receives written electronic notification by the DOJ of the fact of conviction from the Department of Justice, the Superintendent temporary employee, substitute employee, or designee probationary employee serving before March 15 of his/her second probationary year shall terminate that employee without regard to any other procedure for termination specified in the Education Code or district procedures, be terminated automatically unless that employee has received a certificate of rehabilitation and a pardon. (Education Code 44830.1)

If the employee challenges the Department of Justice DOJ record and the Department of Justice DOJ withdraws in writing its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate that employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement. If the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

AR 4112.5 (d)
4212.5
4312.5

CRIMINAL RECORD CHECK (continued)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Maintenance of Records

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging his/her understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Legal Reference: See next page

CRIMINAL RECORD CHECK (continued)*Legal Reference:*EDUCATION CODE44010 Sex Offense44011 Controlled Substance offense44332-44332.6 Temporary Certificate of clearance44332.5 Registering certificates by certain districts44332.6 Criminal record check, county board of education44346.1 Applicants for credential, conviction of a violent or serious felony44830.1 Certificated employees, conviction of a violent or serious felony44830.2 Certificated employees; Interagency agreements interagency agreement for sharing criminal record information44836 Conviction of a sex or controlled substance offense44932 Grounds for dismissal of permanent certificated employees45122.1 Classified employees, conviction of a violent or serious felony45125 Use of personal identification cards to ascertain conviction of crime45125.01 Classified employees; interagency agreements for sharing criminal record information45125.5 Automated records check45126 Duty of Department of Justice to furnish information49024 Activity supervisor clearance certificatesPENAL CODE667.5 Prior prison terms, enhancement of prison terms667.5 Violent Felonies1192.7 Plea bargaining limitation Serious felonies1203.4 Dismissal of conviction11075-11081 Criminal record dissemination11102.2 Maintenance of criminal offender records; custodian of records11105 Access to criminal history information11105.2 Subsequent arrest notification11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors11140-11144 Furnishing of state criminal history information13300-13305 Local summary criminal history informationCODE OF REGULATIONS, TITLE 11703 Release of criminal offender record information708 Destruction of criminal offender record information701-708 Criminal offender record information720-724 Incomplete criminal history information994-994.15 Certification of individuals who take fingerprint impressionsCOURT DECISIONSCentral Valley Chapter of the 7th Step Foundation Inc. v. Evelle J. Younger, (1989) 214 Cal. App. 3d 145*Management Resources:*WEBSITESOffice of the Attorney General, Department of Justice/Attorney General's Office, Background checks:<http://www.caag.state.ca.us/app> <http://www.oag.ca.gov/fingerprints>CSBA: <http://www.esba.org>

Regulation

approved: September 20, 2002

revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

- Delete -

73/100

Hanford ESD

Administrative Regulation

Criminal Record Check

AR 4212.5
Personnel

Applicants for Employment

Each person to be employed in a classified position, including temporary, substitute and part-time positions, shall be required to submit fingerprint identification data. However, secondary school students attending a district school who are to be employed in a temporary or part-time position shall not be required to submit fingerprint identification data. (Education Code 45125)

The Superintendent or designee shall ensure that each person to be employed submits fingerprints electronically through the Live Scan system for processing by the Department of Justice. The district shall also provide the applicant with a Live Scan request form and direct the applicant to a nearby Live Scan location.

The Superintendent or designee shall request the Department of Justice to forward one copy of the applicant's fingerprint identification data to the Federal Bureau of Investigation for the purpose of obtaining any record of previous convictions if the applicant: (Education Code 45125)

1. Has not resided in the State of California for at least one year immediately preceding the application for employment
2. Has resided for more than one year, but less than seven years, in the State of California and the Department of Justice has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Governing Board shall not employ an applicant until the Department of Justice completes its check of the state criminal history files. (Education Code 45125)

(cf. 4212 - Appointment and Conditions of Employment)

The Superintendent or designee shall ensure that no person is hired who has been convicted of a violent or serious felony as listed in Penal Code 667.5(c) or 1192.7(c), unless that person has obtained a certificate of rehabilitation and a pardon. (Education Code 45122.1)

1. No conviction of any sex offense as defined in Education Code 44010

- Delete -

2. No conviction of any controlled substance offense as defined in Education Code 44011
3. No determination of being a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332

The Superintendent or designee may hire a classified employee without waiting for the disposition of the employee's criminal history files upon a determination that an emergency or exceptional situation exists and that a delay in filling the position would endanger student health or safety. (Education Code 45125)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

Subsequent Arrest Notification

The Superintendent or designee shall request subsequent arrest notification from the Department of Justice as provided under Penal Code 11105.2. (Education Code 45125)

Current Employees

Upon notification by telephone from the Department of Justice that a current temporary, substitute or probationary classified employee has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay, unless the employee has received a certificate of rehabilitation and a pardon. (Education Code 45122.1)

Upon receipt of written notification of the fact of conviction from the Department of Justice, the Superintendent or designee shall terminate the temporary, substitute or probationary employee without regard to any other procedure for termination specified in the Education Code or district procedures, unless that employee has received a certificate of rehabilitation and a pardon. (Education Code 45122.1)

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

If the employee challenges the Department of Justice record and the Department of Justice withdraws in writing its notification, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits. (Education Code 45122.1)

Legal Reference:

EDUCATION CODE

- 44332.6 Criminal record check, county board of education
- 44346.1 Applicants for credential, conviction of a violent or serious felony
- 44830.1 Certificated employees, conviction of a violent or serious felony
- 44830.2 Certificated employees; Interagency agreements
- 45122.1 Classified employees, conviction of a violent or serious felony

- Delete -

75/100

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Classified employees; interagency agreements

45125.1 Fingerprint for contractors

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

GOVERNMENT CODE

6200-6203 Crimes related to public records

PENAL CODE

502 Unauthorized access to computers

667.5 Violent felonies

1192.7 Serious felonies

11075-11081 Criminal record dissemination

11105-11105.75 Criminal identification

11140-11144 Furnishing of state criminal history information

13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

703 Release of criminal offender record information

708 Destruction of criminal offender record information

Management Resources:

WEB SITES

Department of Justice/Attorney General's Office: <http://www.caag.state.ca.us/app>

CSBA: <http://www.csba.org>

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

approved: October 24, 2002 Hanford, California

- Delete -

All Personnel

AR 4112.62(a)
4212.62
4312.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS

- A. The Superintendent or designee shall ensure that criminal record background checks on employees or prospective employees are conducted through the Department of Justice (DOJ) and that any Criminal Offender Record Information (CORI) received is maintained in accordance with law.

(cf. 1240 - Volunteer Assistance)
(cf. 3515.6 - Criminal Background Checks for Contractors)
(cf. 4112.5/4312.5 - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf. 4212.5 - Criminal Record Check)

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the records shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

Any unauthorized release or reproduction of any criminal offender record or other violation of this administrative regulation may result in suspension, dismissal, and/or criminal or civil legal action.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

B. Custodian of Records

The Superintendent shall designate an employee as custodian of records. Beginning July 1, 2011, any employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

The custodian of records shall be responsible for the security, storage, dissemination, and destruction of all CORI furnished to the district. He/she also shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

- Delete -

AR 4112.62(b)
4212.62
4312.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS

By March 1, 2012, and by March 1 of every year thereafter, the Superintendent or designee shall notify the DOJ of the district's designated custodian of records. In addition, the Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Legal Reference: (see next page)

- Delete -

AR 4112.62(c)

4212.62

4312.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS (continued)*Legal Reference:*EDUCATION CODE

44332 Temporary certificate

44332.6 Criminal record check, county board of education

44346.1 Applicants for credential, conviction of a violent or serious felony

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Interagency agreements

45122.1 Classified employees, conviction of a violent or serious felony

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Interagency agreements

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

49024 Activity Supervisor Clearance Certificates

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

11075-11081 Criminal record dissemination

11102.2 Criminal records: custodian

11105 State criminal history information; furnishing to authorized persons

11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors

11140-11144 Furnishing of state criminal history information

13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11


701-708 Criminal offender record information

*Management Resources:*WEB SITES

Office of the Attorney General, Department of Justice, Background Checks:

<http://www.ag.ca.gov/fingerprints>

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Jaime Martinez 
DATE: June 1, 2015
FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: June 10, 2015

ITEM: Consider approval of the following revised Board Policy.

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

- BP 4221 – Temporary, Short-Term, Substitute, and Non-Represented Part-Time Employees (revised)

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

Classified Employees**Temporary, Short-Term, Substitute, and Non-Represented Part-Time Employees****A. Employment**

1. The Superintendent or designee may employ substitutes in positions of regular classified employees who are on leave, short-term personnel for work of a temporary nature, and other temporary employees including yard supervisors.
2. All temporary, short-term, substitute, and non-represented part-time employees serve at the pleasure of the Board and may be released at any time with or without statement of reasons. Such employees have no continuing employment rights or rights to a hearing before the Board.
3. Temporary, short-term substitute employees are not members of the classified service as defined in Education Code Section 45103 and shall not attain permanent status in the district.
4. All such employees are excluded from representation by collective bargaining agents regarding the terms and conditions of their employment. Such employees are not subject to the provisions of any agreement negotiated between the district and the Collective Bargaining agents.
5. All such employees shall be informed of the temporary nature of each assignment, the type of assignment, the length of time for which the person is being employed in the assignment, and the hourly rate to be paid. They shall be assigned, re-assigned and transferred to positions/school sites at the discretion of the district in accordance with staffing plans and other criteria determined by the district.
6. Each such employee shall meet legal and district conditions for employment.
7. Upon clearance for employment, the Superintendent or designee shall report the employment of new temporary, substitute, short-term, non-represented part-time or employees to the Board for ratification at the next Board meeting.

B. Compensation and Benefits

1. All such employees shall be paid for actual hours worked in accordance with the Board-approved pay schedules for yard supervisors and temporary and substitute employees.

(cf. 4251.1 - Temporary and Substitute Employee Wages)

BP 4221 (b)

Temporary, Short-Term, Substitute, And Non-Represented Part-Time Employees (cont.)

2. All such employees shall be covered under the district's workers' compensation and unemployment insurance programs, and shall be accorded their rights under the Labor Code applicable to mandatory lunch and rest periods and overtime compensation. They are not covered under the rules and regulations for employees who are part of the classified service.
3. All such employees shall not be eligible for participation in the district's group health and welfare benefit plans, with the exception of employees qualifying for medical coverage under the provisions of the Affordable Care Act and shall ~~not~~ be entitled to paid leaves ~~but shall be given time off work~~ in accordance with law.

C. Paid Sick Leave

1. Employees will accrue personal illness/injury leave starting on July 1, 2015, and earn one hour of paid sick leave for every 30 hours worked.
2. Unused days of sick leave shall be accumulated from year to year without limitation. If an employee separates from the District and is rehired by the District within one year from date of separation, previously accrued and unused sick days shall be reinstated. If an employee separates employment from the District and is not rehired within one year from date of separation, then the previously accrued sick days will not be reinstated. The District does not provide compensation to an employee for accrued, unused sick days upon termination, resignation, retirement, or other separation.
3. Credit for such leave of absence must be accrued prior to taking such leave. The employee can take no less than .25 hours of sick leave. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. IF the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for leave as soon as practicable.
4. An employee who leaves the District after at least one year of employment and accepts employment in another district or county office of education within one year shall have transferred with him/her the total amount of accumulated sick leave. This provision shall not apply to employees whose employment is terminated due to action initiated by the District or county office for cause. The District shall not require new employees to waive their leave accumulated in a previous district or county office

Temporary, Short-Term, Substitute, And Non-Represented Part-Time Employees (cont.)

5. No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against any employee for using or attempting to use sick leave, filling a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in AR 4161.1/4361.1 – Personal Illness/Injury Leave.

CD. Supervision/Performance Standards

1. Supervision of temporary, short-term and substitute personnel shall be conducted by the site administrator or his/her management designee.
2. Such employees shall be given an orientation to their duties and responsibilities, and district/school policies and procedures.
3. Such employees shall be held accountable for professional conduct in the same manner as regular employees.

(cf. 4119.21/4219.21/4319.21 - Code of Ethics)
 (cf. 4119.22/4219.22/4319.22 - Employee Dress and Grooming)

4. The performance and any conduct incidents of substitutes and temporary employees shall be reported in accordance with regulations and procedures prescribed by the Superintendent or designee. (See AR 4221.12)

(cf. 4121.3/4221.3 - Substitute and Temporary Employees: Incident and Performance Reports)

5. Such personnel with serious or repeated performance or conduct problems shall be released from employment.

DE. The Superintendent or designee shall develop administrative regulations implementing this policy and shall ensure proper employment, assignment, supervision, and release of substitute and temporary employees.

Legal Reference: (see next page)

BP 4221 (d)

Temporary, Short-Term, Substitute, And Non-Represented Part-Time Employees (cont.)*Legal Reference:**EDUCATION CODE**45103 Substitute and short-term positions; definitions**45109 Fixing of duties**45125 Fingerprint cards; criminal history**45160 Power of governing board to fix compensation**45256 Classified service ; exclusion*

Policy

adopted: November 7, 2001

revised: February 9, 2005


revised: October 22, 2014

revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Jaime Martinez 
DATE: June 1, 2015
RE: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: June 10, 2015

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Management/Professional Specialist/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 7/8/15

Certificated, effective 8/10/15

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

Temporary Employees/Substitutes/Yard Supervisors

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

b. Short-term Employment
CLASSIFIED STAFF – 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, 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 6/29/16
- 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 6/29/16

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

- d. **Salary/Wage Schedules for 2015-2016**
- 2015-16 Classified Salary Schedule (Interim)
 - 2015-16 Classified, Substitute/Temporary Wage Schedule (Interim)
 - 2015-16 Non-Represented Part-Time Employee Wage Schedule (Interim)

e. **Volunteers**

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

RECOMMENDATION: Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT
2015-2016 SALARY SCHEDULES *Interim*
MANAGEMENT

Range	Position	**Compensated Days Per Year		Step 1	Step 2	Step 3	Step 4	Step 5
0-A	Chief Business Official (225 work + 14 hol + 22 vac)	261	annual daily	120,717 462.52	125,545 481.02	130,567 500.26	135,790 520.27	141,221 541.08
1-A	Assistant Superintendent (225 work + 14 hol + 22 vac)	261	annual daily	106,697 408.80	110,965 425.15	115,401 442.15	120,017 459.84	124,818 478.23
3-A	Director (225 work + 14 hol + 22 vac)	261	annual daily	101,555 389.10	105,617 404.66	109,842 420.85	114,236 437.68	118,805 455.19
3-C	Director Principal (204 work + 13 hol + 20 vac)	237	annual daily	92,217 389.10	95,905 404.66	99,742 420.85	103,731 437.68	107,880 455.19
6-A	Fiscal Services Specialist Child, Welfare, & Attendance Coordinator (225 work + 14 hol + 22 vac)	261	annual daily	94,305 361.32	98,077 375.77	102,000 390.80	106,078 406.43	110,321 422.69
6-C	Vice Principal Learning Director Curriculum Specialist Program Specialist (204 work + 13 hol + 20 vac)	237	annual daily	85,633 361.32	89,058 375.77	92,620 390.80	96,324 406.43	100,177 422.69
10-C	Administrative Intern (204 work + 13 hol + 20 vac)	237	annual daily	77,577 327.33	80,682 340.43	83,909 354.05	87,266 368.21	90,756 382.94
15-A	Program Manager (225 work + 14 hol + 22 vac)	261	annual daily	75,513 289.32	78,533 300.89	81,672 312.92	84,939 325.44	88,338 338.46
15-B	Program Manager (203 work + 13 hol + 20 vac)	236	annual daily	68,280 289.32	71,011 300.89	73,849 312.92	76,803 325.44	79,877 338.46
22-A	Supervisor (225 work + 14 hol + 22 vac)	261	annual daily	63,525 243.39	66,066 253.13	68,708 263.25	71,457 273.78	74,315 284.73
22-C	Supervisor (200 work + 13 hol + 19 vac)	232	annual daily	56,466 243.39	58,725 253.13	61,074 263.25	63,517 273.78	66,058 284.73
23-A	Analyst (225 work + 14 hol + 22 vac)	261	annual daily	61,977 237.46	64,454 246.95	67,032 256.83	69,716 267.11	72,504 277.79
26-C	School Operations Officer (199 work + 13 hol + 19 vac)	231	annual daily	50,936 220.50	52,973 229.32	55,092 238.49	57,296 248.03	59,587 257.95

PROFESSIONAL SPECIALIST

7-C	Psychologist (194 work + 13 hol + 19 vac)	226	annual daily	79,665 352.50	82,852 366.60	86,167 381.27	89,614 396.52	93,198 412.38
11-C	Counselor (194 work + 13 hol + 19 vac)	226	annual daily	72,173 319.35	75,061 332.13	78,063 345.41	81,185 359.23	84,433 373.60

CONFIDENTIAL CLASSIFIED*

28-A	Administrative Assistant	261	annual daily	54,779 209.88	56,968 218.27	59,247 227.00	61,617 236.08	64,083 245.53
29-A	Personnel Specialist	261	annual daily	53,442 204.76	55,580 212.95	57,803 221.47	60,114 230.32	62,520 239.54
32-A	Administrative Secretary	261	annual daily	49,627 190.14	51,610 197.74	53,675 205.65	55,822 213.88	58,054 222.43
34-A	Personnel Assistant	261	annual daily	47,236 180.98	49,123 188.21	51,088 195.74	53,131 203.57	55,259 211.72

* = The number of work days depends on vacation accrual rate.

**Longevity - 15 years = \$2,000 Longevity includes all consecutive years of HESD service
 - 20 years = \$2,000 Additional

**If your hire date falls between July 1 and December 31, the applicable longevity stipend will begin that school year.
 If your hire date falls between January 1 and June 30, the applicable longevity stipend will begin the following school year.

Salary Schedule reflects compensation for 2 additional days, these 2 days will be added to the work year
 effective with the 2014-15 school year

Adopted: / / 15

HANFORD ELEMENTARY SCHOOL DISTRICT
2015-2016 CLASSIFIED SALARY SCHEDULE *(Interim)*

Range	Position		Step 1	Step 2	Step 3	Step 4	Step 5
1		*per Month per Hour	1,936 11.17	2,033 11.73	2,134 12.31	2,241 12.93	2,353 13.58
2		per Month per Hour	2,033 11.73	2,134 12.31	2,241 12.93	2,353 13.58	2,471 14.26
3	Clerk Trainee	per Month per Hour	2,134 12.31	2,241 12.93	2,353 13.58	2,471 14.26	2,594 14.97
4		per Month per Hour	2,241 12.93	2,353 13.58	2,471 14.26	2,594 14.97	2,724 15.72
5	Clerk -Typist I Food Service Worker I Instructional Aide	per Month per Hour	2,353 13.58	2,471 14.26	2,594 14.97	2,724 15.72	2,860 16.50
6	Bilingual Aide I Bilingual Clerk-Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	per Month per Hour	2,471 14.26	2,594 14.97	2,724 15.72	2,860 16.50	3,003 17.33
7	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	per Month per Hour	2,594 14.97	2,724 15.72	2,860 16.50	3,003 17.33	3,154 18.19
8	Account Clerk II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide	per Month per Hour	2,724 15.72	2,860 16.50	3,003 17.33	3,154 18.19	3,311 19.10
9	Bilingual Clerk-Typist II Bilingual Translator/Clerk Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	per Month per Hour	2,860 16.50	3,003 17.33	3,154 18.19	3,311 19.10	3,477 20.06
10	Bus Driver Bus Driver/Service Worker Health Care Assistant Help Desk Technician Secretary	per Month per Hour	3,003 17.33	3,154 18.19	3,311 19.10	3,477 20.06	3,651 21.06
11	Bilingual Health Care Assistant Dispatcher Irrigation Specialist Lead Custodian	per Month per Hour	3,154 18.19	3,311 19.10	3,477 20.06	3,651 21.06	3,833 22.11
12	Account Technician I Warehouse/Reprographic & Mail Technician	per Month per Hour	3,311 19.10	3,477 20.06	3,651 21.06	3,833 22.11	4,025 23.22

Range	Position		Step 1	Step 2	Step 3	Step 4	897100
13	Head Custodian Maintenance Worker II Mechanic Parent Liaison Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	per Month per Hour	3,477 20.06	3,651 21.06	3,833 22.11	4,025 23.22	4,226 24.38
14	Administrative Secretary I	per Month per Hour	3,651 21.06	3,833 22.11	4,025 23.22	4,226 24.38	4,437 25.60
15	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician Database Specialist I	per Month per Hour	3,833 22.11	4,025 23.22	4,226 24.38	4,437 25.60	4,659 26.88
16	Account Technician III Community Day School Specialist Educational Interpreter Student Specialist	per Month per Hour	4,025 23.22	4,226 24.38	4,437 25.60	4,659 26.88	4892 28.22
17	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	per Month per Hour	4,226 24.38	4,437 25.60	4,659 26.88	4,892 28.22	5,137 29.64
18	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Systems Engineer	per Month per Hour	4,437 25.60	4,659 26.88	4,892 28.22	5,137 29.64	5,394 31.12
19		per Month per Hour	4,659 26.88	4,892 28.22	5,137 29.64	5,394 31.12	5,663 32.67
20		per Month per Hour	4,892 28.22	5,137 29.64	5,394 31.12	5,663 32.67	5,946 34.31

*Monthly rate is based on an 8-hour per day, 12-month employee

The Two (2) furlough days for the eleven (11) and twelve (12) month employees are being restored and are reflected on this salary schedule.

Each range is based on meeting minimum requirements. Persons not meeting minimum requirements will stay on current range.

Translator - Employees who are assigned translation duties (verbal or written) outside their regularly assigned shift shall be paid at the current rate of pay for their regular position. Any time worked by an employee as a Translator shall not count toward benefit accrual within his/her regularly assigned position, including but not limited to health and welfare benefits, increased hours, or vacation and leave credit.

Yard Duty - Employees who assume yard supervision duties in addition to their regular position shall be paid for such extra duties at their current rate of pay for their regular position.

Longevity - Full-time Employees shall receive annual longevity pay when they complete milestone years of service as indicated below:

15 Years - \$1,125
20 Years - \$2,250
30 Years - \$3,375

Employees shall receive longevity pay on July 1 if they reached one of the above milestones on or before December 31 of the current year.

Part-time employees shall receive the appropriate pro rata share when they complete milestone years of service.

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES

Bilingual Stipend: Employees who are required to use a second language from time to time in his/her regular assignment and who has demonstrated competency in the second language as established by the District shall receive a stipend in accordance with the following schedule. Payments will be made each month based upon work year as outlined in Article 23 Pay and Allowances of the CSEA/HESD Collective Bargaining Agreement.

BILINGUAL STIPEND SCHEDULE

8 hour employee.....	\$400 per year
7 hour but less than 8 hour employee.....	\$350 per year
6 hour but less than 7 hour employee.....	\$300 per year
5 hour but less than 6 hour employee.....	\$250 per year
4 hour but less than 5 hour employee.....	\$200 per year
3 hour but less than 4 hour employee.....	\$150 per year
2 hour but less than 3 hour employee.....	\$100 per year
1 hour but less than 2 hour employee.....	\$ 50 per year

Out of Classification Work: An employee who temporarily performs the essential functions of a higher classification shall be entitled to the lowest step in the higher range which exceeds the employee's rate of pay by a minimum of five percent (5%) (Article 23 Section H of the CSEA/HESD CBA Agreement)

Any **Health Care Assistant** who secures and maintains a valid California Licensed Vocational Nurse (L.V.N.) license will be entitled to a five (5%) incentive increase in his or her hourly rate of pay for all hours worked as outlined in Article 23 Pay and Allowances of the CSEA Collective Bargaining Agreement. (Article 23 Section K of the CSEA/HESD CBA Agreement)

Professional Growth increments will be awarded as follows:

Increments	No. of Semester Units	Increments	No of Semester Units
1 st	6	12 th	72
2 nd	12	13 th	78
3 rd	18	14 th	84
4 th	24	15 th	90
5 th	30	16 th	96
6 th	36	17 th	102
7 th	42	18 th	108
8 th	48	19 th	114
9 th	54	20 th	120
10 th	60	21 st	126
11 th	66		

Employees will be paid, in addition to their regular rate of pay, ten dollars and zero cents (\$10.00) per month per increment. (See Article 11 Professional Growth).

ADDITIONAL COMPENSATION FOR CLASSIFIED EMPLOYEES (cont.)

Split Shift Differential Compensation: All employees whose regularly assigned shift contains one or more periods of unpaid time which exceeds ninety (90) minutes shall be paid a shift differential premium of seven (7%) above the regular rate of pay for all hours worked. (See Article 12, Section K of the CSEA/HESD Collective Bargaining Agreement).

Night Differential: Any employee who works a regularly District-assigned shift between the hours of 5:00 p.m. and 6:00 a.m. shall receive a seven (7%) differential for each hour worked within that time frame. (See Article 12, Section L of the CSEA/HESD Collective Bargaining Agreement).

Work Week:

An employee with a regular work week other than Monday through Friday shall receive a fifteen percent (15%) shift differential for work days other than Monday through Friday. (See Article 12, Section T.3 of the CSEA/HESD Collective Bargaining Agreement).

On-Call Bus Driver Stipend: For a limited number of classified employees who work within the District and who serve in classifications other than Bus Driver or Bus Driver/Service Worker, but who are willing to obtain the required training and licenses to operate a school bus and serve as an on-call bus driver as needed, the District will pay a stipend of One Thousand Dollars and No Cents (\$1,000) per year to each employee. The number of On-Call Bus Drivers needed and eligibility for the stipend shall be evaluated and determined by the District at the commencement of each school year. (See Article 23, Section J of the CSEA/HESD Collective Bargaining Agreement).

HANFORD ELEMENTARY SCHOOL DISTRICT
2015-2016 CLASSIFIED, SUBSTITUTE/TEMPORARY WAGE SCHEDULE*
"Interim"

Effective July 1, 2015

Range	Position	Hourly Rate**
		\$10.44
1S		10.97
2S		11.51
3S	Clerk Trainee	12.09
4S		12.70
5S	Clerk Typist I Food Service Worker I Instructional Aide	
6S	Bilingual Aide I Bilingual Clerk Typist I Food Service Worker II Alternative Education Program Aide READY Program Tutor	13.33
7S	Account Clerk I Custodian I Educational Tutor, K-6 Groundskeeper I Lead READY Program Tutor Signing Aide Special Circumstances Aide Special Education Aide Substitute Telephone Clerk	14.00
8S	Account Clerk II Clerk-Typist II Cook/Baker Food Service Utility Worker Media Services Aide	14.70
9S	Bilingual Clerk-Typist II Custodian II Delivery Worker Groundskeeper II Maintenance Worker I	15.43
10S	Bus Driver <u>Bus Driver/Service Worker</u> Health Care Assistant Help Desk Technician Secretary	16.20

Range	Position	Hourly Rate**
11S	Bilingual Health Care Assistant Dispatcher Irrigation Specialist Lead Custodian	17.01
12S	Account Technician I Warehouse/Reprographics and Mail Technician	17.86
13S	Head Custodian Maintenance Worker II Mechanic I Parent Liaison Specialist Painter/Maintenance Worker II Teacher Resource Center Specialist	18.76
14S	Administrative Secretary I	19.69
15S	Account Technician II Administrative Secretary II Child Welfare and Attendance Specialist Computer Maintenance Technician-I Database Specialist I	20.67
16S	Account Technician III Community Day School Specialist Educational Interpreter Student Specialist	21.71
17S	Bilingual Student Specialist Heating, Ventilation & Air Conditioning Specialist Locksmith	22.80
18S	Account Technician IV Database Specialist II Lead Mechanic (Automotive) Network Engineer Systems Engineer	23.94
19S		25.13
20S		26.39

*Substitutes and temporary employees hired into the following positions will be paid from the current Classified Salary Schedule if they hold the required certifications and have appropriate experience for each pay step: Bus Driver, Health Care Assistant, Bilingual Health Care Assistant, Educational Interpreter, Database Specialist I/II, Network Engineer, Systems Engineer, Student Specialist and Bilingual Student Specialist.

**93.5% of CSEA Schedule, Step 1

Adopted: __/__/15

HANFORD ELEMENTARY SCHOOL DISTRICT

**2015-2016 NON-REPRESENTED PART-TIME EMPLOYEE WAGE SCHEDULE
(INTERIM)**

JOB TITLE	HOURLY RATE	
Accompanist (up to 80 hours/year)	\$15.00	
Athletic Coach (Non Certificated Walk On Coach)	\$10.00	
Babysitter	\$9.00	
Choral Leader (up to 140 hours/year)	\$15.00	
Translators: Oral Interpreters Written Translators	\$15.00 \$20.00	
Yard Supervisors:	K-6 & K-8 Jefferson	7-8
Entry	\$ 9.59	\$ 9.93
Step 2 ¹	\$ 10.02	\$ 10.35
Step 3 ¹	\$ 10.46	\$ 10.79
Step 4 ¹	\$ 10.89	\$ 11.22
Step 5 ¹	\$ 11.32	\$ 11.67
Super Max. ²	\$ 11.76	\$ 12.10
¹ Annual advancement to Steps 2 through 5 requires satisfactory attendance and job performance and approval by the Superintendent or designee.		
² Advancement to the Super Maximum Step requires a minimum of 10 years of regular service in any capacity at the Hanford Elementary School District, satisfactory attendance and job performance, and approval by the Superintendent or designee.		
Substitutes	Lowest Rate for appropriate position	

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 1, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM:

Consider approval of Resolution # 16-15: Board Delegation of Powers/Duties of Governing Board (Ed. Code Sec. 35161).

PURPOSE:

This authorization would allow the Chief Business Official, Nancy White, to make any final intrafund budget revisions necessary so that major expenditure classifications within a fund would not be over expended. The need for further budget revisions is not anticipated; however, the need may arise.

The authorization will also allow for transfers for cash flow purposes to be made if necessary.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve Resolution # 16-15: Board Delegation of Powers/Dutes of Governing Board (Ed. Code Sec. 35161).

RESOLUTION NO. 16-15

RESOLUTION OF THE GOVERNING BOARD
OF THE
HANFORD ELEMENTARY SCHOOL DISTRICT

BOARD DELEGATION OF POWERS/DUTIES OF GOVERNING BOARD
(EDUCATION CODE §35161)

WHEREAS, Education Code § 35161 provides that "the governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board . . ."; and

WHEREAS, Stats. 1987, c. 1452, § 200, effective January 1, 1988, amended Education Code § 35161 and added the following new language which provides further that the governing board " . . . may delegate to an officer or employee of the district any of those powers or duties. The governing board; however, retains ultimate responsibility over the performance of those powers or duties so delegated . . .", and

WHEREAS, the Governing Board of the Hanford Elementary School District recognizes that while the authority provided in Education Code § 35161 authorizes the Board to delegate any of its powers and duties, the Governing Board retains the ultimate responsibility over the performance of those powers or duties.

NOW THEREFORE, BE IT RESOLVED that in accordance with the authority provided in Education Code § 35161, the Governing Board of the Hanford Elementary School District hereby delegates the authority to act on its behalf in performance of the duties and powers granted to the Board in law to the following officers or employees of the district and for the responsibilities and period of time indicated below:

Board-Delegated Power Or Duty Including Any Limitations Or Restrictions Applicable Thereto	Board-Authorized District Employee/Officer	Board-Authorized Time Period
2014/15 Budget Revisions	Nancy White	07/01/15 – 10/15/15
Interfund Transfers for Cash Flow Purposes	Nancy White	07/01/15 – 10/15/15

Resolution No. 16-15
Page 2

The adoption of the foregoing resolution was moved by Board Member _____, seconded by Board Member _____, and passed by _____ vote of Board Members present.

I, Paul J. Terry, Ed.D., Secretary of the Governing Board of the Hanford Elementary School District hereby certify that the foregoing is a true and correct copy of a Resolution duly made, adopted and entered in the Board minutes of the Governing Board meeting on the 10th day of June 2015.

Secretary, Governing Board

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 1, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM:

Consider approval of consultant contract with Mandate Resource Services, LLC for the preparation of Mandated Cost Claims.

PURPOSE:

Article XIII B, section 6 of the California State Constitution allows school districts to recover costs for providing State mandated services. Costs mandated by the State means any increased cost which a school district is required to incur as a result of any statute or executive order, which mandates a new program or higher level of service of an existing program.

Even though the District has chosen to receive funding for mandated costs as a Block Grant rather than through submitting individual claims for many of the mandates, we must still keep records documenting expenses for each mandate. In addition, there are still a few claims outside the Block Grant for which claims may still be filed.

We have previously contracted with Mandate Resource Services, LLC to prepare our expense documentation for the mandates covered by the Block Grant and any individual claims. This consultant is quite knowledgeable about mandates costs rules, regulations and procedures.

FISCAL IMPACT:

The \$5,800 fee for this contract would be paid from the General Fund.

RECOMMENDATION:

Approve consultant contract with Mandate Resource Services, LLC for the preparation of Mandated Cost Claims.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 1, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

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

ITEM:

Consider approval of consultant agreement with Government Financial Strategies.

PURPOSE:

Government Financial Strategies has provided financial advisory services for the District in the past, including for both of our G. O. Bonds. They continue to provide services to the District in other aspects of financial planning.

FISCAL IMPACT:

Services are billed on an hourly basis at \$225 per hour plus expenses for miscellaneous work plus a \$2,500 annual flat fee for continuing disclosure services for the District's outstanding bond issues.

RECOMMENDATION:

Approve consultant agreement with Government Financial Strategies.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: June 1, 2015

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

FOR: () Information
(X) Action

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

ITEM:

Consider approval of lease agreements with Mobile Modular Management Corporation for twelve (12) portable classrooms.

PURPOSE:

The District entered into two-year lease renewals with Mobile Modular Management Corporation in 2013 for these twelve (12) portable classrooms. The lease will expire June 30, 2015. These portable classrooms are still needed. We would like to renew the leases for two (2) additional years.

Hamilton School	2 portable classrooms
Monroe School	5 portable classrooms
Washington School	3 portable classrooms
Wilson Jr. High School	2 portable classrooms

FISCAL IMPACT:

The cost for these leases will be \$4,680 per year per portable classroom. This cost will be paid for from Developer Fees.

RECOMMENDATION:

Approve renewal lease agreements with Mobile Modular Management Corporation for twelve (12) portable classrooms for two years.