

Hanford Elementary School District

1/30

REGULAR BOARD MEETING AGENDA

Wednesday, February 25, 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 record information*)
Administrative Panel Recommendations and Readmissions
Case# 15-13 – Kennedy

OPEN SESSION

- Take action on Student Discipline

6:00 p.m.

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

(In order to insure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the president and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit the total time for public input on each item to 20 minutes.)

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to Remember

2. CONSENT ITEMS

(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)

- a) Accept warrant listings dated February 6, 2015; and February 13, 2015.
- b) Approve minutes of Regular Board Meeting February 11, 2015.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$1,796.00 from Hamilton PTC to Hamilton School.
(Flores)
- e) Approve donation of \$101.49 from Washington PTC to Washington School.
(Rubalcava)
- f) Approve donation of \$1,102.00 from PTC to Lee Richmond School. (Calvillo)
- g) Approve donation of \$1,000.00 from RollGiving to Lee Richmond School.
(Calvillo)

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

6:10 p.m. **PUBLIC HEARING:** Consider proposed changes to the Hamilton and Monroe School attendance boundaries. (Simas)

3. INFORMATION ITEMS

- a) Receive for information the following new Board Policy and revised Administrative Regulation: (Martinez)
- AR 4354 – Health and Welfare Benefits (revised)
 - BP 4154, 4254 and 4354 – Health and Welfare Benefits (new)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval of rezoning a section of Hamilton and Monroe School's attendance boundary. (Simas)

5. PERSONNEL (Martinez)

a) Employment

Classified

- Danielle Fernandez, READY Program Tutor – 4.5 hrs., Simas, effective 2/4/15

Temporary Employees/Substitutes/Yard Supervisors

- Tatiana Alcala, Substitute READY Program Tutor – 4.5 hrs., Lincoln, effective 2/2/15 to 4/10/15
- Dylan Bourque, 7-8 Boys Baseball Coach – 6 units, Wilson, effective 2/10/15 to 4/6/15
- Sindal Burkett, Short-term Yard Supervisor – 1.5 hrs., King, effective 2/17/15 to 3/27/15
- Sadie Escalera, Short-term Yard Supervisor – 1.25 hrs., Monroe, effective 2/10/15 to 3/27/15
- Teresita Espinoza, Short-term Bilingual Clerk Typist II – 8.0 hrs., Lincoln, effective 2/17/15 to 3/27/15 and 4/7/15 to 4/10/15
- Gabriella Gomez, Substitute READY Program Tutor, effective 2/10/15
- Jose Grijalva, Substitute Groundskeeper II, effective 2/9/15
- Cherii Martin, Substitute Yard Supervisor, effective 2/10/15
- George Puente, Substitute Groundskeeper I and Warehouse/Reprographic and Mail Services Technician, effective 2/10/15
- Menchu Rosaroso, Short-term Yard Supervisor – 3.0 hrs., (1.5 hrs. Monroe and 1.5 hrs. Simas), effective 2/10/15 to 6/5/15
- Alexis Villa, Substitute Yard Supervisor, effective 2/2/15
- Lesley Walker-Flores, Short-term Educational Tutor K-6 – 3.5 hrs. and Yard Supervisor – 1.0 hr., Washington, effective 2/12/15 to 5/7/15.

b) Resignations

- Amy Farris, Substitute Personnel Assistant and Personnel Specialist, effective 11/22/13
- Stacey Eckert, Teacher, Hamilton, effective 6/5/15
- Brittni Gingras, Educational Tutor K-6 – 3.5 hrs., Washington, effective 2/13/15
- Debra Lewis, Teacher, Washington, effective 6/5/15
- Alvarina Medrano, Yard Supervisor – 1.5 hrs., Roosevelt, effective 2/13/15
- Brooke Miller, Teacher, Hamilton, effective 6/5/15
- Megan Smith, Teacher, Hamilton, effective 6/5/15
- Kory Wait, Substitute Babysitter, Custodian I and Yard Supervisor, effective 4/19/13
- Jennifer Yang, Substitute READY Program Tutor and Yard Supervisor, effective 2/17/15 to 3/27/15

c) Retirement

- Margie Campbell, Health Care Assistant – 6.0 hrs., Kennedy, effective 6/5/15

d) More Hours

- Savina Guzman, Short-term Yard Supervisor, from 2.0 to 2.25 hrs., King, effective 2/17/15 to 3/27/15

e) Leave of Absence

- Jacqueline Huerta, Teacher, Lincoln, effective 2/23/15 to 5/22/15, personal
- Patricia Rodriguez, Teacher, Simas, effective 2/9/15 to 5/15/15, baby bonding

f) Volunteers

| <u>Name</u> | <u>School</u> |
|----------------------------|---------------|
| Rickie Ames | Hamilton |
| Josie Chavez | Hamilton |
| Tracy Gray | Hamilton |
| Katrina Morshead | Hamilton |
| Monica Vera | Hamilton |
| Norma Vera (HESD employee) | Hamilton |
| Erika Puga | Jefferson |
| Rose Hernandez | Monroe |
| Daren Matteson | Monroe |
| Rachel Salgado | Monroe |
| Sharen Yost | Monroe |
| Jessica Flores | Richmond |
| Angel Galvan | Richmond |
| Jamie Carroll | Roosevelt |
| Olga Diaz | Roosevelt |
| Veronica Herrera | Roosevelt |
| Maria Huerta | Roosevelt |
| Maria Ibarra-Gomez | Roosevelt |
| Sandra Pintor | Roosevelt |
| Tammy Brown | Simas |
| Sheila Burke | Simas |
| Rosanna Gaona | Simas |
| Maria Ruvalcaba | Simas |
| Ramon Ruvalcaba | Simas |
| Lori Sanchez | Simas |
| Kassie Santiago | Simas |
| Steven Santiago JR | Simas |
| Adriana Rodriguez | Washington |
| Amanda Smith | Washington |

6. FINANCIAL

None.

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 12, 2015

For: Board Meeting
 Superintendent' s Cabinet
 Information
 Action

Date you wish to have your item considered: February 25, 2015

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 15-13 - Kennedy

**Hanford Elementary School District
Minutes of the Regular Board Meeting
February 11, 2015**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on February 11, 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, Garner, Hernandez, Hill, and Revious were present.

Closed Session Trustees immediately adjourned to closed session for the purposes of:

- Student Discipline pursuant to Education Code section 48918;

Trustees returned to open session at 6:00 p.m.

HESD Managers Present Dr. Paul J. Terry, Superintendent, and the following administrators were present: Donnie Arakelian, Kristina Baldwin, Doug Carlton, Debra Colvard, Joy Gabler, David Goldsmith, Jaime Martinez, Karen McConnell, Gerry Mulligan, Julie Pulis, Jill Rubalcava, Liz Simas, and Nancy White.

Readmission #14-11 Trustee Hernandez made a motion to approve readmission for Case #14-11 based upon the student's compliance with the Plan of Rehabilitation. Trustee Revious seconded; motion carried 5-0:

Garcia – yes
Garner – yes
Hernandez – yes
Hill – yes
Revious – yes

Denial of readmission #13-66 Trustee Hernandez made a motion to deny readmission for Case #13-66 based upon the finding that the student did not comply with the Plan of Rehabilitation or that the student continues to pose a danger to self or others. Trustee Garcia seconded; motion carried 5-0:

Garcia – yes
Garner – yes
Hernandez – yes
Hill – yes
Revious – yes

Expulsion #15-10 Trustee Hernandez made a motion to accept the Findings of Fact and expel case #15-10 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 January 27, 2015. Trustee Hernandez further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 5, 2015. Trustee Garcia seconded; motion carried 5-0:

Garcia – yes
Garner – yes
Hernandez – yes
Hill – yes

Revious – yes

Public Comments None.

Board and Staff Comments President Garner called upon Don Arakelian to report results of the recent Basketball Tournament. Arakelian extended special thanks to Trustee Hernandez for coming and helping with the awards. Hamilton Boys were the victors over Simas. And Roosevelt Girls (for the first time in 22 years) beat Simas.

Requests to Address the Board at future meetings None.

Dates to Remember President Garner reviewed Dates to Remember: President's Day holiday February 16; School Board Appreciation Dinner in Visalia on February 19; next regular board meeting February 25; Grades 4-6 All-Star Hoops on February 27, boys & girls at Woodrow Wilson Gym starting at 4:00 p.m.

INFORMATION ITEMS

None.

CONSENT ITEMS

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

Garcia – yes
Garner – yes
Hernandez – yes
Hill – yes
Revious – yes

The items approved as follows:

- a) Warrant listings dated January 23, 2015; and January 30, 2015.
- b) Minutes of regular Board Meeting January 28, 2015.
- c) Interdistrict transfers as recommended.
- d) Donations of \$55.00 and \$100.00 from Washington PTC to Washington School.

President Garner acknowledged and thanked Washington PTC for their donations in support of Washington School.

BOARD POLICIES AND ADMINISTRATION

Resolution #10-15 Trustee Garcia made a motion to adopt Resolution #10-15: Regarding Absent Board Member Compensation. Trustee Hill seconded; motion carried 5-0:

- Garcia – yes
- Garner – yes
- Hernandez – yes
- Hill – yes
- Revious – yes

Award of Bid for MLK roof replacement Trustee Hill made a motion to approve award of bid for the roof replacement of Martin Luther King Elementary School. Trustee Garcia seconded; motion carried 5-0. The bid was awarded to Best Contracting of Gardena, CA:

- Garcia – yes
- Garner – yes
- Hernandez – yes
- Hill – yes
- Revious – yes

BP/AR 3551 Trustee Revious made a motion to approve revised Board Policy and Administrative Regulation BP/AR 3551 – Food Services Operations/Cafeteria Fund. 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 School Works, Inc. for Facility Master Plan Services. Trustee Revious seconded; motion carried 5-0:

- Garcia – yes
- Garner – yes
- Hernandez – yes
- Hill – yes
- Revious – yes

E-Rate Application Trustee Garcia made a motion to approve E-Rate Form 470 Applications for Year 2015. Trustee Hill seconded; motion carried 5-0:

- Garcia – yes
- Garner – yes
- Hernandez – yes
- Hill – yes

Revious – yes

PUBLIC HEARING

At 6:14 p.m. President Garner opened the Public Hearing: To Consider Proposed Changes to the Hamilton and Monroe School Attendance Boundaries. Liz Simas, Child Welfare and Attendance Coordinator, presented a proposal based upon projected enrollment of 6015 students districtwide in 2015-16. The proposal would be to assign a small section of Hamilton students in the middle of town to Monroe and Lee Richmond Schools which are actually the schools more nearby those students than Hamilton School where they are currently assigned. Interdistrict transfer procedures exist to accommodate the requests of families who may desire to remain at Hamilton School.

PERSONNEL

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

Garcia – yes
Garner – yes
Hernandez – yes
Hill – yes
Revious – yes

The following items were approved:

**Item "a" –
Employment**

Classified

- Raymond Enriquez II, READY Program Tutor – 4.5 hrs., Hamilton, effective 1/20/15
- Jahna Wong, READY Program Tutor – 4.5 hrs., King, effective 1/26/15
- Alicia Martinez, Food Services Worker I – 3.0 hrs., Richmond, effective 2/2/15

**Item "a" –
Employment (con't.)**

Temporary Employees/Substitutes/Yard Supervisors

- Leticia Alvarez, Substitute READY Program Tutor and Yard Supervisor, effective 1/20/15
- Allyson Amos, Substitute READY Program Tutor , effective 1/26/15
- Sindal Burkett, Substitute Yard Supervisor, effective 1/26/15
- Ana Fregoso, Short-term Substitute Yard Supervisor – 2.5 hrs., Kennedy, effective 1/12/15 to 2/27/15 (rescind)
- Savina Guzman, Substitute Yard Supervisor, effective 1/29/15; Short-term Yard Supervisor – 2.0 hrs., King, effective 2/2/15 to 3/27/15
- Jesus Martinez, Substitute READY Program Tutor, effective 1/28/15
- Lisa Morales, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 1/20/15

**Item "b" –
Resignations**

- Karen George, Substitute Alternative Education Program Aide, Educational Tutor K-6, READY Program Tutor, and Special Education Aide, effective 5/19/14
- Memory Oebel, Substitute Yard Supervisor, effective 12/10/14

**Item "c" –
Retirement**

- Pamela Blackburn, Teacher, Roosevelt, effective 6/5/15
- Bruce Boyer, Teacher, Roosevelt, effective 6/5/15
- Melinda Davis, Teacher, Richmond, effective 6/5/15
- Maria Marquez, Teacher, King, effective 6/5/15
- Suzanne Tabers, Teacher, Hamilton, effective 6/5/15

**Item "d" –
More Hours**

- Selena Flores, Short-term Yard Supervisor, from 2.0 hrs. to 2.5 hrs., Lincoln, effective 1/26/15

**Item "e" –
Decrease in Hours**

- Kierra Thomas, Yard Supervisor, from 3.5 hrs. to 3.0, Lincoln, effective 1/26/15

**Item "f" –
Leave of Absence**

- Almira Alcoser, Food Service Worker II – 3.0 hrs., Wilson, effective 5/6/15 to 5/20/15, personal
- Renee Barker, Yard Supervisor – 1.5 hrs., Monroe, effective 1/12/15 to 3/2/15, medical

**Item "g" –
Reclassification**

- Maria Hernandez, from Administrative Secretary I (Range 14) to Administrative Secretary II (Range 15), Categorical Programs, effective 7/1/14 (first day of contract for 2014-15 school year).

**Item "h" –
Volunteers**

| <u>Name</u> | <u>School</u> |
|---|---------------|
| Amanda Barbosa | Hamilton |
| Michele Pomeroy | Hamilton |
| Michele Alexander – HESD Employee | Jefferson |
| Jennifer Vidaña | King |
| Vanessa Banegas-Balbina – HESD Employee | Monroe |
| Rosa Coria | Monroe |
| Shelby Zepeda | Monroe |
| Devin Chavarria | Richmond |
| Thomas Chavarria | Richmond |
| Joyce Ramos | Richmond |
| Maria Zavaia | Richmond |
| Jessica Reyes | Roosevelt |
| Bernetta Johnson | Roosevelt |
| Latanya Iyamu | Roosevelt |
| Kira Gonzales | Simas |
| Kristina Greves | Simas |

Monica Kraemer – HESD Employee
Shannon Phillips
Rosa Serna-Lara
Nola Horn

Simas
Simas
Simas
Washington

FINANCIAL

None.

Adjournment

There being no further business, President Garner adjourned the meeting at 6: 27 p.m.

Respectfully submitted,

Paul J. Terry,
Secretary to the Board of Trustees

Approved:

Jeff Garner, President

Lupe Hernandez, Clerk

Inters - IN

| No | A/D | Sch Req'd | Home Sch | Date |
|-------|-----|-----------|------------|-----------|
| I-133 | A | Roosevelt | Armona | 2/17/2015 |
| I-134 | A | Wilson | Kit Carson | 2/17/2015 |

Inters - OUT

| No | A/D | Sch Req'd | Home Sch | BD Date |
|-------|-----|-----------|----------|-----------|
| O-096 | A | Armona | King | 2/17/2015 |
| O-097 | A | Armona | King | 2/17/2015 |
| O-098 | A | Armona | King | 2/17/2015 |
| O-099 | A | Armona | Wilson | 2/17/2015 |

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Ramiro Flores
DATE: 2/19/2015
FOR: Board Meeting
 Superintendent's Cabinet
FOR: Information
 Action

Date you wish to have your item considered: February 25, 2015

ITEM: Consider approval of donation to Hamilton School from:
• Hamilton Parent Teacher Club in the amount of \$1796.00

PURPOSE: Fourth grade study trip and student incentives.

FISCAL IMPACT: Increase of \$1796.00 to account #0100-0000-0-1110-1000-430001-029-0000.

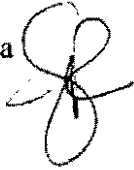
RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava



DATE: 1/26/15

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: ^{2/25/15}~~2/11/15~~

ITEM: Donation of \$101.49 from Washington PTC to HESD

PURPOSE: Student Incentives

FISCAL IMPACT: 0100-0000-0-1110-1000-575030-028-0000

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Lindsey Calvillo

DATE: February 12, 2015

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: February 25, 2015

ITEM: Consider acceptance of donation of \$1,102 from PTC to Lee Richmond Elementary School.

PURPOSE: To be used for the purchase of a memorial bench in honor of two former Lee Richmond students.

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

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Lindsey Calvillo

DATE: February 9, 2015

FOR: Board Meeting
 Superintendent's Cabinet

FOR: Information
 Action

Date you wish to have your item considered: February 25, 2015

ITEM: Consider acceptance of donation of \$1,000 from Rollgiving to Lee Richmond Elementary School.

PURPOSE: To be used for purchase of instructional supplies or study trip expenses

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

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT**Notice of Public Hearing**

The Hanford Elementary School District will hold a public hearing to consider proposed changes to the Hamilton and Monroe School attendance boundaries.

Place: Hanford Elementary School District Board Room
714 N. White St.
Hanford, CA 93230

Date: February 25, 2015

Time: 6:10 p.m.


At the public hearing, the Board of Trustees of the Hanford Elementary School District will consider re-zoning two attendance areas: 1) Hamilton School attendance area located between 11th Ave and Brown St between Porter St/11th St. on the north and HWY 198 on the south. 2) Monroe School attendance area located between Douty and Brown Streets between Florinda and Eleventh Streets. The new attendance boundaries, if approved, will go into effect for the 2015-16 school year. Any inquiries regarding this matter should be directed to:

Liz Simas
Coordinator, Office of Child Welfare and Attendance
Hanford Elementary School District
714 N. White Street
P.O. Box 1067
Hanford, CA 93232
(559) 585-3641

(to be published 02/18/15 and 02/24/15)

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: February 17, 2015

FOR: Board Meeting
 Superintendent's Cabinet

Information
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 25, 2015**

ITEM: Receive the following revised Board Policy and Administrative Regulation for information.

PURPOSE: The current Board Policy 4354 for Management, Supervisory and Confidential employees will be changed to an Administrative Regulation to 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 proposing a new Board Policy to cover all employee groups as recommended by CSBA.

- AR 4354 – Health and Welfare Benefits (revised and changed to an Administrative Regulation)
- BP 4154, 4254 and 4354 – Health and Welfare Benefits (new)

FISCAL IMPACT: None.

RECOMMENDATION: Consider for adoption at next regular board meeting.

CHANGE BOARD POLICY TO ADMINISTRATIVE REGULATION

Management, Supervisory, and Confidential Employees

BP AR 4354(a)

HEALTH AND WELFARE BENEFITS**A. Employee Benefits**

1. For each management, supervisory, professional specialist, and confidential employee who is employed for at least 6 hours per day (or 30 hours per week), the district shall provide the following health and welfare benefits to the employee and his/her dependents:
 - a. A medical plan, including prescription drug and mental health benefits, covering reasonable and customary fees after a deductible and a co-insurance or co-payment have been met;
 - b. A dental plan featuring a scale of 70-100% payment of reasonable and customary fees for covered services of a preferred provider after a co-payment
 - c. A vision plan paying for annual eye examinations, standard lenses and frames after a co-payment;
 - d. A district-paid level-term life insurance plan for \$100,000; and
 - e. A district-paid long-term disability insurance plan.

2. The following provisions shall regulate such coverage:
 - a. Coverage by the benefit plans listed above shall begin on the first day of the month following employment in a management, supervisory, or confidential position subject to timely submission of enrollment forms.
 - b. 12-month employees who complete the standard work year established for their positions shall be provided with coverage under the above benefit plans (1.a. - c.), until June 30th of each year, regardless of the commencement of the work year.

10 and 11 month ~~certificated~~ employees who complete the standard work year established for their positions, shall be provided with coverage under the above benefit plans (1.a. - c.), until August 31st of each year, regardless of the commencement of the work year.

~~10 and 11 month classified~~ Employees who complete the standard work year established for their positions and retire, shall be provided with coverage under the above benefit plans (1.a. - c.), until June 30th of each that year, regardless of the commencement of the work year.

HEALTH AND WELFARE BENEFITS (continued)

All employees who do not complete the standard work year established for their positions (due to resignation, termination, retirement, etc.) shall be provided with coverage under the above benefit plans (1.a. – c.), until the last day of the month in which termination of their employment occurs. ~~The benefit plans listed in items 1.d. & 1.e. above shall end the same day that employment is terminated.~~

- c. The benefit plans listed in items 1.d. & 1.e. above shall end the same day that employment is terminated.
- ed. The district shall pay the premium costs for the benefit plans listed above up to the established cap.

B. Physicals

1. Management, supervisory, and confidential employees shall be offered the opportunity to obtain a physical examination at designated intervals, depending on the age of the employee, covering examinations and tests recommended by the medical community for the gender and age group of the employee.
2. Medical charges associated with such physical examinations and tests that are not covered by the district's group medical insurance plan shall be reimbursed to the employee by the district, in full or in part based on a graduated schedule depending on the recommended exams and tests for the employee's age group and gender, to a maximum of five hundred dollars (\$500).

C. District-Paid Retiree Health Insurance Benefit Continuation

The California Public Employees' Pension Reform Act of 2013 (PEPRA) prohibits a public retirement system from providing a retirement health benefit vesting schedule to a manager or employee excluded from collective bargaining that is more advantageous than that provided to other public employees. The California PEPRA clarifies that these provisions do not require an employer to change the vesting schedule of any employee who began employment before January 1, 2013.

The district shall contribute an amount equal to that paid for active employees toward the cost of the district's group medical and dental insurance for retirees and their eligible dependents until such time as the retiree reaches age sixty-five, provided the retiree meets the eligibility criteria specified below:

1. The retiree shall have reached age fifty-five (55).
2. The retiree who worked for the district prior to January 1, 2013, shall have served in the district during the five (5) years immediately prior to retirement and must have served full-time a total of at least ten (10) years in the district.

HEALTH AND WELFARE BENEFITS (continued)

3. Management, supervisory and confidential employees who began employment with the district on January 1, 2013, or thereafter, will have the same retiree vesting schedule as employees in Hanford Elementary School District's collective bargaining groups. All parties must work 13 years to receive District-paid retiree benefits.
4. Should an active or retired employee die, the surviving spouse or domestic partner of the employee, who met the eligibility criteria, will be allowed to continue in the medical and dental insurance at their own expense under the same time limits as the employee would have enjoyed (~~10 years or to age 65~~).
5. Upon reaching age 65, the retiree or the retiree's dependent must enroll in Medicare Part B (medical insurance) and pay the required premium, and must enroll in Medicare Part A (hospital insurance) ~~if eligible without cost to the retiree or his/her dependent.~~

D. Retiree-Paid Health Insurance Benefit Continuation

1. Retirees over age 65, and retirees under age 65 who do not qualify for district-paid health insurance benefit continuation, shall be offered the option to continue coverage under the district's health insurance medical and dental benefit plans at their own expense by paying the full monthly premiums prior to the due dates established by the district. Failure to make timely premium payments shall result in cancellation of insurance coverage.
2. District Health Insurance Benefits Plan coverage shall also be available at their own expense to any surviving spouse/domestic partner of a former management, professional specialist or confidential employee who retired from the District or was, at the time of death, employed by the District.
3. In order to continue such coverage beyond the retiree's and his/her dependent's 65th birthday, the retiree and/or dependent shall enroll in Medicare Part A and Part B and pay the required premiums.

E. Retiree-Paid Level Term Life Insurance

1. Retiree's under age 65 that qualify for district-paid health insurance benefit continuation shall be offered the option to continue the level term life insurance plan at their own expense by paying the full premium prior to the due dates established by the district. Failure to make timely premium payment shall result in cancellation of coverage. If the retiree opts to continue life insurance coverage, it will end at age 65.

HEALTH AND WELFARE BENEFITS (continued)**E.F. Group Insurance Coverage During Unpaid Leaves of Absence**

1. Employees may continue coverage under the district's group health insurance plans during approved unpaid leaves of absence.
 - a. For leaves qualifying under the Family Care and Medical Leave Act (FMLA), the district shall maintain district contributions to premiums for a total of 12 weeks per year, whether the leave is paid or unpaid.

(cf. 4161.8/42161.8/4361.8 - Family Care and Medical Leave)

- b. For FMLA leaves exceeding 12 weeks a year and for all other unpaid leaves, the employee may continue group insurance coverage at his/her own expense by paying the monthly premiums on or before the dates established by the district. Failure to make timely premium payments may result in cancellation of the insurance(s).

FG. Group Insurance Continuation under Consolidated Omnibus Budget Reconciliation Act (COBRA)

Covered district Eligible employees and their qualified dependents may continue coverage under the district's group health insurance plans at their own expense in accordance with the provisions of the federal, shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B; 26 CFR 54.4980B-4)

1. Death of the covered employee
2. Termination or reduction in hours of the covered employee's employment, other than termination by reason of the employee's gross misconduct

(cf. 4117.4 Dismissal)

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

3. Divorce or legal separation of a covered employee or final judgment of dissolution or nullity of the domestic partnership
4. Covered employee's becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent of a covered employee

HEALTH AND WELFARE BENEFITS (continued)

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

H. Notification Requirements

1. The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2 or 4 above, within 30 days of the event. A covered employee or a qualified dependent shall notify the service plan administrator of a qualifying event listed in item #3, or 5 above within 60 days of the event or of the date that the dependent would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163)

Continuation coverage shall be terminated in accordance with the district's insurance plan and in accordance with federal and state law (26 USC 4980B and 26 CFR 54.4980B.6; Health and Safety Code 1373.261; Insurance Code 10116.5).

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

The Superintendent or designee shall notify covered employees and qualified dependents of the availability of conversion and continuation coverage. This notification shall include the statement in Labor Code 2800.2 encouraging individuals to examine their options carefully before declining such coverage. (Labor Code 2800.2)

I. Benefits

The benefits provided under continuation health coverage shall be the same as provided to other employees and their dependents under the group benefit plan.

J. Benefit Continuation Period

1. Eligibility for continued coverage under the district's group health insurance plans shall be for:
 - a. 18 months for employees whose coverage would have ended due to termination of employment or reduction in assigned hours per day, or until the employee obtains coverage under another group health plan, becomes eligible for Medicare coverage, or ceases to make timely premium payments, whichever occurs sooner;

HEALTH AND WELFARE BENEFITS (continued)

- b. 36 months for the spouse/domestic partner who lost coverage due to divorce or legal separation, or the death of the employee, or until the spouse obtains coverage under another group health plan, becomes eligible for Medicare coverage, or ceases to make timely premium payments, whichever occurs sooner; and
- c. 36 months for the former dependent child, or until he/she obtains coverage under another group health insurance plan or ceases to make timely premium payments, whichever occurs sooner.

K. Disability Due to a Violent Act While Working

- 1. When disabled by an injury resulting from a violent act sustained while performing his/her job duties within the scope of employment and performing creditable employment, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

GL. Confidentiality

The Superintendent or designee shall maintain the confidentiality of employee health records in accordance with law.

Policy
 adopted: June 11, 1997
 revised: November 7, 2001
 revised: October 16, 2002
 revised: January 12, 2005
 revised: December 13, 2006
 revised: August 22, 2007
 revised: September 7, 2011
 revised: February 12, 2014
 revised: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

NEW BOARD POLICY**All Employees**

BP 4154, 4254, 4354(a)

HEALTH AND WELFARE BENEFITS

The district shall provide health and welfare benefits for employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4141/4241 - Collective Bargaining Agreement)

Employees who are not in bargaining units shall receive health and welfare benefits as specified in Board policy and administrative regulation.

(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 4121 - Temporary/Substitute Personnel)

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the district shall not discriminate in favor of employees who are among the highest paid 25 percent of all district employees. (26 USC 105; 42 USC 300gg-16)

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5)

The Superintendent or designee shall not use or disclose any medical information the district possesses pertaining to an employee without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

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

Continuation of Coverage

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified dependents may continue to participate in the district's group health and welfare benefits in accordance with state, federal law, and Administrative Regulation.

To receive continuation coverage, covered employees and their qualified dependents shall pay the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the district in administering the program.

Legal Reference: (see next page)

HEALTH AND WELFARE BENEFITS

Legal Reference:

*EDUCATION CODE**7000-7008 Health and welfare benefits, retired certificated employees**17566 Self-insurance fund**35208 Liability insurance**35214 Liability insurance (self-insurance)**44041-44042 Payroll deductions for collection of premiums**44986 Leave of absence, state disability benefits**45136 Benefits for classified employees**CIVIL CODE**56.10-56.16 Disclosure of information by medical providers**56.20-56.245 Use and disclosure of medical information by employers**FAMILY CODE**297-297.5 Rights, protections and benefits under law; registered domestic partners**GOVERNMENT CODE**12940 Discrimination in employment**22750-22944 Public Employees' Medical and Hospital Care Act**53200-53210 Group insurance**HEALTH AND SAFETY CODE**1366.20-1366.29 Cal-COBRA program, health insurance**1367.08 Disclosure of fees and commissions paid related to health care service plan**1373 Health services plan, coverage for dependent children who are full-time students**1373.621 Continuation coverage, age 60 or older after five years with district**1374.58 Coverage for registered domestic partners, health service plans and health insurers**INSURANCE CODE**10116.5 Continuation coverage, age 60 or older after five years with district**10128.50-10128.59 Cal-COBRA program, disability insurance**10277-10278 Group and individual health insurance, coverage for dependent children**10604.5 Annual disclosure of fees and commissions paid**12670-12692.5 Conversion coverage**LABOR CODE**2800.2 Notification of conversion and continuation coverage**4856 Health benefits for spouse of peace officer killed in performance of duties**UNEMPLOYMENT INSURANCE CODE**2613 Education program; notice of rights and benefits**UNITED STATES CODE, TITLE 1**7 Definition of marriage, spouse**UNITED STATES CODE, TITLE 26**105 Self-insured medical reimbursement plan; definition of highly compensated individual**4980B COBRA continuation coverage**UNITED STATES CODE, TITLE 29**1161-1168 COBRA continuation coverage*

HEALTH AND WELFARE BENEFITS*UNITED STATES CODE, TITLE 42*

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals
1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

1.105-11 Self-insured medical reimbursement plan

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

*Management Resources:**INTERNAL REVENUE SERVICE NOTICES*

2011-1 Affordable Care Act Nondiscrimination Provisions Applicable to Insured Group Health Plans

WEB SITES

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

California Employment Development Department: <http://www.edd.ca.gov>

Internal Revenue Service: <http://www.irs.gov>

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services: <http://www.cms.gov>

U.S. Department of Labor: <http://www.dol.gov>

(3/05 7/09) 7/12

Policy
 adopted: _____, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT
 Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas
DATE: February 12, 2015

For: Board Meeting
 Superintendent's Cabinet
 Information
 Action

Date you wish to have your item considered: February 25, 2015

ITEM: Consider approval of rezoning a section of Hamilton and Monroe School's attendance boundary.

PURPOSE: Following opportunity for the public to hear information and comment, a change in Hamilton and Monroe School's attendance boundary is proposed which will result in shifting students between Hamilton, Monroe and Lee Richmond Schools beginning with the 2015-16 school year.

FISCAL IMPACT (if any): Possible savings in transportation costs.

RECOMMENDATION (if any): Approve Re-Zone plan.

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Jaime Martinez
DATE: February 13, 2015
RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 25, 2015**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Classified

- Danielle Fernandez, READY Program Tutor – 4.5 hrs., Simas, effective 2/4/15

Temporary Employees/Substitutes/Yard Supervisors

- Tatiana Alcala, Substitute READY Program Tutor, effective 2/10/15
- Allyson Amos, Short-term READY Program Tutor – 4.5 hrs., Lincoln, effective 2/2/15 to 4/10/15
- Dylan Bourque, 7-8 Boys Baseball Coach – 6 units, Wilson, effective 2/10/15 to 4/6/15
- Sindal Burkett, Short-term Yard Supervisor – 1.5 hrs., King, effective 2/17/15 to 3/27/15
- Sadie Escalera, Short-term Yard Supervisor – 1.25 hrs., Monroe, effective 2/10/15 to 3/27/15
- Teresita Espinoza, Short-term Bilingual Clerk Typist II – 8.0 hrs., Lincoln, effective 2/17/15 to 3/27/15 and 4/7/15 to 4/10/15
- Gabriella Gomez, Substitute READY Program Tutor, effective 2/10/15
- Jose Grijalva, Substitute Groundskeeper II, effective 2/9/15
- Cherii Martin, Substitute Yard Supervisor, effective 2/10/15
- George Puente, Substitute Groundskeeper I and Warehouse/Reprographic and Mail Services Technician, effective 2/10/15

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Menchu Rosaroso, Short-term Yard Supervisor – 3.0 hrs., (1.5 hrs. Monroe and 1.5 hrs. Simas), effective 2/10/15 to 6/5/15
- Alexis Villa, Substitute Yard Supervisor, effective 2/2/15
- Lesley Walker-Flores, Short-term Educational Tutor K-6 – 3.5 hrs. and Yard Supervisor – 1.0 hrs., Washington, effective 2/12/15 to 5/7/15.

b. Resignations

- Amy Farris, Substitute Personnel Assistant and Personnel Specialist, effective 11/22/13
- Stacey Eckert, Teacher, Hamilton, effective 6/5/15
- Brittni Gingras, Educational Tutor K-6 – 3.5 hrs., Washington, effective 2/13/15
- Debra Lewis, Teacher, Washington, effective 6/5/15
- Alvarina Medrano, Yard Supervisor – 1.5 hrs., Roosevelt, effective 2/13/15
- Brooke Miller, Teacher, Hamilton, effective 6/5/15
- Megan Smith, Teacher, Hamilton, effective 6/5/15
- Kory Wait, Substitute Babysitter, Custodian I and Yard Supervisor, effective 4/19/13
- Jennifer Yang, Substitute READY Program Tutor and Yard Supervisor, effective 10/10/14

c. Retirement

- Margie Campbell, Health Care Assistant – 6.0 hrs., Kennedy, effective 6/5/15

d. More Hours

- Savina Guzman, Short-term Yard Supervisor, from 2.0 to 2.25 hrs., King, effective 2/17/15 to 3/27/15

e. Leave of Absence

- Jaqueline Huerta, Teacher, Lincoln, effective 2/23/15 to 5/22/15, personal
- Patricia Rodriguez, Teacher, Simas, effective 2/9/15 to 5/15/15, baby bonding

f. **Volunteers**

| <u>Name</u> | <u>School</u> |
|----------------------------|---------------|
| Rickie Ames | Hamilton |
| Josie Chavez | Hamilton |
| Tracy Gray | Hamilton |
| Katrina Morshead | Hamilton |
| Monica Vera | Hamilton |
| Norma Vera (HESD employee) | Hamilton |
| Erika Puga | Jefferson |
| Rose Hernandez | Monroe |
| Daren Matteson | Monroe |
| Rachel Salgado | Monroe |
| Sharen Yost | Monroe |
| Jessica Flores | Richmond |
| Angel Galvan | Richmond |
| Jamie Carroll | Roosevelt |
| Olga Diaz | Roosevelt |
| Veronica Herrera | Roosevelt |
| María Huerta | Roosevelt |
| María Ibarra-Gomez | Roosevelt |
| Sandra Pintor | Roosevelt |
| Tammy Brown | Simas |
| Sheila Burke | Simas |
| Rosanna Gaona | Simas |
| María Ruvalcaba | Simas |
| Ramon Ruvalcaba | Simas |
| Lori Sanchez | Simas |
| Kassie Santiago | Simas |
| Steven Santiago JR | Simas |
| Adriana Rodriguez | Washington |
| Amanda Smith | Washington |

RECOMMENDATION: Approve.