

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, August 12, 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

- Conference with Real Property Negotiator *(Pursuant to Government Code Section 54956.8, trustees will adjourn to Closed Session to discuss the item listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.)*

Property: (Centennial Drive and Grangeville Boulevard)

Negotiating Parties: P. Terry

OPEN SESSION

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

2. CONSENT ITEMS

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

- a) Accept warrant listings dated 6/19/15, 6/30/2015, 7/12/15, 7/16/15, 7/24/15, 7/31/15 and 8/7/2015.
- b) Approve minutes of Regular Board Meeting June 24, 2015.
- c) Approve interdistrict transfers as recommended.

3. INFORMATION ITEMS

- a) Public review of changes to revenue and expenditures to reflect the actual 2015 – 2016 Budget Act (White)
- b) Receive for information a report from the District English Learner Advisory Committee (DELAC) May 20, 2015 meeting (Gomez)
- c) Revisions to the 2015 – 2016 Local Control Accountability Plan (LCAP) (Terry)

- *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.*

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider entering into a three (3) year agreement with the City of Hanford and the Hanford Police Department to continue our participation in the School Resource Officer Program (Simas)
- b) School Attendance Review Board (SARB) Agreement (Simas)
- c) Consider approval of a consultant contract with Document Tracking Services for written translation of 2014 – 2015 District English Learner Advisory Committee (DELAC) meeting minutes and School Site Council (SSC) meeting minutes (Gomez)
- d) Consider approval of consultant contract with Conflict Resolution Unlimited (CRU) (Gabler)
- e) Consider approval of consultant contract with Matt Vaudry & John Stevens (Gabler)
- f) Consider approval of consultant contract with the Sinclair Research Group (Gabler)
- g) Consider approval of Architectural Services Agreement with Mangini Associates for the new administration building addition at Monroe School (Mulligan)
- h) Consider approval of agreement to authorize purchase of condensed natural gas from the County of Kings Fleet Services division (Mulligan)

5. PERSONNEL

- a) Employment (Martinez)

Management/Professional Specialist/Confidential

- Jessica Valencia, Administrative Assistant – 8.0 hrs., Superintendent's Office/DO, effective 7/20/15

Certificated

- Kacey Cawley, Teacher, Intern, effective 8/10/15
- Mannylen Lababit, Teacher, Probationary I, effective 8/10/15

Classified

- Allyson Amos, READY Program Tutor – 4.5 hrs., King, effective 8/7/15
- Demi Balbina, READY Program Tutor – 4.5 hrs., King, effective 8/7/15
- Miranda Banuelos, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/7/15
- Vanessa Carson, Health Care Assistant – 6.0 hrs., Wilson, effective 8/7/15
- Colleen Carter, Food Service Worker II – 2.5 hrs., Wilson, effective 8/12/15
- Candace Crewse, Media Services Aide – 5.5 hrs., Kennedy, effective 7/29/15
- Kyle Griffin, Computer Maintenance Technician – 8.0 hrs., HESDNet/DO, effective 7/13/15
- Nancy Guinn, Bilingual Health Care Assistant – 6.0 hrs., Jefferson, effective 8/7/15
- Lizette Gutierrez, Bilingual Clerk Typist II – 8.0 hrs., Roosevelt, effective 7/29/15
- Erica McFarland, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/7/15
- Judie Morgan, Bus Driver – 4.5 hrs., Transportation/DSF, effective 8/11/15
- Karlotta Richardson, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 8/13/15
- Tonya Sims, Food Service Worker I – 3.0 hrs., Richmond, effective 8/12/15
- Charles Williams, READY Program Tutor – 4.5 hrs., Washington, effective 8/7/15

Temporary Employees/Substitutes/Yard Supervisors

- Sabine Appleby, Short-term Yard Supervisor – 1.0 hr. (M & F), Hamilton, effective 8/17/15 to 5/27/16
- Renee Barker, Yard Supervisor – 2.0 hrs., Simas, effective 8/13/15
- Margaret Blasko, Yard Supervisor – 3.0 hrs., Simas, effective 8/13/15

- Bruce Bowen, Substitute Custodian I and Warehouse/Reprographic and Mail Technician, effective 7/24/15
- Quinton Green, Yard Supervisor – 3.0 hrs., Simas, effective 8/13/15
- Savina Guzman, Yard Supervisor – 2.75 hrs., King, effective 8/13/15
- Christina Heckathorn, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.75 hrs., Kennedy, effective 8/13/15 to 10/16/15
- Sarah Henshaw, Yard Supervisor – 1.75 hrs., Hamilton, effective 8/13/15
- Olga Hernandez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 7/29/15
- Christina Horn, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.75 hrs., Lincoln, effective 8/13/15 to 10/16/15
- Christina Jenkins, Short-term Yard Supervisor – 1.75 hrs., Monroe, effective 8/13/15 to 10/16/15
- Diana Lugo, Yard Supervisor – 2.0 hrs., Jefferson, effective 8/13/15
- Judy McCarty-Winston, Yard Supervisor – 2.25 hrs., Monroe, effective 8/13/15
- Kevin Mendoza Reyes, Yard Supervisor – 1.5 hrs., King, effective 8/13/15
- Alyssa Null, Substitute Yard Supervisor, effective 8/13/15
- Memory Oebel, Yard Supervisor – 1.5 hrs., King, effective 8/13/15
- Melanie Pimentel, Yard Supervisor – 2.0 hrs., Washington, effective 8/13/15
- Felimena Reynolds, Yard Supervisor – 1.5 hrs., Monroe, effective 8/13/15
- Menchu Rosaroso, Yard Supervisor – 1.5 hrs., Monroe, effective 8/13/15
- Lisa Rose-Houston, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.25 hrs., Simas, effective 8/13/15 to 10/16/15
- Stephanie Trueblood, Substitute Clerk Typist II, Media Services Aide and Special Education Aide, effective 7/29/15
- Alexis Villa, Yard Supervisor – 2.5 hrs., Roosevelt, effective 8/13/15
- Sandra Virden, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Lesley Walker Flores, Yard Supervisor – 1.25 hrs., Hamilton, effective 8/13/15
- Joshua Washburn, Substitute Custodian I, effective 7/28/15
- Cameron Weaver, Substitute Groundskeeper II and Warehouse/Reprographic and Mail Technician, effective 7/20/15

b) Resignations

- Robert Alvarez, Substitute Babysitter, Custodian I and Yard Supervisor, effective 6/1/15
- Stephanie Carroll, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/5/15
- Patricia Dondero, Teacher, Simas, effective 6/5/15
- Danielle Fernandez, READY Program Tutor – 4.5 hrs., Simas, effective 6/5/15
- Tracy Heinrich, Yard Supervisor – 2.5 hrs, Monroe, effective 6/3/15
- Kimberly Hicks, Substitute Babysitter and Yard Supervisor, effective 6/5/15
- Anna Lopez, Yard Supervisor – 1.5 hrs., Roosevelt, effective 6/5/15
- Ramona Mendoza, Substitute Babysitter and Yard Supervisor, effective 6/5/15
- Vanessa Mendoza, Substitute READY Program Tutor, effective 4/28/15
- Diego Moreno, Teacher, Richmond, effective 6/29/15
- George Puente, Substitute Groundskeeper I and Warehouse/ Reprographic and Mail Technician, effective 3/6/15
- Maria Ramirez Tule, Substitute Babysitter and Yard Supervisor, effective 6/5/15
- Maria Reyes, Substitute Bilingual Health Care Assistant, Translator: Oral Interpreter and Written Translator, effective 3/10/14

- Rosa Sedano, Bilingual Clerk Typist I, Clerk Typist I, READY Program Tutor, Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 6/5/15
 - Anthony Silva, Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 7/2/15
 - Anjali Williams, READY Program Tutor – 4.5 hrs., Monroe, effective 8/24/15
- c) Request to be Removed from Classified Substitute List/Failure to Respond
- Leticia Alvarez, Substitute Food Service Worker I, READY Program Tutor and Yard Supervisor, effective 5/4/15
 - Jaqueline Bravo, Substitute Food Service Worker I/II, effective 2/6/15
 - Kayla Burkett, Substitute Yard Supervisor, effective 3/25/15
 - Sindal Burkett, Substitute Yard Supervisor, effective 3/27/15
 - Nydia Caballero, Substitute Bilingual Aide I, effective 2/2/15
 - Melinda Casarez, Substitute READY Program Tutor, effective 8/19/14
 - Casey Dunn, Substitute Custodian II and Groundskeeper II, effective 12/2/14
 - Selena Flores, Substitute Yard Supervisor, effective 4/21/15
 - Amy Garcia, Substitute Food Service Worker I and Yard Supervisor, effective 6/4/15
 - Aaron Green, Substitute Custodian I, effective 2/2/15
 - Joe Grijalva, Substitute Groundskeeper II, effective 2/10/15
 - Jesus Martinez, Substitute READY Program Tutor, effective 3/2/15
 - Kevin Mazza, Substitute Custodian I, Groundskeeper I and Yard Supervisor, effective 4/16/15
 - Alyssa Mendoza-Barnes, Substitute Food Service Worker I and Yard Supervisor, effective 12/10/14
 - Christopher Reed, Substitute Custodian I, Groundskeeper I and Warehouse/Reprographics and Mail Technician, effective 12/3/14
 - Karina Rosas, Substitute READY Program Tutor, effective 12/23/14
 - Zachary Stewart, Substitute Custodian II, Groundskeeper II and Warehouse/Reprographics and Mail Technician, effective 1/15/15
 - Shaka Sudds, Substitute Babysitter and Yard Supervisor, effective 9/7/11
 - Megan Sullivan, Substitute READY Program Tutor, Special Circumstance Aide and Special Education Aide, effective 9/12/14
 - Luis Valtierra Carrera, Substitute Groundskeeper II, effective 12/5/14
 - George Velasco, Substitute Custodian II and Groundskeeper I, effective 12/19/14
- d) Voluntary Reduction in Hours/Transfer
- Melissa Mullins, Food Service Worker I, from 3.5 hrs., King to 3.0 hrs., Roosevelt, effective 8/12/15
- e) More Hours/Transfer
- Alicia Martinez, Food service Worker I, from 3.0 hrs., Richmond to 3.5 hrs., King, effective 8/12/15
- f) Administrative Transfer
- Krystal Ibanez, READY Program Tutor – 4.5 hrs., from Simas to Washington, effective 8/7/15

g) Temporary Out-of-Class Assignment

- Courtney Acton, from Special Education Aide – 5.0 hrs., to Student Specialist – 8.0 hrs., Simas, effective 7/29/15 to 8/21/15
- Danny Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 6/29/15 to 8/14/15

h) Promotions

- Michal "Mac" McWay, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Washington, effective 8/7/15
- Doug Rose, from Maintenance Worker II – 8.0 hrs., Maintenance/DSF to Supervisor, Maintenance – 8.0 hrs., DSF, effective 8/3/15
- Marla Yadon, from Teacher to Learning Director, King, effective 7/29/15

i) Reassignment

- Jason Brasil, from Learning Director, King to Vice Principal, Wilson, effective 7/29/15

j) Leave of Absence

- Ann Marie Dowd, Teacher, Lincoln, effective 8/24/15 to 11/10/15

k) Consider approval of an Internship Contract Agreement with National University (Martinez)

l) Consider approval of an Internship Credential Program Agreement with Fresno Pacific University (Martinez)

m) Consider approval of an Internship Credential Program Agreement with Fresno State University (Martinez)

6. FINANCIAL

- Consider declaration of surplus property. (White)
- Consider approval of agreement with Keenan and Associates for Loss Control Services. (White)

ADJOURN MEETING

Hanford Elementary School District
Minutes of the Regular Board Meeting
June 24, 2015

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on June 24, 2015, at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** Vice President Revious called the meeting to order at 5:30 p.m. Trustees Garcia, Hernandez, Hill and Revious were present. President Jeff Garner arrived at 5:35 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Doug Carlton, Joy Gabler, David Goldsmith, Jaime Martinez, Karen McConnell, Gerry Mulligan, and Jill Rubalcava
- Public Comments** None
- Board and Staff Comments** None
- Requests to Address the Board** None
- Dates to Remember** Vice President Revious reviewed dates to remember: July 3rd holiday; the first Board meeting in the new school year is on August 12, 2015. First day of School August 13th; Junior High Schools Back to School Night August 20th at 6:00 p.m.; Jefferson Charter Back to School Night on August 25th; regular board meeting on August 26th and elementary schools Back to School Night August 27th

CONSENT ITEMS

Trustee Garcia made a motion to take consent items "a" through "f" together. Trustee Hill seconded; motion carried 5-0:

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

Trustee Garcia then made a motion to approve consent items "a" through "f". Trustee Hill seconded; motion carried 5-0:

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

The items approved are as follows:

- a) Warrant listings dated 6/5/15 and 6/12/15
- b) Minutes of Regular Board Meeting June 10, 2015
- c) Donation of \$1,806 from Lee Richmond PTC to Lee Richmond Elementary
- d) Donation of \$150.00 from Edison International to Simas Elementary
- e) Donation of \$3,159.36 from Jefferson PTC to Jefferson Charter Academy
- f) Donation of \$1,338.38 from Washington PTC to HESD for student yearbooks

BOARD POLICIES AND ADMINISTRATION

Claim for Damages Trustee Hill made a motion to reject Claim for Damages: 510307, a minor. Trustee Hernandez seconded; motion carried 5-0:

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

2015-16 HESD Local Education Agency Plan

Trustee Hernandez made a motion to approve the 2015-2016 HESD Local Education Agency Plan (LEAP) Addendum and Title III Year 4 Action Plan for English Learners. Trustee Hill seconded; motion carried 5-0:

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

Renewal Contract Trustee Garcia made a motion to approve renewal contract with Lightspeed Systems for web filtering and mobile devise management services. Trustee Hill seconded; motion carried 5-0:

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

HETA Negotiated Amendments to 2013-1016 Collective Bargaining Agreement

Jaime Martinez, Assistant Superintendent Human Resources stated that the District and HETA reached a Tentative Agreement for 2015-16 contract negotiations. He introduced Michael Rogers, as head of the HETA negotiating team. Rogers recognized and introduced members of the team present: Gracie Pittman, Garrett Toy and Jan Wantland (President of HETA). Rogers gave thanks to Dr. Terry for giving them an overview of the budget which allows them to reach a fair settlement. He also expressed thanks to Jaime Martinez and his team and stated that he looks forward to continue working together for the benefit of the children. He feels they received a fair settlement compared to other Districts and feels the District takes care of their teachers; he added that HESD was a great place to work.

President Garner thanked Mr. Rogers for his remarks and his good work.

Trustee Revious made a motion to approve negotiated amendments of the 2013-2016 Collective Bargaining Agreement with Hanford Elementary Teachers Association (HETA) as well as corresponding Certificated Salary Schedules. Trustee Hill seconded; motion carried 5-0:

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

**Management/
Professional
Specialist/
Confidential
Employee Salary
Increase**

Trustee Hill made a motion to approve a 6% salary increase for all Management/Professional Specialists/Confidential Employees, with salary increase effective July 1, 2015. Trustee Hernandez seconded; motion carried 5-0:

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

**Amendment to
Superintendent's
Contract**

Trustee Hill made a motion to approve amendment to the Superintendent's employment contract that provides a salary increase of 6% effective July 1, 2015 and extends the term to June 30, 2018. Trustee Hernandez seconded; motion carried 5-0:

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

**Assistant
Superintendents
Salary Increase**

Trustee Hill made a motion to approve a 6% salary increase for Assistant Superintendents, with salary increase effective July 1, 2015. Trustee Garcia seconded; motion carried 5-0:

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

**Chief Business
Official Salary
Increase**

Trustee Revious made a motion to approve a 6% salary increase for the Chief Business Official, with salary increase effective July 1, 2015. Trustee Hernandez seconded; motion carried 5-0:

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

**Yard Supervisors
Rate of Pay
Increase**

Trustee Revious made a motion to approve a 6% cost-of-living increase to rate of pay for Yard Supervisor service. Trustee Hill seconded; motion carried 5-0:

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

**Increase
Contribution for
Health Benefits for
Management/
Professional
Specialists/
Confidential
Employee Group**

Trustee Garcia made a motion to approve increase to annual contribution for health benefits equal to \$216 per individual enrolled in the Management/ Professional Specialists/Confidential employee benefits plans. Trustee Hill seconded; motion carried 5-0:

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

PERSONNEL

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

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

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

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

The following items were approved:

Management/Professional Specialists/Confidential

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

Certificated, Effective 8/10/15

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

Classified

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

***Item "a" –
Employment***

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

Short-term Employment

Classified Staff – Extended Learning Opportunities

Special Education Summer School at Jefferson

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

HESD Summer Academy Enrichment Program at Jefferson

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

Migrant Summer School Program at Jefferson

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

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

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

***Item "c" –
Resignations***

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

***Item "d" –
Promotions***

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

***Item "e" –
Promotion/Transfer***

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

***Item "f" – Lateral
Change/Decrease in
Hours***

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

***Item "g" –
Reassignments,
effective 8/10/15***

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

***Item "h" –
Job Description***

- Supervisor, Maintenance (new)

***Item "i" –
Ratify Assistant
Superintendent/CBO
Employment
Contracts for
2015-16***

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

**Item "j" –
Volunteers**

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

FINANCIAL

**Education
Protection Account**

Trustee Hill made a motion to approve 2015-2016 spending plan for funds received from the Education Protection Account Fund. Trustee Garcia seconded; motion carried 5-0:

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

**Local Control
Accountability
Plans**

Trustee Hill made a motion to approve 2015-2016 Local Control Accountability Plans for the District and Jefferson Charter Academy. Trustee Hernandez seconded; motion carried 5-0:

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

**HESD and Jefferson
Charter Academy
Budgets**

Trustee Garcia made a motion to adopt 2015-16 Hanford Elementary School District Budget and Jefferson Charter Academy Budget. Trustee Revious seconded; motion carried 5-0:

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

**Consultant
Contract**

Trustee Garcia made a motion to approve consultant contract with Mangini Associates, Inc. - TMP. Trustee Hill seconded; motion carried 5-0:

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

**Legal Services
Agreement**

Trustee Revious made a motion to approve legal services agreements and fees for fiscal year 2015-2016. Trustee Garcia seconded; motion carried 5-0:

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

Piggyback bid for Shade Structure by Santa Ana Unified School District Trustee Hill made a motion for the purchase and installation of shade structure for Wilson Jr. High School from Shade Structures, Inc. via piggyback bid issued by Santa Ana Unified School District. Trustee Hernandez seconded; motion carried 5-0:

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

Piggyback bid of Classroom Furniture by Arvin Union School District Trustee Hill made a motion to approve the purchase of classroom furniture form Sierra School Equipment Company via piggyback bid issued by Arvin Union School District. Trustee Garcia seconded; motion carried 5-0:

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

Declaration of Surplus Property Trustee Hill made a motion to approve declaration of surplus property. Trustee Hernandez seconded; motion carried 5-0:

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

Mobile Modular Lease Renewal Trustee Hill made a motion to approve renewal of lease agreement with Mobile Modular Management Corporation for one (1) portable restroom facility. Trustee Garcia seconded; motion carried 5-0:

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

Designed Mobile Systems Lease Renewal Trustee Hill made a motion to approve renewal of lease agreement with Designed Mobile Systems Industries, Inc. (DMSI) for one (1) portable classroom. Trustee Garcia seconded; motion carried 4-0:

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

Adjournment There being no further business, President Garner adjourned the meeting at 6:10 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-001	A	Richmond	Pioneer	08/12/15
I-002	A	Monroe	Armona	08/12/15
I-003	A	King	Visalia	08/12/15
I-004	A	Roosevelt	Pioneer	08/12/15
I-005	A		Visalia	08/12/15
I-006	A	Simas	Visalia	08/12/15
I-007	A	Monroe	Pioneer	08/12/15
I-008	A	Monroe	Pioneer	08/12/15
I-009	A	Simas	Pioneer	08/12/15
I-010	A	Wilson	Laton	08/12/15
I-011	A	FLI	Pioneer	08/12/15
I-012	A	Wilson	Pioneer	08/12/15
I-013	A	King	Lemoore	08/12/15
I-014	A	Washington	Pioneer	08/12/15
I-015	A	Kennedy	Pioneer	08/12/15
I-016	A	Richmond	Pioneer	08/12/15
I-017	A	Simas	Pioneer	08/12/15
I-018	A	Simas	Pioneer	08/12/15
I-019	A	Simas	Lemoore	08/12/15
I-020	A	Simas	Lemoore	08/12/15
I-021	A	Simas	Armona	08/12/15
I-022	A	Roosevelt	Armona	08/12/15
I-023	A	Simas	Pioneer	08/12/15
I-024	A	Monroe	Pioneer	08/12/15
I-025	A	Richmond	Lemoore	08/12/15
I-026	A	Simas	Pioneer	08/12/15
I-027	A	Simas	Pioneer	08/12/15
I-028	A	Monroe	Armona	08/12/15
I-029	A	Monroe	Pioneer	08/12/15
I-030	A	Richmond	Armona	08/12/15
I-031	A	King	Pioneer	08/12/15
I-032	A	Jefferson	Woodlake	08/12/15
I-033	A	Simas	Pioneer	08/12/15
I-034	A	King	Visalia	08/12/15
I-035	A	Simas	Lemoore	08/12/15
I-036	A	Hamilton	Lakeside	08/12/15
I-037	A	King	Visalia	08/12/15
I-038	A	Simas	Lemoore	08/12/15
I-039	A	Hamilton	Lakeside	08/12/15
I-040	A	Simas	Pioneer	08/12/15

No	A/D	Sch Req'd	Home Sch	Date
I-041	A	Simas	Lemoore	08/12/15
I-042	A	Hamilton	Lakeside	08/12/15
I-043	A	Kennedy	Lemoore	08/12/15
I-044	A	Richmond	Visalia	08/12/15
I-045	A	Simas	Pioneer	08/12/15
I-046	A	Hamilton	Lemoore	08/12/15
I-047	A	King	Fresno	08/12/15
I-048	A	Richmond	Visalia	08/12/15
I-049	A	Washington	Kings River	08/12/15
I-050	A	Wilson	Lakeside	08/12/15
I-051	A	King	Fresno	08/12/15
I-052	A	Roosevelt	Lakeside	08/12/15
I-053	A	Simas	Pioneer	08/12/15
I-054	A	King	Armona	08/12/15
I-055	A	Monroe	Lakeside	08/12/15
I-056	A	King	Armona	08/12/15
I-057	A	Monroe	Lakeside	08/12/15
I-058	A	Hamilton	Pioneer	08/12/15
I-059	A	Hamilton	Kit Carson	08/12/15
I-060	A	Kennedy	Lakeside	08/12/15
I-061	A	Hamilton	Kit Carson	08/12/15
I-062	A	Richmond	Lakeside	08/12/15
I-063	A	King	Armona	08/12/15
I-064	A	Simas	Armona	08/12/15
I-065	A	Kennedy	Pioneer	08/12/15
I-066	A	Hamilton	Springville	08/12/15
I-067	A	Hamilton	Springville	08/12/15
I-068	A	Hamilton	Springville	08/12/15
I-069	D	Monroe	Pioneer	08/12/15
I-070	A	Washington	Pioneer	08/12/15
I-071	A	Jefferson/Mon	Pioneer	08/12/15
I-072	A	Monroe	Pioneer	08/12/15
I-073	A	Richmond	Pioneer	08/12/15
I-074	A	Richmond	Pioneer	08/12/15
I-075	A	Richmond	Pioneer	08/12/15
I-076	A	Jefferson	Pioneer	08/12/15
I-077	A	Jefferson	Pioneer	08/12/15
I-078	A	Jefferson	Kit Carson	08/12/15
I-079	A	Jefferson	Kit Carson	08/12/15
I-080	A	Jefferson	Pioneer	08/12/15
I-081	A	Jefferson	Pioneer	08/12/15
I-082	A	Jefferson	Pioneer	08/12/15
I-083	A	Jefferson	Kingsburg	08/12/15
I-084	A	Washington	Exeter	08/12/15
I-085	A	Jefferson	Laton	08/12/15
I-086	A	Jefferson	Laton	08/12/15

No	A/D	Sch Req'd	Home Sch	Date
I-087	A	Jefferson	Laton	08/12/15
I-088	A	Jefferson	Pioneer	08/12/15
I-089	A	Monroe	Armona	08/12/15
I-090	A	Wilson	Armona	08/12/15
I-091	A	Monroe	Armona	08/12/15
I-092	A	Jefferson	Visalia	08/12/15
I-093	A	Wilson	Pioneer	08/12/15
I-094	A	Jefferson	Pioneer	08/12/15
I-095	A	Jefferson	Pioneer	08/12/15
I-096	A	Jefferson	Laton	08/12/15
I-097	A	Jefferson	Laton	08/12/15
I-098	A	Jefferson	Laton	08/12/15
I-099	A	Roosevelt	Lemoore	08/12/15
I-100	A	Washington	Pioneer	08/12/15
I-101	A	Jefferson	Pioneer	08/12/15
I-102	A	Jefferson	Pioneer	08/12/15
I-103	D	Wilson	Pioneer	08/12/15
I-104	A	Washington	Exeter	08/12/15
I-105	A	Monroe	lemoore	08/12/15
I-106	A	Wilson	Armona	08/12/15
I-107	A	King	Pioneer	08/12/15
I-108	A	Washington	Pioneer	08/12/15
I-109	A	Simas	Lemoore	08/12/15
I-110	A	Simas	Pioneer	08/12/15
I-111	A	Simas	Pioneer	08/12/15
I-112	A	Wilson	Pioneer	08/12/15
I-113	D	Hamilton	Lakeside	08/12/15

Inters Out

No	A/D	Sch Req'd	Home Sch	BD Date
O-001	A	Lemoore	Lincoln	08/12/15
O-002	A	Pioneer	Washington	08/12/15
O-003	A	Kings River	Simas	08/12/15
O-004	A	Pioneer	Roosevelt	08/12/15
O-005	A	Kit Carson	Kennedy	08/12/15
O-006	A	Kit Carson	Hamilton	08/12/15
O-007	A	Kit Carson	Hamilton	08/12/15
O-008	A	Kit Carson	Monroe	08/12/15
O-009	A	Armona	Monroe	08/12/15
O-010	A	Lemoore	Hamilton	08/12/15
O-011	A	Lemoore	Hamilton	08/12/15
O-012	A	Armona	Monroe	08/12/15
O-013	A	Armona	Lincoln	08/12/15
O-014	A	Kit Carson	Hamilton	08/12/15
O-015	A	Kit Carson	Hamilton	08/12/15
O-016	A	Armona	Washington	08/12/15
O-017	A	Kit Carson	MLK	08/12/15
O-018	A	Kit Carson	Lincoln	08/12/15
O-019	A	Lakeside	Monroe	08/12/15
O-020	A	Armona	Washington	08/12/15
O-021	A	Pioneer	Lincoln	08/12/15
O-022	A	Kit Carson	Monroe	08/12/15
O-023	A	Kit Carson	Hamilton	08/12/15
O-024	A	Kit Carson	Hamilton	08/12/15
O-025	A	Coalinga-Huron	Monroe	08/12/15
O-026	A	Kit Carson	Hamilton	08/12/15
O-027	A	Lemoore	MLK	08/12/15
O-028	A	Kit Carson	Hamilton	08/12/15
O-029	A	Kit Carson	Hamilton	08/12/15
O-030	A	Kit Carson	Hamilton	08/12/15
O-031	A	Kit Carson	Kennedy	08/12/15
O-032	A	Kings River	Hamilton	08/12/15
O-033	A	Kit Carson	Monroe	08/12/15
O-034	A	Kit Carson	Monroe	08/12/15
O-035	A	Kit Carson	Simas	08/12/15
O-036	A	Lakeside	Simas	08/12/15
O-037	A	Kit Carson	Lincoln	08/12/15
O-038	A	Kit Carson	Lincoln	08/12/15
O-039	A	Kit Carson	Simas	08/12/15
O-040	A	Kit Carson	Simas	08/12/15
O-041	A	Kit Carson	Simas	08/12/15
O-042	A	Armona	Hamilton	08/12/15
O-043	A	Kit Carson	Richmond	08/12/15
O-044	A	Kit Carson	Richmond	08/12/15
O-045	A	Kit Carson	Monroe	08/12/15
O-046	A	Kit Carson	Hamilton	08/12/15
O-047	A	Corcoran	Monroe	08/12/15

No	A/D	Sch Req'd	Home Sch	BD Date
O-048	A	Kit Carson	Hamilton	08/12/15
O-049	A	Lemoore	MLK	08/12/15
O-050	A	Kit Carson	Kennedy	08/12/15
O-051	A	Kit Carson	Richmond	08/12/15
O-052	A	Kit Carson	Washington	08/12/15
O-053	A	Kit Carson	Washington	08/12/15
O-054	A	Kit Carson	Washington	08/12/15
O-055	A	Lemoore	Simas	08/12/15
O-056	A	Kit Carson	Monroe	08/12/15
O-057	A	Kit Carson	Monroe	08/12/15
O-058	A	Kit Carson	Monroe	08/12/15
O-059	A	Kit Carson	Hamilton	08/12/15
O-060	A	Kit Carson	Lee Richmond	08/12/15
O-061	A	Pioneer	Wilson	08/12/15
O-062	A	Kit Carson	Washington	08/12/15
O-063	A	Kit Carson	Simas	08/12/15
O-064	A	Kit Carson	Monroe	08/12/15
O-065	A	Kit Carson	Kennedy	08/12/15
O-066	A	Porterville	Hamilton	08/12/15
O-067	A	Porterville	Hamilton	08/12/15
O-068	A	Kit Carson	Wilson	08/12/15
O-069	A	Kit Carson	Kennedy	08/12/15
O-070	A	Fresno Unified	Simas	08/12/15
O-071	A	Fresno Unified	Simas	08/12/15
O-072	A	Kit Carson	Washington	08/12/15
O-073	A	Kit Carson	Washington	08/12/15
O-074	A	Kit Carson	Monroe	08/12/15
O-075	A	Kit Carson	MLK	08/12/15
O-076	A	Kit Carson	MLK	08/12/15
O-077	A	Kit Carson	Roosevelt	08/12/15
O-078	A	Kit Carson	Monroe	08/12/15
O-079	A	Lakeside	MLK	08/12/15
O-080	A	Kings River	Wilson	08/12/15
O-081	A	Kings River	Simas	08/12/15
O-082	A	Lemoore	MLK	08/12/15
O-083	A	Kit Carson	Washington	08/12/15
O-084	A	Kit Carson	Washington	08/12/15
O-085	A	Kit Carson	Simas	08/12/15
O-086	A	Kit Carson	Simas	08/12/15

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: August 3, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: August 12, 2015

ITEM:

Public Review of Changes to Revenue and Expenditures to Reflect the Actual 2015-16 Budget Act.

PURPOSE:

Ed Code 42127(h) requires that not later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act. Those revisions for 2015-16 are as follows:

Budget Item	Adopted Budget	State Budget Act
Revenues		
LCFF Funding	\$45,351,337	\$47,687,155
Educator Effectiveness Grant (one-time)	\$0	\$464,000 est.
Mandated Cost Prior Years Reimbursement (one-time)	\$0	\$3,025,000 est.
Expenditures		
(Revisions to expenditure budgets due to additional revenues are being planned at this time).		

FISCAL IMPACT:**RECOMMENDATION:**

Information only

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Lucy Gomez

DATE: July 29, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

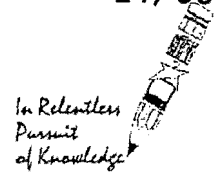
Date you wish to have your item considered: August 12, 2015

ITEM: Receive for information a report from the District English Learner Advisory Committee (DELAC) May 20, 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: May 20, 2015
Starting Time: 9:00 a.m.
Location: District Office Board Room, 714 N. White Street

1. Purpose of Meeting: To advise the Governing Board on Administration of the annual Language Census Report; to review and comment on the written notifications required to be sent to parents and guardians; to advise the governing board on Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements; 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)
 - Achievement of EL students
 - The District-wide Needs Assessment (Title I Evaluation)
 - The Title III Action Plan
 - The District's designated English Language Development Program (EL Achieve)
 - The Consolidated Application for Funding
 - The District's parent involvement policy (BP6020)
 - The School Family Compact
 - The Annual Language Census
 - Required notifications to parents/guardians
3. The DELAC made the following recommendations:
 - Make the achievement of EL students in all content areas a standing DELAC agenda item.
 - Add instructional coaches focusing on mathematics, and on the integration of technology into ELA and math instruction, for the 16-17 school year.
 - Expand after-school instruction for EL students, funded with Title III, to all schools for 15-16. (In the current year EL students at Lincoln, King, Roosevelt, and Richmond receive this instruction.)
 - Explore the possibility of a parent outreach/education center that is not located on a school site. The DELAC recommends that this site be centrally located with access to CART (local bus) transportation.
 - The DELAC recommends that the Board of Trustees approve the Consolidated Application for Funding.
 - The DELAC recommends no changes to the district's Title I parent involvement policy (BP6020).
 - The DELAC recommends further study of the School Family Compact with revisions to be made in 15-16.

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Paul Terry, Ed.D.

DATE: August 5, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☒ Information
☐ Action

Date you wish to have your item considered: August 12, 2015

ITEM:

Revisions to the 2015-2016 Local Control Accountability Plan (LCAP)

PURPOSE: Several technical revisions were made to the LCAP at the request of the Kings County Office of Education (KCOE). These revisions include changes in wording, organizational changes, and the addition of details under some sections including:

- The addition of details regarding stakeholder input in the annual update
- The organization of Expected Annual Measurable Outcomes to address each metric under the Eight State Priorities
- Minor changes in formatting ensuring adherence to the State LCAP Template

None of these revisions substantively effect the programs detailed in the LCAP.


FISCAL IMPACT: There are no fiscal revisions to the LCAP.

RECOMMENDATION:

Receive information regarding technical revisions to the 2015-2016 LCAP.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Terry
FROM: Liz Simas 
DATE: 07/21/15

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

Date you wish to have your item considered: August 12, 2015

ITEM: Consider entering into a three year agreement with the City of Hanford and the Hanford Police Department to continue our participation in the School Resource Officer Program.

PURPOSE: Hanford Police Department will provide two uniformed police officers to our campuses. The officers will be primarily used at the junior high schools, but can be dispatched to the elementary schools, as needed.

FISCAL IMPACT (if any): \$184,000.00 (\$92,000. per officer)

RECOMMENDATION (if any): Adopt the agreement with the City of Hanford

**HANFORD ELEMENTARY SCHOOL DISTRICT
SCHOOL RESOURCE OFFICER PROGRAM
THREE YEAR AGREEMENT**

Fiscal year 2015-16 through Fiscal Year 2017-18

Schools are increasingly at the center of society's efforts to cope with pressing social problems and are no longer isolated centers of academic training. Developing solutions to the social problems that affect the safety of a school requires expertise often far beyond that of educators. Now, more than ever, there is a need to work with the community and law enforcement agencies in a concerted team effort to maintain a positive learning environment. In an attempt to accomplish this goal, the Hanford Elementary School District ("District"), The City of Hanford ("City") and the Hanford Police Department ("Department") agree to maintain the established School resource Officer Program ("Program") as one component to maintaining a safe learning environment.

The District and the Department will jointly sponsor the program in accordance with the provisions of this agreement for a period of three (3) years commencing July 1, 2015 and terminating June 30, 2018.

Two qualified police officers from the Department will identify trouble spots, interact with students, provide in-service training to staff of the district, counsel juveniles, conduct parent conferences, address truancy and investigate crimes involving students on and off campus. The overall goal of the program is to provide guidance to students and maintain a safe school environment.

ROLE OF THE POLICE DEPARTMENT / CITY OF HANFORD

The Program will be staffed by two Hanford Police Officers who will operate as the School Resource Officers and be assigned to assist the campuses of Woodrow Wilson Junior High School and John F. Kennedy Jr. Junior High School. In special circumstances where the School Resource Officers' expertise is needed, the officers may be deployed to other District schools on a case-by-case basis.

The School Resource Officers will be released to attend 40 hours of formal training related to investigator orientation and juvenile law enforcement each fiscal year. The department will be responsible for the officers' travel, lodging and meals.

If the District requests an officer outside of normal school hours and the SRO cannot accommodate an adjustment in his/her schedule to avoid overtime, the district will be notified prior to the officer working the overtime and the district shall decide whether or not to pay to have the officer present. Any overtime pay will be billed at the overtime rate.

By this agreement the District designates the School Resource Officers as the persons to have access to student records in accordance with the family Education rights and Privacy Act (FERPA).

The District will provide instructional materials and office space for the officers.

It is the responsibility of the City of Hanford to bill the District for the Officers' services on an annual basis. Payment shall be made to the City of Hanford within thirty days of the date of the invoice issued to the District.

Due to the constantly changing economic climate, the City of Hanford and the Hanford Elementary School District agree that this agreement may be terminated by either party, at any time, with sixty days written notice.

The School Resource Officers will focus their efforts on juvenile matters during the school summer break. The benefit of this year-round approach will be the Officers' ability to interact with juveniles that are at risk.

We agree to the terms of this Agreement.

Darrel Pyle, City Manager

Date

Parker Sever, Chief of Police


Date

Dr. Paul J. Terry, Superintendent

Date

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Liz Simas 
DATE: July 21, 2015

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

Date you wish to have your item considered: August 12, 2015

ITEM: School Attendance Review Board (SARB) Agreement

PURPOSE: Enter into an agreement with the Kings County Office of Education to provide SARB services to HESD for the 2015-16 school year.

FISCAL IMPACT (if any): Cost based on 14-15 enrollment of 5935 x \$1.73 per = \$10,267.55

RECOMMENDATION (if any): Approve Agreement

2015-2016

SCHOOL ATTENDANCE REVIEW BOARD AGREEMENT

THIS AGREEMENT made between the Kings County Office of Education, hereinafter called "SUPERINTENDENT", and the **Hanford Elementary School District**, hereinafter called "DISTRICT", provides SCHOOL ATTENDANCE REVIEW BOARD (SARB) services to the District for the 2015-2016 school year.

The Superintendent agrees to furnish to the District the following School Attendance Review Board services by staff of the Superintendent as follows:

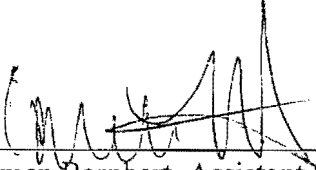
1. The SARB staff will provide consultation services to the District prior to a School Attendance Review Board referral, and
2. The SARB Coordinator will schedule all School Attendance Review Board hearings for the District, and
3. The SARB staff will provide follow-up services to the District after a student has been referred to the School Attendance Review Board, and
4. The County SARB will prepare the necessary court documents when the School Attendance Review Board hearing results in a court appearance by the parents of the referred student.

The Superintendent agrees to deposit any monies awarded by the Court in the account of the said District.

FOR AND IN CONSIDERATION of the School Attendance Review Board services provided to the District by the Superintendent, the District agrees to pay to the Superintendent an amount determined to be **\$3.25** for Hanford Area Local SARB Board services or **\$1.73** for County SARB services only, based on the October 2014 CBEDS count minus "Independent Study Based Charter School" Programs (i.e. Mid-Valley Charter, Crossroads Charter. (See attached fee schedule.) Please check choice of service:

- _____ **Hanford Local Area SARB and County SARB @\$3.25 per CBEDS**
(Items 1 –4 above)
- _____ **County SARB only @ \$1.73 per CBEDS**
(Items 1 – 3 at County level only; Item 4 as stated)

IN WITNESS WHEREOF the Superintendent of the District and the Superintendent of Schools of Kings County have affixed their signatures on the _____ day of _____, 2015.


Carmen Barnhart, Assistant Superintendent
Kings County Office of Education

Dr. Paul Terry, Superintendent
Hanford Elementary School District

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Paul Terry, Ed.D.

FROM: Lucy Gomez

DATE: July 29, 2015

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: August 12, 2015

ITEM:

Consider approval of a consultant contract with Document Tracking Services for written translation of 2014-2015 District English Learner Advisory Committee (DELAC) meeting minutes for meetings #3, #4, and #5 and for School Site Council (SSC) meeting minutes for meeting #4.

PURPOSE: To provide written translation of these documents as required.

FISCAL IMPACT: \$2,782.89

RECOMMENDATION:

Approve consultant contract with Document Tracking Services for written translation of documents.



June 24, 2015

Hanford Elementary School District
714 North White Street
Hanford, CA 93232

Re: Quote for DTS Translation Services

QUOTE: T-7800901

As requested, please find a quote to translate your document(s) from English to Spanish. The quote was calculated based on a review of the file(s) you provided. A description of the documents and services to be rendered is provided below for your review.

Description of Services

Translation performed by a native speaker and then proofread by a second native linguist.

Document Details

Price

Document	Word Count	Quote
14-15 DELAC Minutes Mtgs 3, 4, 5 - English	3,176	\$428.76
14-15 SSC Minutes Mtg 4 - English	17,438	\$2,354.13

\$2,782.89

Estimated Turnaround Time: N/A

Project Approval

I, the undersigned, request that DTS proceed with the translation project outlined in this quote and agree to pay the fee indicated in the selected payment option below, as indicated by my initials.

Signed: _____

Date: _____

Print Name: _____

Position: _____

Please, complete the section above, select a payment option on the following page and return all pages via fax to 858-587-4640. You can also email a scanned copy of the project approval to aaron@doc-tracking.com. Thank you!

**Payment Options**

Translations priced at \$500 or less must be paid for via credit card. Translations priced at more than \$500 can be paid for by any major credit card or invoiced upon completion with the submission of a purchase order before translation work begins. DTS cannot accept a delay in payment due to documents awaiting approval. Prices quoted are valid for 30 days from the date of this memo.

Initials Payment will be provided via...**Price**

_____ Credit Card (3.5% service fee assess by credit card processor):

\$2,782.89

Type: _____

Name on Card: _____

Number: _____

Expiration MM/YY: _____

CVC (3-digit code): _____

Zip Code: _____

_____ Purchase Order Number: _____

\$2,782.89

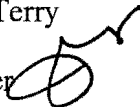
Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0967 - Phone
858-587-4640 - Corporate Fax

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry
FROM: Joy Gabler 

DATE: 08/03/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 08/12/15

ITEM: Consider approval of consultant contract with Conflict Resolution Unlimited (CRU).

PURPOSE: Conflict Resolution Unlimited (CRU) will provide two trainers to conduct a full day session with HESD Student Specialists, Counselors & Psychologists on conflict mediation. The training will focus on developing effective ways for young people to use conflict mediation to deal with heated situations.

FISCAL IMPACT: \$5640.00

Account Number: 0100-0332-0-0000-2100-580009-053-0000

RECOMMENDATIONS: Approve

CRU Institute Training Proposal

One Day Conflict Mediation Training For
Hanford Elementary School District Faculty
June 15, 2015

The purpose of conflict mediation training is to develop effective ways to deal with conflict and potentially violent situations in school and at home and to teach young people to use conflict resolution skills to talk out problems. The following proposal presents a one day training plan for faculty that will enable faculty to present materials to children and parents. The program may be used in the classroom, in small groups, or to train peer mediators.

One Day Training:

The training will be conducted by Two CRU Institute trainers. Below is the outline of the entire training. The trainers will demonstrate how to present the entire curriculum to students. Your faculty will be able to participate in the training exercises and ask questions related to how the material is presented and various way it may be used.

Training Outline

Part One

Ways to Deal with Conflict

The Ball Game

What is a Mediator/Conflict Manager

Listening Skills

Space Invader

Active Listening

Restating Exercise

Student Committee

"I" Messages

Understanding Others' Point of View

Cultural Diversity and Conflict

Bullying and Conflict

Part Two

Feelings

Looking for Feelings

Listening for Feelings

Thoughts v. Feelings

Feelings and the Mediation Process

Setting up a Student Mediation Program

How to Supervise Student Role Plays

Part Three

Mediation Techniques

Define the Problem

Enforce the Rules

Balance the Power

The Contract

Mediation Techniques

Dig for Underlying Information

Stay on the Subject

Avoid "Dirty Laundry"

Separate Interests from Positions

Agree on a Fair Standard

Part Four

Stop- Action Role Play: Review Technique

Mediation Techniques

Teach Disputants "I" Messages/Restating

"What Will Happen if..?"

Brainstorming

Dealing with Difficult Situations

Being Your Own Mediator

Handouts: Each participant will receive a packet with student handout booklet and other materials about the program. All training materials will be provided by CRU.

Summary of Costs:

One day training with two trainers up to 25 participants: **\$3,000**

9 Materials Training Packages: Includes Conflict Manager Training Manual, Classroom Manual, Parent Training Manual, two DVDs, and teaching aids: **\$250 per package. \$2,250**

Travel expenses:

Plane fare for two trainers: \$690

Hotel: \$100

Food and other transportation expenses: \$100

Total travel expenses: \$890

(District will provide transportation to and from the airport)

Total cost of the training and materials: \$6,140

Grant from James Boskey Foundation - \$500

Total amount due from Hanford Elementary SD \$5,640

For further information:

Nancy M. Kaplan, MSW

Executive Director

CRU Institute

PO Box 1165

Freeland, WA 98249

1-800-922-1988,

425-867-0491 (fax)

nancy@cruinstitute.org

www.cruinstitute.org

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Joy Gabler

DATE: 08/03/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 08/12/15

ITEM: Consider approval of consultant contract with Matt Vaudry & John Stevens.

PURPOSE: Matt Vaudry & John Stevens are CUE (Create. Understand. Experience.) Rockstar Faculty. CUE is the largest and oldest technology group in California. Matt and John will provide a 6 hour training entitled La Cucina Matematica on the district wide professional development day Friday, October 23, 2015 from 8:00 – 3:30 p.m. for all HESD teachers in grades 6 - 8. The session will cover highlight the integration of technology and mathematics at the upper grades.

FISCAL IMPACT: \$5500.00

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

RECOMMENDATIONS: Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on August 12, ,20 15 , between the Hanford Elementary School District and Matt Vaudrey, La Cucina Matematica (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:

Matt Vaudrey will provide a 6.5 hour training on Friday, October 23, 2015, 8:00 – 3:30 p.m. for HESD teachers in grades 6 - 8. The session will cover mathematics lessons for grades 6 – 8.

The Consultant, and the agents and employees of the Consultant, in the performance of this agreement shall act in an independent capacity and not as officers or employees or agents of the Hanford Elementary School District.

Consultant agrees to indemnify, defend and save harmless the Hanford Elementary School District, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this agreement.

The Hanford Elementary School District agrees to pay Matt Vaudrey
the sum of Two thousand seven hundred fifty Dollars (\$ 2750.00) for such services.

Consultant Signature Matt Vaudrey
Consultant Name

Consultant's Address City State Zip Code

Social Security Number/Tax I.D.

Principal/Department Head Signature

Other Authorizing Signature

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

Board Approved: _____

Original Copy: Fiscal Services
One Copy: Consultant
One Copy: School/Department

ADM-009
Revised 8/03

DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / ☒ NO
(CIRCLE ONE)

HANFORD ELEMENTARY SCHOOL DISTRICT

CONSULTANT CONTRACT

This contract is entered into on August 12, ,20 15 , between the Hanford Elementary School District and John Stevens, La Cucina Matematica (Consultant).

Consultant agrees to perform the following services for the Hanford Elementary School District:

John Stevens will provide a 6.5 hour training on Friday, October 23, 2015, 8:00 – 3:30 p.m. for HESD teachers in grades 6 - 8. The session will cover mathematics lessons for grades 6 – 8.

The Consultant, and the agents and employees of the Consultant, in the performance of this agreement shall act in an independent capacity and not as officers or employees or agents of the Hanford Elementary School District.

Consultant agrees to indemnify, defend and save harmless the Hanford Elementary School District, its officers, agents and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this agreement.

The Hanford Elementary School District agrees to pay John Stevens
the sum of Two thousand seven hundred fifty Dollars (\$ 2750.00) for such services.

Consultant Signature John Stevens
Consultant Name

Consultant's Address City State Zip Code

Social Security Number/Tax I.D.

Principal/Department Head Signature

Other Authorizing Signature

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

Board Approved: _____

Original Copy: Fiscal Services
One Copy: Consultant
One Copy: School/Department

ADM-009
Revised 8/03

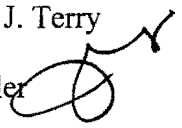
DISTRICT USE:
SUBJECT TO MONTOYA SCHOOL SAFETY ACT?

YES / ☒ NO
(CIRCLE ONE)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: 08/03/15

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 08/12/15

ITEM: Consider approval of a consultant contract with the Sinclair Research Group.

PURPOSE: The Sinclair Research Group will provide the HESD Induction Program a complete program evaluation for the General Education Teacher Induction program for the 2015-2016 academic year. All of the services provided support and align with the Commission on Teacher Credentialing (CTC) Accreditation process. The services include, but are not limited to, online surveys regarding program performance which are completed by Induction Participating Teachers, Support Providers and Site Administrators. All of the tools used by the Sinclair Research Group are all aligned to the state Common Standards for Induction and the HESD Program Standards for Induction. Additionally, Sinclair Research Group will assist in providing detailed data analysis required for the HESD Induction Program 321 Biennial Report – a mandatory evaluation of the Induction program due to the CTC every two years.

FISCAL IMPACT: \$6,500.00 to be paid from Title II

Account Number: 0100-4035-0-1110-2140-520000-005-0000

RECOMMENDATIONS: Approve



Sinclair Research Group

1135 Sierra Bluff Street • Plumas Lake, CA 95961
917-759-5797

This Contract is made between Sinclair Research Group, a legal corporation, (Tax Identification Number 72-1616434) and the following entity:

Hanford Elementary School District
Teacher Induction Program
Joy Gabler, Director
934 Katie Hammond Lane
Hanford, CA 93239

In consideration of the following:

1. This contract will commence on July 1, 2015 and will end on June 30, 2016 unless terminated earlier with the written agreement of both parties.
2. Sinclair Research Group will provide support for the California Commission on Teacher Credentialing accreditation process and a complete program evaluation for the General Education Teacher Induction Program for the 2015-2016 academic year.
3. The Scope of Work (Exhibit A) defines the extent of the formative program assessment activities and is shown in the attached. The program evaluation system is based on the goals of the program, the *CCTC Common Standards*, and the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs*.
4. All surveys will be completed online (electronically), unless arrangements have been made with Sinclair Research Group for paper data collection. The program will be responsible for sharing the individual survey links (sent by Sinclair Research Group) to all appropriate survey participants. If the paper format is requested, Sinclair Research Group will provide forms that can be scanned. The program will be responsible for form distribution, collection and forwarding to the central office of Sinclair Research Group (address above) of all paper data.
5. Sinclair Research Group will return an in-depth report on each instrument within one month of survey closing date (or receipt of paper data). Reports will be sent electronically to the Program Director. They will also be maintained on a web site that is open to the Program. Each question, its reporting, and all conclusions, commendations and recommendations will be aligned with each *Common and Program Standard*.
6. Sinclair Research Group will continually monitor responses, improve and develop new instruments to meet the needs of all stakeholders.

In consideration for performance of the work described above, the above named entity shall pay Sinclair Research Group according to the following terms and conditions:

1. The fee for these services to the General Education Induction Program is \$6500.
2. Reimbursement will be divided into three payments due as follows: \$3250 (50%) due on September 1, 2015, \$1625 (25%) due January 1, 2016, and \$1625 (25%) due May 1, 2016.
3. No modifications of any of the terms or conditions of this contract will be effective without the prior written consent of both parties.

The authorized signatures affixed and dated below indicate consent to the terms of this contract.

By: Lois Abel Date: 7-7-15
Lois Abel, Ph.D
Executive Director, Sinclair Research Group
Tax Identification Number: 72-1616434

By: _____ Date: _____

Printed Name: _____ Title: _____

For: _____

EXHIBIT A: PROGRAM EVALUATION SCOPE OF WORK 15-16

HANFORD ELEMENTARY GENERAL EDUCATION INDUCTION PROGRAM

WHAT	GEN ED	NOTES
2. PT FALL SURVEY (for participating teachers)	Open: Oct. 15 Close: Dec. 15	
4. COMPLETER/ALUMNI SURVEY (for graduates from the previous two academic years)	Opens: Jan 1 Closes: Feb 28	
5. SITE ADMINISTRATOR SURVEY	Opens: Jan 1 Closes: Feb 28	
6. LEADERSHIP SURVEY (for members of the Induction Leadership Team)	Opens: Jan 1 Closes: April 30	
7. PT ASSESSMENT OF SP TRAINING & EFFECTIVENESS (for participating teachers)	Open: Feb 1 Close: May 30	
8. PT YEAR END SURVEY (for Participating Teachers)	Open: March 15 Close: April 30	
11. (POST) TEACHER LEADERSHIP SELF ASSESSMENT Send paper surveys only for their two support providers – No report issued	Opens: April 1 Closes: April 30	
12. CSTP PRE/POST SELF ASSESSMENT (for exiting 2 nd year participating teachers only)	Opens: April 1 Closes: May 30	
14. DRAFT BIENNIAL REPORT Section A and B (Completed in June if all data is in to SRG by May 30, otherwise completion date to be agreed)		

Note: All data collected electronically (online via a web link) unless noted you have requested paper.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: August 3, 2015

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: August 12, 2015

ITEM

Consider approval of Architectural Services Agreement with Mangini Associates for the new administration building addition at Monroe School.

PURPOSE

Mangini Associates to provide the District with architectural services for the New Administration building addition at Monroe School.

FISCAL IMPACT

The estimated architect's fee for this project is \$70,500. This project will be paid from Fund 4000 – Special Reserve Fund – Capital Outlay.

RECOMMENDATION

Approve Architectural Agreement between the District and Mangini Associates.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GMM*

DATE: August 3, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: August 12, 2015

ITEM

Consider approval of agreement to authorize purchase of condensed natural gas from the County of Kings Fleet Services division.

PURPOSE

To authorize the District to purchase condensed natural gas, at cost plus \$.25 per gallon, from the County of Kings Fleet Services division to fuel the District's Honda Civic natural gas vehicle.

FISCAL IMPACT

The estimated cost is \$1,200 and will be paid from Location 010 – Facilities Budget.

RECOMMENDATION

Approve agreement to authorize purchase of condensed natural gas from the County of Kings Fleet Services division.

AGREEMENT NO. _____

**AGREEMENT TO AUTHORIZE PURCHASE OF
CONDENSED NATURAL GAS ("CNG") FROM COUNTY FACILITIES**

THIS AGREEMENT is entered into on this _____ day of _____, 2015 by and between Hanford Elementary School District (referred to herein as "Agency") and the County of Kings, a political subdivision of the State of California (hereinafter referred to as "County") (collectively with Agency, "Parties") on the terms and conditions set forth below (hereinafter referred to as the "Agreement").

RECITALS

WHEREAS, County owns facilities operated by the Fleet Services division of the Department of Public Works, which are used to deliver CNG to County owned vehicles ("CNG Facilities"); and

WHEREAS, historically, County has allowed outside public agencies or non-profit agencies serving the public interest to use the CNG Facilities for a fee; and

WHEREAS, it is within the public interest for County to continue to allow other agencies to use County's CNG Facilities at cost; and

WHEREAS, the parties now wish to enter into a formal agreement for the use of the CNG Facilities;

THEREFORE, it is hereby agreed as follows:

TERMS AND CONDITIONS

1. COUNTY'S OBLIGATIONS; UNFORESEEN CIRCUMSTANCES

County shall allow Agency to use the CNG Facilities to supply as much CNG as Agency needs in connection to their official use], provided that County shall not be responsible for any inability to supply CNG resulting from supply shortage, natural disaster, war, civil disturbance, labor dispute, or any other cause beyond County's reasonable control. *COUNTY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE QUALITY OF CNG PROVIDED AT THE CNG FACILITIES, AND AGENCY TAKES THE CNG AS IS, WITH ALL FAULTS. County may apply for any and all CNG rebates available to it, and is under no obligation to share said rebates with Agency. County shall NOT be responsible for assisting Agency to determine Agency's eligibility for, or to apply for, any CNG rebates for which Agency may be eligible based upon purchases from County.*

2. METHOD OF DETERMINING PRICE OF CNG

Agency shall reimburse County for all CNG supplied from the CNG Facilities, at a rate equal to the actual cost to the County of the CNG supplied, plus 25 cents (\$0.25) per gallon ("Additional Surcharge") to enable County to recover taxes, administrative expenses, and other costs associated with Agency's use of the CNG Facilities.

Any time that the assumptions used to calculate the Additional Surcharge change, County's Public Works Director may, in his or her discretion, increase or decrease the amount of the Additional Surcharge accordingly. Before a new rate shall take effect, County shall provide written notice of the change, pursuant to Paragraph 10 of this Agreement. The new rate shall take effect seven calendar days following receipt of the written notice, and continued use of the CNG Facilities by Agency shall constitute acceptance of the new rate.

3. METHOD OF PAYMENT; DISPUTED CHARGES

To facilitate billing and to limit access to authorized users, County shall provide Agency with one or more access cards. Agency shall be responsible for all charges made by the access cards provided by County, whether or not authorized by Agency. Agency shall not transfer any card, and shall notify County immediately if an access card is lost or stolen.

On the first business day of each month, County shall invoice Agency for all CNG acquired by the Agency from the CNG Facilities during the previous month. The invoice shall be delivered in the manner described in Paragraph 10 of this Agreement. A delay on the part of the County in invoicing Agency shall not constitute a waiver of County's right to receive payment. Agency's payment shall be due no later than fifteen days after the date that the invoice is received by it. Payment may be made by check, and shall be deemed paid upon actual receipt by County of the full amount invoiced.

If, prior to the deadline to pay any amount invoiced, Agency discovers an error with any invoice, Agency may bring the error to the attention of County's Department of Public Works, and if County agrees an error has occurred, a revised invoice shall be sent to Agency, which shall become due and payable within fifteen days of receipt. Otherwise, any amount invoiced that is disputed by Agency shall be paid under protest.

The parties agree that the three year statute of limitations stated at Code of Civil Procedure section 338, subdivision (c)(1), or any successor statute thereto, shall govern claims by Agency for a refund of disputed amounts. The Parties further agree that Agency has a duty to maintain records for its own purposes of the amount of CNG supplied to it from the CNG Facilities, so that in absolutely no circumstance shall the

statute of limitations be tolled by reason of delayed discovery. Before initiating a judicial proceeding to recover a refund, Agency shall provide prompt written notice, pursuant to Paragraph 10 of this Agreement, of any disputed amount and shall provide County with a reasonable time within which to attempt to resolve the Parties' dispute informally. Agency understands that, notwithstanding the statute of limitations, Agency may be barred by the doctrine of laches from recovering a refund in the event of an unreasonable delay in providing notice. County agrees that, upon receipt of written notice that Agency believes a refund is due to it, the statute of limitations on an action or proceeding to recover the disputed amount shall toll until such time as County either refunds the disputed amount in full or in part, or until County provides written notice, pursuant to Paragraph 10 of this Agreement, of any decision not to provide a refund.

4. PENALTIES FOR LATE PAYMENT OR NON-PAYMENT

County shall provide Agency with a fifteen day grace period from the due date of any amount billed pursuant to Paragraph 3. If, following the termination of the grace period, County has not yet received payment by Agency, a 10 percent late fee will be added to Agency's bill, with or without notice thereof. If full payment, including the late fee, is not received within 30 days after the date the late fee applies, or if a late fee is applied for any two consecutive bills, then County's Public Works Director may, without notice and in his or her full and absolute discretion, terminate Agency's right to further use of the CNG Facilities until such time, if ever, as he or she determines to again authorize use.

5. INSURANCE

A. Without limiting County's right to obtain indemnification from Agency or any third parties, as a condition precedent to using the CNG Facilities, Agency shall purchase and maintain the following types of insurance for minimum limits indicated during the term of this Agreement and provide a certificate of endorsement from Agency's insurance carrier guaranteeing such coverage to the County. Such certificate shall be mailed as set forth under Paragraph 10 of this Agreement. In the event Agency fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

- (1) Commercial General Liability. \$1,000,000 per occurrence and \$2,000,000 annual aggregate covering bodily injury, personal injury and property

damage. County and its officers, employees and agents shall be endorsed to above policies as additional insureds, using ISO form CG2026 or an alternate form that is at least as broad as form CG2026, as to any liability arising from the use of the CNG Facilities or from any other performance under this Agreement.

- (2) Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than \$250,000 per person, \$500,000 per accident and for property damages not less than \$50,000, or such coverage with a combined single limit of \$500,000. Coverage should include owned and non-owned vehicles used in connection with this Agreement.
- (3) Workers Compensation. Statutory coverage, if and as required according to the Labor Code, including employers' liability limits of \$1,000,000 per accident. The policy shall be endorsed to waive the insurer's subrogation rights against County.
- (4) Professional Liability. \$1,000,000 limit per occurrence and \$2,000,000 annual aggregate limit covering Agency's wrongful acts, errors and omissions.

B. Insurance Conditions.

- (1) Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by County's Risk Manager.
- (2) Each of the above required policies shall be endorsed to provide County with 30 days prior written notice of cancellation. County is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of Agency to furnish insurance during the term of this Agreement.

6. INDEMNIFICATION

Agency shall indemnify, defend and hold harmless, County, its officers, employees, agents and assigns from and against any and all claims, demands, liability, judgments, awards, interest, attorneys' fees, costs and expenses of whatsoever kind or nature, at any time arising out of or in any way connected with the performance of this Agreement. Agency's liability for indemnity under this Agreement shall apply, regardless of fault, to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Agency, unless the claim, demand liability,

judgment, award, interest, attorneys' fee, cost, or expense is caused solely by the negligent or willful misconduct of County, its officers, employees, agents or assigns. Agency will on request and at its expense defend any action, suit, or proceeding arising hereunder and shall reimburse and pay County for any loss, cost, damage, or expense (including the cost of its attorneys) suffered by it hereunder.

Agency shall also indemnify County for all damage caused to County property resulting from any negligent or willful act or omission of Agency or its officers, employees, or agents, arising in any way out of Agency's use of the CNG Facilities.

These indemnification obligations shall survive the termination of this Agreement as to any acts or omissions occurring under the Agreement or any extension of this Agreement, within any applicable statute of limitations.

7. COMPLIANCE WITH LAW

Agency shall comply with all federal, state, and local laws and regulations applicable to its performance, including, but not limited to, licensing, employment, health and safety standards, drug free workplace policies, and purchasing practices.

8. INSPECTION

Authorized representatives of County, the state, and/or federal government may inspect and/or audit Agency's performance, place of business, and/or records pertaining to this Agreement.

9. ASSIGNMENT

Neither party may assign or delegate its rights or obligations pursuant to this Agreement without the prior written consent of the other. Any assignment or delegation in violation of this paragraph shall be void.

10. NOTICE

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mail addressed as follows:

County:
County of Kings Dept. of Public Works
Kings County Government Center
1400 West Lacey Boulevard
Hanford, CA 93230

Agency:
Hanford Elementary School District
714 N. White Street
P.O. Box 1067
Hanford, CA 93230

If notice is given by personal delivery, notice is deemed received as of the date of personal delivery. If notice is given by mail, notice is deemed received as of three days following the date of mailing or as of the date of delivery as reflected on a return receipt, whichever occurs first.

11. TERMINATION OF AGREEMENT

County may terminate this Agreement at anytime with or without notice pursuant to Paragraphs 4 and 5, or if performance under the Agreement becomes illegal or otherwise impossible. Either Party may also terminate the Agreement without cause upon ten days' written notice, pursuant to Paragraph 10 of this Agreement. Agency will also be deemed to have terminated the Agreement after twelve consecutive months of not exercising its right to use the CNG Facilities.

12. CHANGES AND AMENDMENTS

Except for adjustments to the Additional Surcharge, as described in Paragraph 2 of this Agreement, amendments to the Agreement shall be effective only upon the Parties' mutual agreement in writing. Any amendments requests by Agency shall be submitted in writing to the County Administrator's Office, and shall be effective only upon approval by the Board of Supervisors. Any amendment requests by County shall be submitted in writing pursuant to Paragraph 10 of this agreement and shall be effective upon approval by the Board of Supervisors and governing board of Agency. No verbal agreements or conversations prior to execution of this Agreement or an amendment hereto shall affect or modify the terms or conditions of this Agreement. The Agreement shall not be deemed amended by implication by the Parties' course of dealings, nor by either Party's failure to enforce any term or condition herein described.

13. CHOICE OF LAW

This agreement shall be governed by the laws of the state of California.

14. ENTIRE AGREEMENT; COUNTERPARTS; CONTRIBUTIONS OF BOTH PARTIES

This agreement, including any exhibits referenced herein, constitutes the entire agreement between the Parties, and there are no inducements, promises, terms, conditions, or obligations made or entered into by County or Agency other than those contained herein. This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. This Agreement represents the contributions of both parties, who are each represented by competent counsel, and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a

contract shall be construed against the drafter, shall have no application to the construction of this Agreement.

15. CONSTRUCTION; INCORPORATION OF EXHIBITS

Unless otherwise provided in this Agreement, or unless the context otherwise requires, the following definitions and rules of construction shall apply herein:

- A. Captions. The captions of this Agreement are for convenience in reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction or meaning of the provisions of this Agreement.
- B. Number and Gender. Wherever the context so requires in this Agreement, the neuter gender includes the feminine and masculine, and vice versa, the feminine includes the masculine and vice versa, the singular includes the plural, and the word "person" includes corporations, partnerships, firms or associations.
- C. Mandatory and Permissive. The terms "shall" and "will" and "agrees" are mandatory. "May" is permissive.
- D. Term Includes Extensions. All references to the term of this Agreement shall include any extensions of such term.
- E. Exhibits. All exhibits mentioned herein and attached hereto are specifically incorporated herein by this reference and made a part of this Agreement.

16. SEVERABILITY

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible, and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

THIS AGREEMENT is entered into by and between the parties as of the date and year first set forth above.

AGENCY

COUNTY

Paul J. Terry, Superintendent
Hanford Elementary School District

Richard Fagundes, Chairman,
Kings County Board of Supervisors

APPROVED AS TO FORM:

ATTEST:

COLLEEN CARLSON, County
Counsel


CATHERINE VENTURELLA,
Clerk of the Board

p\2014-4-949\10372.doc\cng k

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Dr. Paul Terry

FROM: Jaime Martinez 

DATE: August 3, 2015

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 12, 2015**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Management/Professional Specialist/Confidential

- Jessica Valencia, Administrative Assistant – 8.0 hrs., Superintendent's Office/DO, effective 7/20/15

Certificated

- Kacey Cawley, Teacher, Intern, effective 8/10/15
- Mannylen Lababit, Teacher, Probationary I, effective 8/10/15

Classified

- Allyson Amos, READY Program Tutor – 4.5 hrs., King, effective 8/7/15
- Demi Balbina, READY Program Tutor – 4.5 hrs., King, effective 8/7/15
- Miranda Banuelos, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/7/15
- Vanessa Carson, Health Care Assistant – 6.0 hrs., Wilson, effective 8/7/15
- Colleen Carter, Food Service Worker II – 2.5 hrs., Wilson, effective 8/12/15
- Candace Crewse, Media Services Aide – 5.5 hrs., Kennedy, effective 7/29/15
- Kyle Griffin, Computer Maintenance Technician – 8.0 hrs., HESDNet/DO, effective 7/13/15
- Nancy Guinn, Bilingual Health Care Assistant – 6.0 hrs., Jefferson, effective 8/7/15

Classified (continued)

- Lizette Gutierrez, Bilingual Clerk Typist II – 8.0 hrs., Roosevelt, effective 7/29/15
- Erica McFarland, READY Program Tutor – 4.5 hrs., Roosevelt, effective 8/7/15
- Judie Morgan, Bus Driver – 4.5 hrs., Transportation/DSF, effective 8/11/15
- Karlotta Richardson, Alternative Education Program Aide – 5.5 hrs., Community Day School, effective 8/13/15
- Tonya Sims, Food Service Worker I – 3.0 hrs., Richmond, effective 8/12/15
- Charles Williams, READY Program Tutor – 4.5 hrs., Washington, effective 8/7/15

Temporary Employees/Substitutes/Yard Supervisors

- Sabine Appleby, Short-term Yard Supervisor – 1.0 hr. (M & F), Hamilton, effective 8/17/15 to 5/27/16
- Renee Barker, Yard Supervisor – 2.0 hrs., Simas, effective 8/13/15
- Margaret Blasko, Yard Supervisor – 3.0 hrs., Simas, effective 8/13/15
- Bruce Bowen, Substitute Custodian I and Warehouse/Reprographic and Mail Technician, effective 7/24/15
- Quinton Green, Yard Supervisor – 3.0 hrs., Simas, effective 8/13/15
- Savina Guzman, Yard Supervisor – 2.75 hrs., King, effective 8/13/15
- Christina Heckathorn, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.75 hrs., Kennedy, effective 8/13/15 to 10/16/15
- Sarah Henshaw, Yard Supervisor – 1.75 hrs., Hamilton, effective 8/13/15
- Olga Hernandez, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 7/29/15
- Christina Horn, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.75 hrs., Lincoln, effective 8/13/15 to 10/16/15
- Christina Jenkins, Short-term Yard Supervisor – 1.75 hrs., Monroe, effective 8/13/15 to 10/16/15
- Diana Lugo, Yard Supervisor – 2.0 hrs., Jefferson, effective 8/13/15
- Judy McCarty-Winston, Yard Supervisor – 2.25 hrs., Monroe, effective 8/13/15
- Kevin Mendoza Reyes, Yard Supervisor – 1.5 hrs., King, effective 8/13/15
- Alyssa Null, Substitute Yard Supervisor, effective 8/13/15
- Memory Oebel, Yard Supervisor – 1.5 hrs., King, effective 8/13/15
- Melanie Pimentel, Yard Supervisor – 2.0 hrs., Washington, effective 8/13/15
- Felimena Reynolds, Yard Supervisor – 1.5 hrs., Monroe, effective 8/13/15
- Menchu Rosaroso, Yard Supervisor – 1.5 hrs., Monroe, effective 8/13/15
- Lisa Rose-Houston, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 2.25 hrs., Simas, effective 8/13/15 to 10/16/15
- Stephanie Trueblood, Substitute Clerk Typist II, Media Services Aide and Special Education Aide, effective 7/29/15
- Alexis Villa, Yard Supervisor – 2.5 hrs., Roosevelt, effective 8/13/15

Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Sandra Virden, Substitute Yard Supervisor, effective 8/13/15; Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/13/15 to 10/16/15
- Lesley Walker Flores, Yard Supervisor – 1.25 hrs., Hamilton, effective 8/13/15
- Joshua Washburn, Substitute Custodian I, effective 7/28/15
- Cameron Weaver, Substitute Groundskeeper II and Warehouse/Reprographic and Mail Technician, effective 7/20/15

b. Resignations

- Robert Alvarez, Substitute Babysitter, Custodian I and Yard Supervisor, effective 6/1/15
- Stephanie Carroll, READY Program Tutor – 4.5 hrs., Roosevelt, effective 6/5/15
- Patricia Dondero, Teacher, Simas, effective 6/5/15
- Danielle Fernandez, READY Program Tutor – 4.5 hrs., Simas, effective 6/5/15
- Tracy Heinrich, Yard Supervisor – 2.5 hrs., Monroe, effective 6/3/15
- Kimberly Hicks, Substitute Babysitter and Yard Supervisor, effective 6/5/15
- Anna Lopez, Yard Supervisor – 1.5 hrs., Roosevelt, effective 6/5/15
- Ramona Mendoza, Substitute Babysitter and Yard Supervisor, effective 6/5/15
- Vanessa Mendoza, Substitute READY Program Tutor, effective 4/28/15
- Diego Moreno, Teacher, Richmond, effective 6/29/15
- George Puente, Substitute Groundskeeper I and Warehouse/Reprographic and Mail Technician, effective 3/6/15
- Maria Ramirez Tule, Substitute Babysitter and Yard Supervisor, effective 5/22/15
- Maria Reyes, Substitute Bilingual Health Care Assistant, Translator: Oral Interpreter and Written Translator, effective 3/10/14
- Rosa Sedano, Substitute Babysitter, Bilingual Clerk Typist I, Clerk Typist I, READY Program Tutor, Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 6/5/15
- Anthony Silva, Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 7/2/15
- Anjali Williams, READY Program Tutor – 4.5 hrs., Monroe, effective 8/24/15

c. Request to be Removed from Classified Substitute List/Failure to Respond

- Leticia Alvarez, Substitute Food Service Worker I, READY Program Tutor and Yard Supervisor, effective 5/4/15
- Jaqueline Bravo, Substitute Food Service Worker I/II, effective 2/6/15
- Kayla Burkett, Substitute Yard Supervisor, effective 3/25/15
- Sindal Burkett, Substitute Yard Supervisor, effective 3/27/15
- Nydia Caballero, Substitute Bilingual Aide I, effective 2/2/15
- Melinda Casarez, Substitute READY Program Tutor, effective 8/19/14

c. Request to be Removed from Classified Substitute List/Failure to Respond (cont.)

- Casey Dunn, Substitute Custodian II and Groundskeeper II, effective 12/2/14
- Selena Flores, Substitute Yard Supervisor, effective 4/21/15
- Amy Garcia, Substitute Food Service Worker I and Yard Supervisor, effective 6/4/15
- Aaron Green, Substitute Custodian I, effective 2/2/15
- Joe Grijalva, Substitute Groundskeeper II, effective 2/10/15
- Jesus Martinez, Substitute READY Program Tutor, effective 3/2/15
- Kevin Mazza, Substitute Custodian I, Groundskeeper I and Yard Supervisor, effective 4/16/15
- Alyssa Mendoza-Barnes, Substitute Food Service Worker I and Yard Supervisor, effective 12/10/14
- Christopher Reed, Substitute Custodian I, Groundskeeper I and Warehouse/Reprographics and Mail Technician, effective 12/3/14
- Karina Rosas, Substitute READY Program Tutor, effective 12/23/14
- Zachary Stewart, Substitute Custodian II, Groundskeeper II and Warehouse/Reprographics and Mail Technician, effective 1/15/15
- Shaka Sudds, Substitute Babysitter and Yard Supervisor, effective 9/7/11
- Megan Sullivan, Substitute READY Program Tutor, Special Circumstance Aide and Special Education Aide, effective 9/12/14
- Luis Vallierra Carrera, Substitute Groundskeeper II, effective 12/5/14
- George Velasco, Substitute Custodian II and Groundskeeper I, effective 12/19/14

d. Voluntary Reduction in Hours/Transfer

- Melissa Mullins, Food Service Worker I, from 3.5 hrs., King to 3.0 hrs., Roosevelt, effective 8/12/15

e. More Hours/Transfer

- Alicia Martinez, Food service Worker I, from 3.0 hrs., Richmond to 3.5 hrs., King, effective 8/12/15

f. Administrative Transfer

- Krystal Ibanez, READY Program Tutor – 4.5 hrs., from Simas to Washington, effective 8/7/15

g. Temporary Out-of-Class Assignment

- Courtney Acton, from Special Education Aide – 5.0 hrs., to Student Specialist – 8.0 hrs., Simas, effective 7/29/15 to 8/21/15
- Danny Sheldon, from Irrigation Specialist – 8.0 hrs., Grounds/DSF to Maintenance Worker II – 8.0 hrs., Maintenance/DSF, effective 6/29/15 to 8/14/15

h. Promotions

- Michal "Mac" McWay, from READY Program Tutor – 4.5 hrs., to Lead READY Program Tutor – 5.0 hrs., Washington, effective 8/7/15
- Doug Rose, from Maintenance Worker II – 8.0 hrs., Maintenance/DSF to Supervisor, Maintenance – 8.0 hrs., DSF, effective 8/3/15
- Marla Yadon, from Teacher to Learning Director, King, effective 7/29/15

i. Reassignment

- Jason Brasil, from Learning Director, King to Vice Principal, Wilson, effective 7/29/15

j. Leave of Absence

- Ann Marie Dowd, Teacher, Lincoln, effective 8/24/15 to 11/10/15

k. Consider approval of an Internship Contract Agreement with National University

Authorize Agreement between Hanford Elementary School District and National University for the placement of Intern Teachers effective June 29, 2015 until such time as either party gives 30 days notice of its intent to terminate agreement.

l. Consider approval of an Internship Credential Program Agreement with Fresno Pacific University

Authorize Agreement between Hanford Elementary School District and Fresno Pacific University for preparation of Teacher Intern Ashley C. Stokes for the 2015-2016 school year.

m. Consider approval of an Internship Credential Program Agreement with Fresno State University

Authorize Agreement between Hanford Elementary School District and Fresno State University for preparation of Teacher Intern Jennifer Broussard for the 2015-2016 school year.

RECOMMENDATION: Approve.



INTERNSHIP CREDENTIAL PROGRAM AGREEMENT

This Internship Credential Program Agreement (“**Agreement**”) is entered into effective June 29, 2015 (“**Effective Date**”) by and between Hanford Elementary a legal association of school districts who have partnered for the purpose of providing contractual services for students, or state-supported K-12 educational service unit, which is located in the State of California, County of Kings (individually or collectively, “**District**”), and National University (“**University**”), a California nonprofit, private university.

RECITALS

- A. **University** is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). **University** has met all of the preconditions prescribed by the California Commission on Teacher Credentialing (CTC) to offer the following internship credential programs (“**Programs**”): Teacher Education Internship Credential, Special Education Internship Credential, Preliminary Administrative Services Internship Credential, and Pupil Personnel Services Internship Credential – School Counseling, Pupil Personnel Services Internship Credential – School Psychology;
- B. California Education Code Sections 44452 and 44321 authorize a public school district or county office of education in cooperation with an approved college or university to establish an internship program meeting the provisions of applicable California statutes and CTC regulations. **District** is a public school district (or state-supported K-12 educational service unit) or county office of education and **University** is an approved university within the meaning of Ed Code Section 44452; and
- C. **District** and **University** wish to partner to deliver services in support of the Programs that meet the regulations and standards of CTC. Attached as Exhibit “A” to this Agreement and incorporated herein by this reference is a list of the Programs that **District** and **University** will be supporting through this partnership.

Based on these recitals, **District** and **University** agree as follows:

1. Term. The term of this Agreement shall commence as of the Effective Date above and shall continue until such time as either party gives 30 days notice of its intent to terminate this Agreement. All Interns placed with **District** and who are in good standing with **District** and **University** as of the date of termination of this Agreement shall be permitted to complete their internship experience with **District**.
2. Placement of Interns. **University** students, certified as qualified and competent by **University** to provide intern services to **District**, may, at **District**'s discretion, be accepted and assigned to its schools for services as interns (“**Interns**”). **University** and **District** shall coordinate the process of selection and placement of Interns. **University** reserves the right to make the final determination on any Intern's acceptance into the Program, while **District** reserves the right to make the final determination on any Intern's employment. Neither **University** nor **District** shall discriminate in the selection or acceptance of, or participation by, any Intern pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran's status, medical condition, marital status, or citizenship, within the limits imposed by law.
3. Program Requirements. Each Intern accepted into the Program must have met all of the following qualifying minimum criteria:
 - a. Recommendation to a Program by a **District** designee.
 - b. Interview and screening by **District** staff, including a background check, district administrator interview and paper screening, Department of Justice fingerprint clearance, and a baccalaureate degree from an accredited institution.
 - c. Interview and screening by **University** staff, including a personal interview, written self-evaluation regarding teaching and learning, and verification of coursework and prior experience with K-12 students in a multicultural, multilingual setting.
 - d. Interview with a **University** Support Provider/Supervisor and a lead faculty member for the Program.
 - e. Passage of the CBEST exam or proof of basic skills assessment and verification of subject matter competence by completion of an approved program or passage of the CSET.
 - f. All service preconditions required by the CCTC shall have been met.

4. Intern Employment Status. Interns shall be District employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.
5. Reservation of Right to Payment. Pursuant to Education Code Section 44462, District reserves the right to request an adjustment of any Intern's salary to cover supervision services pursuant to this Agreement.
6. Non-Displacement of Certificated Employees. Pursuant to CTC requirements, upon request District shall provide written certification to University that each Intern placed with District has not displaced a certificated District employee, which shall enable University to verify to CTC that all statutory and CTC requirements have been met.
7. Collaboration. District and University will work in partnership to provide guidance and support for the programs.
8. Teacher and Special Education Intern Support.
 - a. To support Education Credential Interns, District and University will each provide a qualified supervisor to assist each Intern in a Program. District supervisors are called "Site Support Providers". University supervisors are called "University Support Providers". District Site Support Providers will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by visiting the classroom to conduct real time observations with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. University Support Providers will provide guidance and mentorship in weekly planning for all students including, but not limited to English Language Learners via virtual communication, in-classroom coaching and mentoring as deemed appropriate.
 - b. District Site Support Providers will hold a valid Clear or Life Credential, three years of successful teaching experience, and a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or valid bilingual authorization issued pursuant to section 80015.1. University Support Providers will have current knowledge in their subject-matter area; ability to model best practices in teaching, scholarship and service; working knowledge about diversity (abilities, culture, language, ethnic, gender); and understanding of academic standards, frameworks and accountability for public schools. District and University shall independently determine the qualifications of their respective supervisors.
 - c. District's Site Support Provider and University's Support Provider will together meet periodically with Interns to ensure Interns are following the California standards for the specific credential each Intern is seeking to obtain.
 - d. District's Site Support Provider/Site Supervisors and University's Support Providers will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at District, University will hold Program orientation seminars for Interns and training seminars for District Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, University representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - f. District will include Interns in appropriate District support programs and regularly scheduled staff development activities.
 - g. District will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance to Interns at District.
 - h. University Support Providers will visit Interns at their sites on a regularly scheduled basis to monitor each Intern's progress. District Site Support Providers will provide supervision and ongoing support for a minimum of 72 hours. Interns without an English Language Authorization must receive focused English Language instruction support. University Support Providers will provide supervision and ongoing support for a minimum of 72 hours. Interns without an English Language Authorization must receive a minimum of 45 hours of focused English Language instruction support. University Support Providers will monitor the completion of employer-provided support via a Intern Support Verification Form to verify the clockwork hours provided by Site Support Providers and/or employer support personnel. Forms must be turned in as part of the intern's clinical practice course assignments.
9. Counseling, Psychology and Administrative Services Intern Support
 - a. To support Services Credential Interns, District and University will each provide a qualified supervisor to assist each Intern in a Pupil Personnel Services School Counseling, Pupil Personnel Services School Psychology, and Administrative Services Programs. District supervisors are called "Site Support Providers/Site Supervisors". University supervisors are called "Support Providers/University Supervisors".
 - b. District and University shall independently determine the qualifications of their respective supervisors.
 - c. District's Site Support Provider/Site Supervisors and University's Support Provider/University Supervisors will together meet periodically with Interns to ensure Interns are following the California standards for the services credential each intern is seeking to obtain.
 - d. District's Site Support Provider/Site Supervisors and University's Support Providers/University Supervisors will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at District, University will hold Program orientation seminars for Interns and training seminars for District Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, University representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - f. District will include Interns in appropriate District support programs and regularly scheduled staff development activities.

- g. District will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance to Interns at District.
 - h. University Support Providers will visit Interns at their sites on a regularly scheduled basis to monitor each Intern's progress.
10. Academic Responsibility. University shall have exclusive control over all academic issues involving the Programs, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior experience and education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
 11. Duration of Internship. Once a student has been accepted as an Intern by District, and if the student remains in good standing in the Program at University and within the District's policies and performance standards, the Intern will be permitted to finish his/her internship at District. However, an Intern who performs below acceptable District or University standards, after appropriate support and advice efforts have been exhausted, may be removed from the paid internship position by the District and/or removed from his/her Program by the University. All services provided by University and District pursuant to this Agreement shall terminate upon an Intern's removal from the District or termination of participation in a Program.
 12. Assessment. Assessment is a function of the Teacher Education Internship Seminar course (for the Teacher Education Internship Credential), Specialist Education Clinical Practice Seminar courses (for the Special Education Internship Credential), Intern Field Experience course (for the Preliminary Administrative Services Internship Credential) and Best Practices Internship Seminar for School Counseling and School Psychology (for the Pupil Personnel Services Internship Credential). Students in those classes will pre-assess their teaching or administrative skills, develop a plan for growth, and assess their growth at the close of the course. This pre-assessment, development and post-assessment will occur in collaboration with the District Site Support Provider/Site Supervisor and the University Support Provider/University Supervisor.
 13. Indemnity. The District shall defend, indemnify and hold the University, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees, or agents.

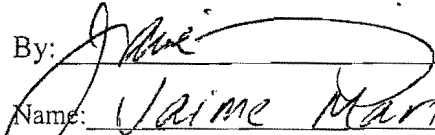
The University shall defend, indemnify and hold the District, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees, or agents.
 14. Relationship of Parties. Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership or agency relationship between the parties.
 15. Publicity. Neither University nor District shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
 16. Records. It is understood and agreed that all employment records shall remain the property of District, and all student records, including Intern assessments, will remain the property of University.
 17. Entire Agreement and Severability. If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
 18. Assignment. Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
 19. Notices. All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.
 20. Representations. Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.
 21. General Provisions. The Agreement: (a) will be binding and enforceable by the parties and their respective successors or assigns, but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at San Diego, California.

This Agreement is executed by and between:

University: National University

District: Hanford Elementary

Contact: Frank Adame
Credentials Contract Coordinator
9980 Carroll Canyon Road
San Diego, CA 92131
Telephone (858) 642-8300
Facsimile (858) 642-8717
credcontracts@nu.edu

By: 
Name: Jaime Martinez
Title: Assistant Superintendent, HR

Address: P.O. Box 1067
Hanford CA 93232

Telephone: (559) 585-3609

By: _____
Randy C. Frisch, Esq.
Vice Chancellor, Business and Administration

Dated: _____

Dated: 7/28/15

EXHIBIT A

Internship Programs

District and University wish to partner to support the following Programs:

Teacher Education Internship Credential
Special Education Internship Credential
Preliminary Administrative Services Internship Credential
Pupil Personnel Services Internship Credential – School of Counseling
Pupil Personnel Services Internship Credential – School of Psychology

FRESNO PACIFIC UNIVERSITY, SCHOOL OF EDUCATION/
DISTRICT INTERN AGREEMENT
Multiple Subject/Single Subject Credentials/Special Education

Hanford Elementary School District

Intern Agreement Ashley C. Stokes / Multiple Subjects Credential

The participating school Hanford Elementary School District will:

- Ensure that the school district is entering in this agreement with Fresno Pacific University (FPU) to meet employment shortages in the area(s) of the stipulated credentials, and that interns hired will not displace certificated employees in the school district.
- Only hire, as interns, candidates who meet the standards for eligibility for an intern credential.
- Ensure that the intern is assigned a position that is in alignment with the stipulated multiple subject/single subject intern credential, with a load appropriate for a beginning teacher, which recognizes that the intern needs adequate time for completing concurrent credential coursework. Thus, the district agrees to keep extra duty assignments to a minimum.
- Work with the site administrator and FPU program directors to select a district mentor who is willing to support the intern. Assure the university that the district mentor selected to work with the intern is experienced in the curricular area of the intern's assignment (minimum of three years), is tenured, holds the appropriate certification and is qualified to work with English Language Learners. The district mentor must be immediately available and be at the same site as the intern whenever possible.
- Ensure a district mentor will have adequate time to nurture, resource and support a beginning teacher, particularly in the development of their individual plan for professional growth.
- Provide in-servicing and access to resources to allow each intern to perform successfully in his or her position.
- Provide release time and pay for a substitute teacher commensurate with the table of support in Appendix A.
- Not reduce the intern's salary (which shall be no less than the minimum base salary paid to a regularly certificated teacher) by more than 6 percent to pay district mentoring support for the intern and to pay for a substitute teacher for the two days of release time per semester. NOTE: FPU does not require or advise a reduction.
- Request that the local bargaining unit be consulted on matters pertinent to the Internship Program, or be represented on the Advisory Council.
- Validate the district mentor support hours for the intern for activities identified in Appendix B of (PSA 13-06) as a part of the 144 hours of support required by the state for all interns and the additional 45 hours of English Learner specific support required for interns who do not have EL authorization.

- Recognize that continuation as an intern candidate in the Fresno Pacific credential program is contingent upon demonstration of teaching competency as assessed by university personnel, and informed by feedback from district personnel.

_____ Our district/county office will continue to pay our interns a salary equal to a first-year credentialed teacher's salary without attaching any deductions for release time.

_____ Our district will continue to withdraw a total of _____(%/ \$) from the intern's salary for district support to the intern's required release time and mentorship for the year. This total deduction does not exceed the maximum of 6% of the intern's total base salary (based on year 1, step 1 salary level).

NOTE: Most districts do not withdraw funds, but take support out of already existing development funds.

Non-Discrimination Clause

The university and the district agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The university and the district agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by the university, or the district, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

Fresno Pacific University

Linda Hoff, Ph.D. 6/26/15
Linda Hoff, Ph.D. Date
Director

BY: _____
District Superintendent/Designee

Robert Lippert 29 June 15
Robert Lippert Date
Chief Financial Officer

BY: _____
Clerk/Secretary (strike one) of
the Board of Trustees

BY: _____
Representative of Employees'
Bargaining Unit

This agreement will be in effect until the candidate has earned a preliminary credential.

**FRESNO STATE
TEACHER INTERNSHIP MEMORANDUM OF
UNDERSTANDING**

Jennifer Broussard

(Name of Intern)

Hanford Elementary School District

(Name of School District)

The School District hereby enters into partnership with the Fresno State Teacher Internship Program (TIP), and the California Commission on Teacher Credentialing (CTC) for the purpose of preparing Multiple Subjects, Single Subject and Special Education teachers. The Program allows qualified candidates to teach with a Multiple Subject, Single Subject or Education Specialist Internship Teaching Credential with an English Learner's Authorization (ELA) or a Bilingual Crosscultural, Language and Academic Development (BCLAD) in Spanish. This credential entitles the Intern to teach in a specific district up to two years prior to applying for a preliminary teaching credential. Recommendation to CTC, for issuance of an Intern Credential, is made through mutual agreement of the university and the participating school district that the candidate meets all requirements for such credential, including assessment of potential success in a multiple subjects, single subject, or special education teaching assignment.

The term of this Memorandum of Understanding is from July 1, 2015 to June 30, 2016. Provisions of this agreement may be updated during the term in the event of mandatory changes to curriculum and/or practices required by the California Commission on Teacher Credentialing. Should an update be required, it will be the responsibility of the Fresno State TIP to issue an updated MOU to the district; it will be the district's responsibility to review the document and return a signed copy to the TIP.

As part of this collaboration, the
SCHOOL DISTRICT AGREES:

1. To give the intern a contract that qualifies them for the intern credential and meets the requirements of ED Code 44462 (see attached).
2. To assign the intern to an appropriate multiple subject class, single subject class, or special education class authorized by their internship credential
3. To assign the intern a class that ensures the presence of students with exceptionalities and English language learners.
4. To assign the intern a classroom with technology that can be used for educational purposes.
5. The district agrees to deduct twelve percent (12%) from the intern's salary for the intern's contracted year of service while teaching under the Teacher Internship Credential. The twelve percent (12%) is to be calculated from the official district salary schedule-base salary (step 1-year 1). Should the intern be earning a salary above the base, e.g. step 1-year 3, the district should only deduct the six percent (12%) from the base. The university will issue one invoice at the beginning of each semester for the twelve percent (12%) allocation. In order to

assure appropriate support and supervision to the single subject intern in content areas, districts may assign an intern to an 80% teaching load with a commensurate reduction in salary.

6. To begin the salary reduction in a timely manner in order to avoid undue financial hardship on the teacher intern.
7. To agree not to assign the intern adjunct duties or professional development/training obligations that interfere with his/her university class schedule or are inappropriate for a beginning teacher.
8. To provide release time for both the intern (minimum of 1 day per semester) and the Cooperating Teacher to do observations (minimum of 1 day per semester).
9. To terminate the training at any time, if it is found that continuation would be detrimental to the children involved; consider terminating it at the end of one semester if the intern support provider assigned by the district and/or the university supervisor report that based on performance to date, the intern would not be recommended for a credential.
10. To assign a teacher within the school setting and with equivalent instructional assignment as a Cooperating Teacher. The assigned teacher will have a minimum of three years successful experience teaching and if necessary will hold a clear credential with either CLAD, BCLAD or ELA authorization. The Cooperating Teacher will meet all stipulated qualifications as described in the coded correspondence number 14-04 (attached).
11. To ensure the Cooperating Teacher will provide support to the intern for a minimum of 36 hours per semester. If necessary, support is provided with an additional 15 hours of support in the area of English language instruction in accordance with coded correspondence number 14-04 (attached).
12. In the event an intern is hired after the start of the school year, support/mentoring and supervision will consist of no less than two hours of each week of employments remaining in the school year.
13. To provide staff development activities and other resources (site and district support) that enhance the intern's teaching skills.
14. To provide funds that support each Intern for on-going professional development (workshops and conferences) as identified by the university and the district. Districts will provide a list of conferences and workshops made available for each Intern as part of the evaluation of the program.
15. To hire as interns only those teacher candidates who are properly credentialed and who have met pre-service professional preparation required by the CTC as interpreted by the Fresno State TIP.

FRESNO STATE & THE KREMEN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT AGREE TO:

1. Verify that the teacher candidate meets the basic program criteria to become an intern: has a B.A. or B.S. degree; has met basic education skills competency (CBEST); has met subject matter competency (CSET); has met U. S. Constitution requirement; has obtained Certificate of Clearance, has completed 140 hours of appropriate pre-service training, and meets criteria for admission to the University.
2. Work with credential program coordinators to provide advisement to the intern regarding the best sequence of courses to complete the program in a timely manner.

3. Provide 36 hours of class supervision and supportive instruction each semester and if needed an additional 15 hours of supervision and coaching specific to the needs of English language learners. A minimum of two hours of support/mentoring and supervision must be provided to the intern by the university and/or school partner during each week of contracted teaching in the school year.
4. Schedule courses to provide flexible offerings for students in intern placements.
5. Involve the Districts, County Offices of Education, and University to foster collaborative teacher preparation practices to enrich the Internship Program.

THE TEACHER IN PREPARATION (INTERN) AGREES TO:

1. Perform all faculty duties assigned, including those preparatory to the beginning of school, to the same degree as do fully certified teachers in the same school.
2. Not hold other employment during the training period (except during school vacations of four days or longer).
3. Meet the ethical, legal, and other professional standards expected of credentialed teachers.
4. Attend all professional development training sessions. Professional development training is held three times a semester on Friday evenings (there may be two Saturday staff development sessions contingent on budget status).
6. Recognized that:
 - A. Continuation as an intern-in-preparation is contingent upon demonstration of teaching competency.
 - B. No credential will be recommended unless:
 1. The subject matter requirements have been met by satisfactory examination scores or completion of a waiver program.
 2. The teaching of competencies have been fully completed to the satisfaction of the program coordinator, school based cooperating teacher, and the university supervisor.
 3. All professional preparation requirements, including subject matter competency, have been completed as well as test or course on U.S. Constitution.
 - C. Upon completion of all Teacher Internship Program requirements, Interns will apply for a Preliminary Credential.

English Learner (EL) Authorized

YES ☒

NO ☐

School District Superintendent (or Designee) signature

Date

Intern Candidate Signature

Date

Program Director, Teacher Internship Program, Fresno State

Date

Dean, Kremen School of Education and Human Development, Fresno State

Date

California Education Code 44462 States – “In no event may an intern be paid less than a minimum salary required to be paid by the state to a regularly certified teacher.”

If you would like to access the full document, it is online at:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=44001-45000&file=44450-44468>

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry
FROM: Nancy White
DATE: August 3, 2015
FOR: (X) Board Meeting
 () Superintendent's Cabinet
FOR: () Information
 (X) Action

Date you wish to have your item considered: August 12, 2015

ITEM:

Consider declaration of surplus property.

PURPOSE:

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

Property	Estimated Value
1400 Student Desks	\$5 Each
1400 Student Chairs	\$1 Each
25 Teacher Desks	\$5 Each

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

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

FISCAL IMPACT:

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

RECOMMENDATION:

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

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: August 3, 2015

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

FOR: () Information
(X) Action

Date you wish to have your item considered: August 12, 2015

ITEM:

Consider approval of agreement with Keenan and Associates for Loss Control Services.

PURPOSE:

Keenan and Associates will provide property and liability safety inspections and follow-up audits for Hanford Elementary that meet the Northern California ReLiEF (NCR) guidelines. NCR is the District's property/liability insurance provider.

FISCAL IMPACT:

The fee is \$2,929 per year for the fiscal years 2015-16 and 2016-17.

RECOMMENDATION:

Approve agreement with Keenan and Associates for Loss Control Services.