

# Hanford Elementary School District

1/32

## REGULAR BOARD MEETING AGENDA

**Wednesday, February 11, 2015**

HESD District Office Board Room

714 N. White Street, Hanford, CA

### OPEN SESSION

- 5:30 p.m.
- Call to Order
  - Members present
  - Pledge to the Flag

### CLOSED SESSION

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

#### Administrative Panel Recommendations and Readmissions

Case# 13-66 – CDS

Case# 14-11 – Wilson

Case# 15-10 – Wilson

Case# 15-12 – Kennedy

### OPEN SESSION

- Take action on Student Discipline

### 6:00 p.m. 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

### 2. CONSENT ITEMS

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

- a) Accept warrant listings dated January 23, 2015; and January 30, 2015.
- b) Approve minutes of Regular Board Meeting January 28, 2015.
- c) Approve interdistrict transfers as recommended.
- d) Approve donations of \$55.00 and \$100.00 from Washington PTC to Washington School. (Rubalcava)

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

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

**3. INFORMATION ITEMS**

None.

**4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider adopting Resolution #10-15: Regarding Absent Board Member Compensation. (Terry)
- b) Consider award of bid for the roof replacement of Martin Luther King Elementary School. (Mulligan)
- c) Consider approval of revised Board Policy and Administrative Regulation: (White)
  - BP/AR 3551 – Food Services Operations/Cafeteria Fund
- d) Consider approval of consultant contract with School Works, Inc. for Facility Master Plan Services. (White)
- e) Consider approval of E-Rate Form 470 Applications for Year 2015. (Goldsmith)

**5. PERSONNEL (Martinez)**

## a) Employment

*Classified*

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

*Temporary Employees/Substitutes/Yard Supervisors*

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

## b) Resignations

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

## c) Retirement

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

## d) More Hours

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

## e) Decrease in Hours

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

## f) Leave of Absence

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

g) Reclassification

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

h) Volunteers

<u>Name</u>	<u>School</u>
Amanda Barbosa	Hamilton
Michele Pomeroy	Hamilton
Michele Alexander – HESD Employee	Jefferson
Jennifer Vidaña	King
Vanessa Banegas-Balbina – HESD Employee	Monroe
Rosa Coria	Monroe
Shelby Zepeda	Monroe
Devin Chavarria	Richmond
Thomas Chavarria	Richmond
Joyce Ramos	Richmond
Maria Zavala	Richmond
Jessica Reyes	Roosevelt
Bernetta Johnson	Roosevelt
Latanya Iyamu	Roosevelt
Kira Gonzales	Simas
Kristina Greves	Simas
Monica Kraemer – HESD Employee	Simas
Shannon Phillips	Simas
Rosa Serna-Lara	Simas
Nola Horn	Washington

**6. FINANCIAL (White)**

None.

**ADJOURN MEETING**

HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: January 30, 2015

For:  Board Meeting  
 Superintendent's Cabinet  
 Information  
 Action

Date you wish to have your item considered: February 11, 2015

ITEM: Administrative Panel Recommendations and Readmissions

PURPOSE:

Case# 13-66 - CDS  
Case# 14-11 -Wilson  
Case# 15-10 - Wilson  
Case# 15-12 - Kennedy

**Hanford Elementary School District  
Minutes of the Regular Board Meeting  
January 28, 2015**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on January 28, 2015, at the District Office Board Room, 714 N. White Street, Hanford, CA.

- Call to Order** President Garner called the meeting to order at 5:30 p.m. Trustees Garcia, Garner, Hernandez, Hill, and Revious were present.
- Closed Session** Trustees immediately adjourned to closed session for the purposes of:
- Public Employee Discipline/Dismissal/Release (GC 54957) – Certificated
  - Student Discipline pursuant to Education Code section 48918;
- Trustees returned to open session at 6:30 p.m.
- HESD Managers Present** Dr. Paul J. Terry, Superintendent, and the following administrators were present: Kristina Baldwin, Doug Carlton, Anthony Carrillo, Debra Colvard, Javier Espindola, Joy Gabler, David Goldsmith, Jaime Martinez, Karen McConnell, Gerry Mulligan, Liz Simas, and Nancy White.
- Expulsion #15-11** Trustee Hernandez made a motion to accept the Findings of Fact and expel Case #15-11 for the remainder of the 2014-15 school year for violation of Education Code 48900 as determined by the Administrative Panel at Hearings held January 27, 2015. Trustee further moved that the expulsion order be suspended and the student will remain at Community Day School (CDS) through March 2015 and if CDS requirements are met may return to regular school in probationary status provided the student complies with a Behavior Conditions Plan through June 5, 2015. Trustee Hill seconded; motion carried 5-0:
- Garcia – yes
  - Garner – yes
  - Hernandez – yes
  - Hill – yes
  - Revious – yes
- Readmissions** Trustee Hernandez made a motion to approve readmission for Cases #14-77, 15-03, 15-04, 14-199(1) based upon each student's compliance with the Plan of Rehabilitation. Trustee Revious seconded; motion carried 5-0:
- Garcia – yes
  - Garner – yes
  - Hernandez – yes
  - Hill – yes
  - Revious – yes
- Public Comments** None.
- Board and Staff Comments** Trustee Hill stated that he has toured some of the campuses and they appear to be in pretty good shape considering the water restrictions.

**Requests to Address the Board at future meetings** None.

**Dates to Remember** President Garner reviewed Dates to Remember: 30<sup>th</sup> annual HESD Basketball Tournament on February 6<sup>th</sup> & 7<sup>th</sup>; next regular board meeting February 11; President's Day holiday February 16; School Board Appreciation Dinner in Visalia on February 19.

### **INFORMATION ITEMS**

**2015-16 LCAP** Superintendent Dr. Terry presented information on the 2015-2016 Local Control Accountability Plan (LCAP). He stated the district is developing the 2015-16 budget, including review of current LCAP and updating it in anticipation of the next several years. This district seeks input from key stakeholders representing a variety of groups including English Language Learners, Low Socio-Economic Students, and Foster Children. Parents are giving input at Site Councils and Parent Advisory Committees. Doug Carlton has taken the lead on seeking input on LCAP priorities. Bargaining groups are providing input. Surveys seeking input are publicly available online. A student mini-conference was held at JFK with representative students from each of the feeder elementary schools meeting with junior high school students to talk about what was important to them at school. Students mentioned field trips, art, music, and good teachers to help them be successful in life. At Woodrow Wilson next Friday from 9:00 a.m. to 11:00 a.m. a similar mini-conference will be held with elementary students from Wilson feed schools and junior high students.

The district is also working with Kings County Office of Education in updating the plan using state template provided.

**BP/AR 3551** Nancy White, Chief Business Official, presented for information the following revised Board Policy and Administrative Regulation:

- BP/AR 3551 – Food Services Operations/Cafeteria Fund

### **CONSENT ITEMS**

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

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

Revious – yes

The items approved as follows:

- a) Warrant listings dated January 09, 2015; and January 16, 2015.
- b) Minutes of regular Board Meeting January 14, 2015.
- c) Interdistrict transfers as recommended.
- d) Donation of \$150.00 from Edison International to Simas School.
- e) Donation of \$313.60 from Box Tops for Education to Hamilton School.

President Garner acknowledged and thanked donor Edison International and students who collected Box Tops for their support of HESD schools.

### **BOARD POLICIES AND ADMINISTRATION**

**Consolidated  
Application for  
Funding Categorical  
Programs**

Trustee Hill made a motion to approve the Consolidated Application for Funding Categorical Aid Programs (Winter Release). Trustee Garcia seconded; motion carried 5-0:

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

**Waiver renewal for  
CDS and Hamilton  
School Site Council**

Trustee Revious made a motion to approve waiver renewal to California Department of Education to combine school site councils of Community Day School and Hamilton School. Trustee Hill seconded; motion carried 5-0:

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

**Consultant Contract**

Trustee Hill made a motion to approve consultant contract with Edupoint to develop Spanish versions of the HESD reports cards for the Synergy student information system. Trustee Hernandez seconded; motion carried 5-0:

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

**Architectural  
Services Agreement**

Trustee Hill made a motion to approve Architectural Services Agreement with Mangini Associates, Inc. – TPM for the Band Room upgrade at Woodrow Wilson Jr. High School. Trustee Hernandez seconded; motion carried 5-0:

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

**Preconstruction  
Services Agreement**

Trustee Garcia made a motion to approve the Preconstruction Services Agreement with David A. Bush, Inc. for the kitchen remodel at Woodrow Wilson Jr. High School. Trustee Hill seconded; motion carried 5-0:

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

**BP 6142.91**

Trustee Revious made a motion to approve revised Board Policy BP 6142.91 – Reading/Language Arts Instruction. Trustee Hernandez seconded; motion carried 5-0:

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

**BP 6142.92**

Trustee Hernandez made a motion to approve revised Board Policy BP 6142.92 – Mathematics Instruction. Trustee Hill seconded; motion carried 5-0:

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

**BP 4117.3**

Trustee Garcia made a motion to approve revised Board Policy BP 4117.3 – Personnel Reduction. Trustee Hernandez seconded; motion carried 5-0:

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

**BP 4131.1**

Trustee Hill made a motion to approve revised Board Policy BP 4131.1 – Beginning Teacher Support and Guidance. Trustee Hernandez seconded; motion carried 5-0:

Garcia – yes  
Garner – yes  
Hernandez – yes



Hill – yes  
Revious – yes

**AR 4154, 4254**

Trustee Hill made a motion to approve revised Administrative Regulation AR 4154, 4254 – Health and Welfare Benefits. Trustee Garcia seconded; motion carried 5-0:

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

**E 4319.21**

Trustee Hill made a motion to approve revised Exhibit E 4319.21 – Professional Standards. Trustee Hernandez seconded; motion carried 5-0:

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

**PERSONNEL**

Trustee Hill made a motion to take Personnel items “a” through “e” together. Trustee Garcia seconded and motion carried 5-0:

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

Then Trustee Hill made a motion to approve Personnel items “a” through “e”. Trustee Hernandez seconded, and the motion carried 5-0:

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

The following items were approved:

**Item "a" –  
Employment**

*Temporary Employees/Substitutes/Yard Supervisors*

- Kayla Burkett, Substitute Yard Supervisor, effective 1/12/15; Short-term Yard Supervisor – 1.75 hrs., Hamilton, effective 1/12/15 to 3/27/15
- Selena Flores, Substitute Yard Supervisor, effective 1/16/15; Short-term Yard Supervisor – 2.0 hrs., Lincoln, effective 1/20/15 to 3/27/15
- Veronica Garcia, Substitute READY Program Tutor, effective 1/12/15
- Hector Hernandez Garcia, Short-term Yard Supervisor – 1.0 hr., (T,Th), Washington, effective 1/20/15 to 6/4/15
- Robert Ibarra, Short-term Yard Supervisor – 1.0 hr., (T,Th,F), Washington, effective 1/20/15 to 6/4/15
- Tiffany West, Yard Supervisor – 3.25 hrs., Roosevelt, effective 1/13/15

**Item "b" –  
Resignations**

- Amalia Cavazos, Yard Supervisor – 3.0 hrs., Simas, effective 12/19/14
- Sarah Hoisington, Teacher on LOA, effective 1/5/15
- Matthew Huerta, READY Program Tutor – 4.5 hrs., King, effective 1/23/15
- Marie Tinoco, Substitute Yard Supervisor, effective 11/17/14

**Item "c" –  
Retirement**

- Kathy Barcellos, Teacher, Washington, effective 6/5/15

**Item "d" –  
Leave of Absence**

- Amy Arevalo, Teacher, Washington, effective 1/20/15 to 4/21/15, baby bonding
- Miranda Mendoza-Robinson, Teacher, Hamilton, effective 1/12/15 to 2/27/15, baby bonding
- Elizabeth Sasselli, Teacher, Lincoln, effective 2/3/15 to 2/27/15, baby bonding

**Item "e" –  
Volunteers**

<u>Name</u>	<u>School</u>
Dayne Chapman	Simas
Erika Iniguez	Simas

**FINANCIAL**

Nancy White, Chief Business Official, introduced Samantha Moore of Vavrinek, Trine & Day Company who reviewed the District Audit for the year ending June 30, 2014 with the Board.

**District Audit for  
2013-2014**

Trustee Hill made a motion to accept the District Audit for the Fiscal Year ended June 30, 2014. Trustee Hernandez seconded, motion carried 5-0:

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

**Adjournment**

There being no further business, President Garner adjourned the meeting at 7:07 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-129	A	JFK	Lakeside	2/02/2015
I-130	A	JFK	Lakeside	2/02/2015
I-131	A	JFK	Pioneer	2/02/2015
I-132	A	Lincoln	Pioneer	2/02/2015

Inters - OUT

No	A/D	Sch Req'd	Home Sch	BD Date
O-093	A	Lemoore	King	2/2/2015
O-094	A	Lemoore	Lincoln	2/2/2015
O-095	A	Lemoore	Lincoln	2/2/2015

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Jill Rubalcava



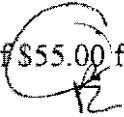
DATE: 1/26/15

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: 2/11/15

ITEM: Donation of \$55.00 from Washington PTC to HESD




PURPOSE: Student Incentives

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

RECOMMENDATIONS: Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry  
FROM: Jill Rubalcava   
DATE: 1/26/15

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: 2/11/15

ITEM: Donation of \$100.00 from Washington PTC to HESD

PURPOSE: Student Incentives

FISCAL IMPACT: 0100-0000-0-1110-1000-430001-028-0000

RECOMMENDATIONS: Accept Donation

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

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

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

Date: February 11, 2015

Time: 6:10 p.m.

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

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

(to be published 02/04/15 and 02/10/15)

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Paul J. Terry, Ed.D.

DATE: January 23, 2015

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: February 11, 2015

**ITEM:** Consider adopting Resolution #10-15: Regarding Absent Board Member Compensation

**PURPOSE:** Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting (1) her or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Hernandez was unable to attend the January 14, 2015 meeting due to illness.

**FISCAL IMPACT:** Not to exceed \$240.

**RECOMMENDATION:** Adopt Resolution #10-15.



**HANFORD ELEMENTARY SCHOOL DISTRICT  
RESOLUTION # 10-15  
Board of Trustees  
Hanford Elementary School District**

**RESOLUTION REGARDING ABSENT BOARD MEMBER COMPENSATION  
(Education Code § 35120(e))**

**WHEREAS**, Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board.

**NOW, THEREFORE BE IT RESOLVED** that the Hanford Elementary School District Board of Trustees determines as follows:

1. Board Member Lupe Hernandez was absent from the Hanford Elementary School District's regular board meeting held January 14, 2015 due to:
  - performing services outside the meeting for the school district
  - illness
  - jury duty
  - hardship deemed acceptable by the board
2. Said Board Members shall be paid for the meeting.

**PASSED AND ADOPTED THIS 11<sup>th</sup> day of February 2015** at a regular meeting, by the following vote:

AYES:  
NOES:  
ABSTAIN  
ABSENT:

Jeff Garner, President

Lupe Hernandez, Clerk

# HANFORD ELEMENTARY SCHOOL DISTRICT

## *Board Member Absence Verification*

In accordance with Board Bylaw 9250, if a member of the Board of Trustees does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law. Board members may be paid for meetings they missed when the Board of Trustees finds that they were performing designated services for the district at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

I was absent from the Board meeting conducted on January 14, 2015

I am not requesting compensation for the meeting.

I am requesting compensation for the meeting since I was absent from the meeting for the following reason (*check one*):

Performing designated service for the district.

Illness.

Jury Duty.

Hardship (please specify) \_\_\_\_\_

Board Member Name: Lupe Hernandez

Board Member Signature: Lupe Hernandez Date: 1/28/15

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Dr. Paul J. Terry

FROM: Gerry Mulligan *GM*

DATE: February 2, 2015

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: February 11, 2015

**ITEM:**

Consider award of bid for the roof replacement of Martin Luther King Elementary School.

**PURPOSE:**

Bids were accepted until 2:00 p.m. on Tuesday, February 10, 2015. All bids received were opened, tabulated and will be presented to the Board at the Board meeting.

**FISCAL IMPACT:**

The total estimated cost for labor and roofing materials on this project is \$950,000. The majority of the funding will come from the State through a Williams Emergency Repair grant and the balance will come from the Deferred Maintenance Fund.

**RECOMMENDATION:**

Award bid as presented for the roof replacement of Martin Luther King Elementary School.

HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Dr. Paul J. Terry

FROM: Nancy White

DATE: February 2, 2015

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: February 11, 2015

**ITEM:**

Consider approval of revised Board Policy and Administrative Regulation: BP/AR 3551 Food Services Operations/Cafeteria Fund.

**PURPOSE:**

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

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Approve revised Board Policy and Administrative Regulation: BP/AR 3551 Food Services Operation/Cafeteria Fund.

# Hanford ESD

## Board Policy

### Food Service Operations/Cafeteria Fund

BP 3551

#### Business and Noninstructional Operations

~~The Board of Trustees intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. Upon recommendation of the Superintendent or designee, the Board shall review and approve meal prices. Program financial reports shall be presented regularly to the Board.~~

~~Adult meals may be offered to employees as a matter of convenience. Insofar as these meals may include federally donated food commodities, their price shall be set higher than that of student meals so as to reimburse the food service program for the total cost of providing adult meals.~~

~~The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.~~

~~The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)~~

The Board of Trustees intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3311 - Bids)*

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

~~*(cf. 3553 - Free and Reduced Price Meals)*~~

*(cf. 5030 - Student Wellness)*

The Superintendent or designee shall ensure that all food service personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program.

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

At least once each year, food service administrators, other appropriate personnel who conduct or

oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

### **Meal Sales**

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

Meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

### **Cafeteria Fund**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

### **Contracts with Outside Services**

~~With Board approval, the district may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.~~

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758;

7 CFR 210.16)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

### **Program Monitoring and Evaluation**

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

#### **Legal Reference:**

##### **EDUCATION CODE**

~~38090-38095 Cafeterias, funds and accounts~~  
~~38100-38103 Cafeterias, allocation of charges~~  
~~42646 Alternate payroll procedure~~  
~~45103.5 Contracts for management consulting services~~  
~~49490-49493 School breakfast and lunch programs~~  
~~49500-49505 School meals~~  
~~85260 Alternate payroll procedure~~

#### **Management Resources:**

##### **CDE MANAGEMENT ADVISORIES**

~~0600.94 Implementation of Education Code 45103.5, 94-111~~  
~~0700.95 Final Rule for the National School Lunch Program and School Breakfast Program, 95-115~~

##### **CDE PUBLICATIONS**

~~Standards of Excellence for School Nutrition Programs: A Self-Assessment Guide for School District Fiscal Policy Teams, 1989~~

#### **Legal Reference:**

##### **EDUCATION CODE**

38080-38086 Cafeteria, establishment and use  
38090-38095 Cafeterias, funds and accounts  
38100-38103 Cafeterias, allocation of charges  
42646. Alternate payroll procedure  
45103.5 Contracts for management consulting services; restrictions  
49490-49493 School breakfast and lunch programs  
49500-49505 School meals  
49554 Contract for services

Legal Reference: (cont.)HEALTH AND SAFETY CODE113700-114437 California Retail Food CodeCODE OF REGULATIONS, TITLE 515550-15565 School lunch and breakfast programsUNITED STATES CODE, TITLE 421751-1769j School lunch programs1771-1791 Child nutrition, including:1773 School breakfast programCODE OF FEDERAL REGULATIONS, TITLE 2225 Cost Principles for State, Local, and Indian Tribal GovernmentsCODE OF FEDERAL REGULATIONS, TITLE 7210.1-210.31 National School Lunch Program220.1-220.21 National School Breakfast Program250.1-250.70 USDA foodsManagement Resources:CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSCalifornia School Accounting ManualFood Distribution Program Administrative ManualCafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012Storage and Inventory Management of United States Department of Agriculture (USDA)Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-01-2008, February 2008Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONSFinancial Management of the School Meal Programs, Correspondence, August 30, 2013Indirect Costs; Guidance for State Agencies and School Food Authorities, 2011U.S. DEPARTMENT OF EDUCATION GUIDANCEFAQs About School MealsWEB SITESCalifornia Department of Education, Nutrition Services Division:<http://www.cde.ca.gov/ls/nu>California School Nutrition Association: <http://www.calsna.org>U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>U.S. Department of Education: <http://www.ed.gov>

Policy

adopted: May 16, 2001

revised: \_\_\_\_\_

HANFORD ELEMENTARY SCHOOL DISTRICT

Hanford, California



# Hanford ESD

## Administrative Regulation

### Food Service Operations/Cafeteria Fund

AR 3551

**Business and Noninstructional Operations**

#### Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

*(cf. 3550 – Food Service/Child Nutrition Program)*

*(cf. 3552 – Summer Meal Program)*

*(cf. 3553 – Free and Reduced Price Meals)*

*(cf. 3555 – Nutrition Program Compliance)*

At the beginning of the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible.

*(cf. 1113 – District and School Web Sites)*

Students and their parents/guardians shall be notified whenever their account has a zero balance. Whenever a student's account has an unpaid balance of \$3 or more, students requesting a meal are offered an alternative meal until the account unpaid balance is paid.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

*(cf. 1340 – Access to District Records)*

*(cf. 3580 – District Records)*

### Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

### Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Board of Trustees shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, ~~and 38092~~)

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures and Purchases)*

The cafeteria fund shall be used only for ~~Board-authorized~~ those expenditures authorized by the Board as necessary for the operation of school cafeterias as defined in accordance with Education Code 38100-38103, CFR 225, and the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code 38091, 38101; 2 CFR 225)

These expenditures may include, but are not limited to, expenditures for the following:  
(Education Code 38091)

1. Construction, alteration, or improvement of a central food processing plant
2. Lease, purchase or installation of additional cafeteria equipment of the central food processing plant
3. Vending machines and their installation and housing
4. Computer equipment and related software
5. Lease or purchase of vehicles used primarily in connection with the central food processing plant

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

*(cf. 3110 - Transfer of Funds)*

Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance or replacement of cafeteria equipment. (Education Code 38102)

Indirect costs charged to the food service program shall be based on either the district's prior year

indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 210.14)

### **U.S. Department of Agriculture Foods**

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.60)

### **Contracts with Outside Services**

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

*(cf. 3312 - Contracts)*

*(cf. 3515.6 - Criminal Background Checks for Contractors)*

*(cf. 3600 - Consultants)*

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

*(cf. 4212 - Appointments and Conditions of Employment)*

Regulation  
 approved: April 16, 1997  
 reviewed: May 16, 2001  
 reviewed: \_\_\_\_\_, 2015

HANFORD ELEMENTARY SCHOOL DISTRICT  
 Hanford, California

## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Paul J. Terry

FROM: Nancy White

DATE: February 2, 2015

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: February 11, 2015

**ITEM:**

Consider approval of consultant contract with School Works, Inc. for Facility Master Plan Services.

**PURPOSE:**

The District has continued to experience moderate enrollment growth since our last new school opened in 2006. In addition, it has been 25 years since some of our older schools were modernized in the late 1980's and early 1990's. Due to these two factors, we have contacted several school facility consultants for their proposals in determining the best manner of planning for future classroom capacity and upgrades to existing facilities.

Our current 10-year facilities master plan was prepared in 2006 and is out-dated. After meeting with the facilities consultants, we have determined that a new facilities master plan is the necessary first step in planning for our future facilities needs.

We recommend contracting with School Works, Inc. for facility master plan services. The firm specializes in working with small to medium-sized school districts throughout California and is a proven leader in the field of facility planning and demographic analysis.

**FISCAL IMPACT:**

The proposed cost for this service of \$56,000 will be paid from Fund 4000 – Capital Facilities.


**RECOMMENDATION:**

Approve consultant contract with School Works, Inc. for Facility Master Plan Services.

# HANFORD ELEMENTARY SCHOOL DISTRICT

30/32

## AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: David Goldsmith   
DATE: February 2, 2015

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: February 11, 2015

ITEM: E-Rate Form 470 Applications for Year 2015

PURPOSE: Hanford Elementary School District's Information Systems office would like to file applications for Year 2015 Federal E-Rate funding discounts for the following services and/or projects:

1. High-speed internet access
2. Network infrastructure upgrades at Jefferson Charter Academy
3. Network infrastructure upgrades for core equipment at DO and DSF
4. Wireless network (WiFi) expansion


Upon receipt of bids for these services, vendors will be selected and selections brought to the Board for approval at the March 11 Board meeting.

FISCAL IMPACT: None

RECOMMENDATION: Approve filing of applications.

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Jaime Martinez   
**DATE:** February 2, 2015  
**RE:** (X) Board Meeting  
 ( ) Superintendent's Cabinet  
 ( ) Information  
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **February 11, 2015**

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Classified

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

Temporary Employees/Substitutes/Yard Supervisors

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

**b. Resignations**

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

c.

**Retirement**

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

**d. More Hours**

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

**e. Decrease in Hours**

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

**f. Leave of Absence**

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

**g. Reclassification**

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

**h. Volunteers**

<u>Name</u>	<u>School</u>
Amanda Barbosa	Hamilton
Michele Pomeroy	Hamilton
Michele Alexander – HESD Employee	Jefferson
Jennifer Vidaña	King
Vanessa Banegas-Balbina – HESD Employee	Monroe
Rosa Coria	Monroe
Shelby Zepeda	Monroe
Devin Chavarria	Richmond
Thomas Chavarria	Richmond
Joyce Ramos	Richmond
Maria Zavala	Richmond
Jessica Reyes	Roosevelt
Bernetta Johnson	Roosevelt
Latanya Iyamu	Roosevelt
Kira Gonzales	Simas
Kristina Greves	Simas
Monica Kraemer – HESD Employee	Simas
Shannon Phillips	Simas
Rosa Serna-Lara	Simas
Nola Horn	Washington

**RECOMMENDATION:** Approve.