

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

Wednesday, August 24, 2016

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 items listed below. The items to be discussed shall be announced in accordance with Government Code Sections 54954.5 and/or under Education Code provisions.)*

Property: 1325 Beulah Street

Agency Negotiator: Superintendent Joy Gabler

Negotiating Parties: HESD and John C. Cope

Under Negotiation: Instructions to negotiator will concern price and terms of payment.

### OPEN SESSION

- Take action on closed session items

### 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

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

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

### 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 August 8, 2016 and August 12, 2016
- b) Approve minutes of Regular Board Meeting August 10, 2016
- c) Approve interdistrict transfers as recommended
- d) Approve donation of \$229.51 from Lee Richmond PTC

- *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 aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

### 3. INFORMATION ITEMS

- a) Receive for information the following revised Administrative Regulation: (Martinez)
  - BP 4362 – Vacation and Holidays
- b) Receive for information the District's initial proposal to California School Employees Association (CSEA) for 2016-2017 amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles) (Martinez)
- c) Receive for information the California School Employee Association's (CSEA's) initial proposal for 2016-2017 amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles) (Martinez)

### 4. BOARD POLICIES AND ADMINISTRATION

- a) Consider approval for the filing of the Notice of Completion for the Central Kitchen Remodel project (Mulligan)
- b) Consider approval of consultant contract with Tulare County Office of Education to provide ELA professional development sessions (Carrillo)
- c) Consider approval of consultant contract with Sports Officiating Services (Junior High Sports (Arakelian)
- d) Consider approval of consultant contract with Kings County Sports Officials (Grades 4-6) (Arakelian)
- e) Consider approval to continue contracting with Madera County Superintendent of Schools in coordination of School-based Medi-Cal Administrative Activities (SMAA) medical billing (McConnell)
- f) Consider approval of the following revised Administrative Regulation: (Martinez)
  - AR 4112.1 – Employment Agreements
- g) Consider approval of the following revised Administrative Regulation: (Martinez)
  - AR 4261.1 – Personal Illness/Injury Leave

### 5. PERSONNEL (Martinez)

#### a) Employment

##### Classified

- Graciela "Grace" Alvarez, Bilingual Health Care Assistant – 6.0 hrs., King, effective 8/9/16
- Juana De La Cruz Moran, Food Service Worker II – 2.5 hrs., Kennedy, effective 8/12/16
- Jayde Johnson, READY Program Tutor – 4.5 hrs., Simas, effective 8/9/16
- Jarrod King, Special Education Aide – 5.0 hrs., Wilson, effective 8/15/16
- Brianna Stokes, Food Service Worker I – 3.25 hrs., Jefferson, effective 8/12/16
- Lesley Walker-Flores, Special Education Aide – 5.0 hrs., Roosevelt, effective 8/15/16
- Daisy Wallace, Health Care Assistant – 6.0 hrs., Monroe, effective 8/9/16

##### Temporary Employees/Substitutes/Yard Supervisors

- Yvonne Anaya, Substitute Yard Supervisor, effective 8/15/16
- Hannah Bruner, Short-term Yard Supervisor – 1.0 hrs., Monroe, effective 8/15/16 to 10/31/16
- Angela Castro, Substitute Yard Supervisor, effective 8/15/16; Short-term Yard Supervisor – 2.0 hrs., Monroe, effective 8/15/16 to 10/31/16
- Jolee Davis, Substitute READY Program Tutor, effective 8/9/16
- Rachael Garcia, Substitute Yard Supervisor, effective 8/15/16

- Jenny Gonzalez, Short-term Yard Supervisor – 1.25 hrs., Lincoln, effective 8/15/16 to 10/31/16
- Bailey King, Substitute READY Program Tutor, effective 8/15/16
- Sylvia Lombero, Substitute Yard Supervisor, effective 8/15/16; Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 8/15/16 to 10/14/16
- Sara Maravilla, Short-term Yard Supervisor – 1.75 hrs., Washington, effective 8/15/16 to 10/31/16
- Cherii Martin, Short-term Yard Supervisor – 1.5 hrs., King, effective 8/15/16 to 10/31/16
- Penney Olson, Substitute Yard Supervisor, effective 8/15/16
- Lorenzo Rivera, Substitute READY Program Tutor, effective 8/15/16
- Menchu Rosaroso, Short-term Special Education Aide – 5.0 hrs., Washington, effective 8/15/16 to 12/16/16
- Kiefer Rose, Substitute Yard Supervisor, effective 8/15/16; Short-term Yard Supervisor – 3.0 hrs., Kennedy, effective 8/15/16 to 10/31/16
- Sandy Bautista Vasquez, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/15/16 to 10/31/16
- Teberh Zewoldemariam, Substitute Clerk Trainee and Yard Supervisor, effective 8/15/16

b) Resignations

- Patricia Edmond, Yard Supervisor – 3.0 hrs., Lincoln, effective 8/11/16
- Mirella Garibay, Substitute Babysitter and Yard Supervisor, effective 6/3/16
- Deanna Luna, Substitute Yard Supervisor, effective 6/3/16
- Anna Mauldin, Yard Supervisor – 1.5 hrs., King, effective 6/3/16
- Sherry Miller, Yard Supervisor – 3.0 hrs., Lincoln, effective 6/3/16
- Melanie Pimentel, Yard Supervisor – 2.0 hrs., Washington, effective 2/1/16

c) Promotion

- Jill Rubalcava, from Director, Curriculum and Instruction to Assistant Superintendent of Curriculum, Instruction and Professional Development/District Office, effective 8/25/16

d) Promotion/Transfer

- Debra Colvard, from Principal, King to Director of Curriculum and Instruction, Curriculum, Instruction and Professional Development/District Office, effective 8/25/16

e) Approve Variable Term Waiver Request, EC 44253.3

- BCLAD for Leslie Llamas, 4th Grade FLI Teacher, Jefferson Charter Academy for 2016-17 school year
- BCLAD for Oscar Tafolla, 4th Grade FLI Teacher, Jefferson Charter Academy for 2016-17 school year

f) Consider approval of an Internship Credential Program Agreement with Tulare County Superintendent of Schools

- Authorize to enter into a teacher intern program as a partnership between the Tulare County Superintendent of Schools and Hanford Elementary School District. This two year agreement shall become effective as of July 1, 2016 and shall expire on June 30, 2018.

g) Volunteers

<u>Name</u>	<u>School</u>
Gloria Godinez-Avila	Hamilton

**6. FINANCIAL (Endo)**

- a) Consider approval of the Kings County Treasurer's Quarterly Compliance Report
- b) Consider approval of the Kings County's Government Accounting Standard 31 Report

**ADJOURN MEETING**

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 08/15/2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 08/24/2016

**ITEM:**

Consider approval of warrants.

**PURPOSE:**

The administration is requesting the approval of the warrants listed on the warrant registers dated: 08/08/16 and 08/12/16.

**FISCAL IMPACT:**

See attached.

**RECOMMENDATIONS:**

Approve the warrants.



# Warrant Register For Warrants

## Dated 08/08/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12525957	29	AIMS EDUCATION FOUNDATION Travel & Conf	\$750.00
12525958	6722	GRACIELA ALVAREZ Other Services	\$25.00
12525959	5839	BAZIC PRODUCTS Warehouse	\$1,768.40
12525960	1363	BEST BUY Food	\$10.77
12525961	4876	BRAIN POP Inst'l Consultant	\$2,295.00
12525962	4869	BUCKMAN-MITCHELL INC. Insurance	\$2,592.00
12525963	6547	CARDEA SERVICES INC Matl's & Supplies	\$4,159.50
12525964	4382	CASCIO INTERSTATE MUSIC Matl's & Supplies	\$1,068.99
12525965	6673	CENTRAL VALLEY COMMUNITY BANK Buildings & Improvements	\$16,126.83
12525966	1670	CONTRACT PAPER GROUP INC Warehouse	\$2,659.17
12525967	3370	DANNIS WOLIVER & KELLEY Travel & Conf	\$2,000.00
12525968	405	DASSEL'S PETROLEUM INC. Fuel	\$257.19
12525969	414	DELL COMPUTER CORPORATION Equipment	\$3,112.38
12525970	427	DIDAX Books	\$243.74
12525971	6607	EDUWIZARDS INC. Other Services	\$660.00
12525972	6725	DARRYN ELLIOTT Other Services	\$25.00
12525973	6723	JENNIFER ELLIOTT Other Services	\$25.00
12525974	6708	FIGARO'S MEXICAN GRILL Travel & Conf	\$222.10
12525975	6672	FORCUM/MACKEY CONSTRUCTION Buildings & Improvements	\$306,408.97
12525976	6173	FP MAILING SOLUTIONS Rentals, Leases & Repairs	\$671.96
12525977	1769	FRESNO PRODUCE Food	\$569.93
12525978	6724	RACHAEL GARCIA Other Services	\$21.00
12525979	1393	GAS COMPANY Gas	\$150.26
12525980	6718	LILIA GERVACIO Other Services	\$25.00
12525981	591	GOLD STAR FOODS Food	\$375.70
12525982	6688	RENE T HERNANDEZ Repairs	\$1,247.50
12525983	713	HOUGHTON MIFFLIN Books	\$1,094.75
12525984	5264	HOUGHTON MIFFLIN HARCOURT Textbooks	\$3,123.66
12525985	6719	JAYDE JOHNSON Other Services	\$21.00
12525986	5648	STACIE JOHNSON Mileage	\$163.62
12525987	805	KINGS COUNTY DEPT. OF FINANCE Other Services	\$560.00
12525988	817	KROEGER EQUIPMENT & SUPPLY CO Bus Repair Parts	\$379.67
12525989	6717	STEVEN L LAYNE Other Services/Travel & Conf	\$7,242.60
12525990	912	MANGINI ASSOCIATES INC. Buildings & Improvements	\$19,218.05
12525991	2243	MATSON ALARM Rentals, Leases & Repairs	\$36.00
12525992	937	MATSON ALARM CO. INC. Other Services	\$1,124.00
12525993	2491	MID-COUNTY FIRE EXTINGUISHER Matl's & Supplies	\$1,620.68
12525994	5510	NEWEGG.COM Matl's & Supplies	\$429.98
12525995	1058	OFFICE DEPOT Matl's & Supplies	\$1,979.93
12525996	1071	ORIENTAL TRADING CO. INC. Matl's & Supplies	\$1,897.29
12525997	6674	PHYSIUS PHYSICAL THERAPY & WEL Other Services	\$100.00
12525998	1168	PRODUCERS DAIRY PRODUCTS Food	\$144.90
12525999	5767	PROFESSOR TOY Inst'l Matl's	\$158.49
12526000	4827	RAYMOND GEDDES & CO. INC. Matl's & Supplies	\$764.97
12526001	1253	ROBINSON'S INTERIORS INC. Rentals, Leases & Repairs	\$7,675.00
12526002	5923	SASSER SPECIALTIES Matl's & Supplies	\$129.40
12526003	5079	SCHOOL KIDS HEALTHCARE Warehouse	\$569.33
12526004	1801	SMART & FINAL STORES (HFD/KIT) Food	\$62.82

**Warrant Register For Warrants  
Dated 08/08/2016**

<b>Warrant Number</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Amount</b>
12526005	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$22,187.38
12526006	1404	STANISLAUS FOUNDATION – ADMIN Other Services	\$2,581.00
12526007	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$19,107.91
12526008	1405	STAPLES *6252 Office Supplies	\$305.96
12526009	6720	BRIANNA STOKES Other Services	\$21.00
12526010	6140	SUPER CO-OP Other Services	\$691.40
12526011	1466	TERMINIX INTERNATIONAL Pest Control	\$25.00
12526012	1647	VERITIV OPERATING COMPANY Warehouse/Matl's & Supplies	\$5,798.50
12526013	1558	VERIZON WIRELESS Telephone	\$404.50
12526014	6609	VOICE OF HOPE Other Services	\$4,022.40
12526015	6435	ZOHO CORP Other Services	\$1,415.00
<b>Total Amount of All Warrants:</b>			<b>\$452,527.58</b>



# Credit Card Register For Payments

## Dated 08/08/2016

Document Number	Vendor Number	Vendor Name	Amount
14016538	6005	ACE ELEVATOR LOAD TEST & REPAI Other Services	\$500.00
14016539	87	ATHLETIC SUPPLY OF CALIFORNIA Warehouse	\$216.30
14016540	91	AUTOMATED OFFICE SYSTEMS Equipment	\$2,579.74
14016541	91	AUTOMATED OFFICE SYSTEMS Rentals, Leases & Repairs	\$9,028.93
14016542	176	BSN SPORTS Equipment	\$3,759.99
14016543	5747	CRISIS PREVENTION INSTITUTE (C Matl's & Supplies	\$912.03
14016544	416	DEMCO INC. Matl's & Supplies	\$69.16
14016545	5139	DLT SOLUTIONS LLC Other Services	\$4,116.00
14016546	539	FRANKLIN COVEY PRODUCTS LLC Matl's & Supplies	\$13.71
14016547	546	FRESNO ENVELOPE AND EMBOSSING Matl's & Supplies	\$2,861.65
14016548	599	GOPHER SPORT Matl's & Supplies	\$1,797.88
14016549	619	GRILLO FILTER SALES Matl's & Supplies	\$4,141.67
14016550	652	HANFORD SENTINEL Other Services	\$623.43
14016551	710	HORIZON SOFTWARE INTERNATIONAL Other Services	\$1,695.75
14016552	5690	INDOFF INCORPORATED Matl's & Supplies	\$262.92
14016553	1802	MEDALLION SUPPLY Grounds/Maint Supplies	\$127.85
14016554	5829	PRINT MANAGER Other Services	\$1,781.50
14016555	3745	PRO-ED Matl's & Supplies	\$275.00
14016556	2524	ROCHESTER 100 INC. Allowance/Matl's & Supplies	\$1,813.30
14016557	3849	SCHOLASTIC READING CLUBS Books	\$108.00
14016558	5989	THUNDERPOWER MEGAPHONES Matl's & Supplies	\$199.65

**Total Amount of All Credit Card Payments:**

**\$36,884.46**



# Warrant Register For Warrants

## Dated 08/12/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12526433	4566	ALLIED STORAGE CONTAINERS Equipment	\$4,054.10
12526434	653	BRAD'S HANFORD SMOG-N-TUNE INC Repairs	\$553.50
12526435	4918	CALIFORNIA COMMISSION ON TEACH Other Services	\$1,300.00
12526436	5627	CASBO Dues & Memberships	\$252.08
12526437	4382	CASCIO INTERSTATE MUSIC Matl's & Supplies	\$30.74
12526438	6414	CONSOLIDATED TESTING LABORATOR Buildings & Improvements	\$2,440.00
12526439	6625	COSCO FIRE PROTECTION Other Services	\$2,986.87
12526440	2560	CRUSHA ELECTRIC MOTOR Repairs	\$373.30
12526441	392	CUMMINS PACIFIC LLC Matl's & Supplies	\$110.01
12526442	405	DASSEL'S PETROLEUM INC. Fuel	\$2,579.58
12526443	6729	JUANA DE LA CRUZ-MORAN Other Services	\$21.00
12526444	3567	E.L. ACHIEVE Books/Matl's & Supplies	\$8,017.36
12526445	5360	EDUPOINT EDUCATIONAL SYSTEMS Other Services	\$670.27
12526446	3775	EL DIAMANTE HIGH SCHOOL Matl's & Supplies	\$280.00
12526447	5913	JAMI GARCIA Travel & Conf/Mileage	\$1,024.00
12526448	1393	GAS COMPANY Gas	\$259.69
12526449	571	GEARY PACIFIC SUPPLY Equipment	\$3,766.62
12526450	604	GRAINGER Matl's & Supplies	\$98.00
12526451	620	GRISWOLD LASALLE COBB DOWD Legal	\$2,009.80
12526452	1902	HANDWRITING WITHOUT TEARS Matl's & Supplies	\$302.83
12526453	647	HANFORD JT. UNION HIGH SCHOOL Other Services	\$6,650.00
12526454	4532	HENRY SCHEIN INC Warehouse	\$1,302.57
12526455	685	HI-LINE Matl's & Surprises	\$270.15
12526456	711	THE HORN SHOP Rentals, Leases & Repairs	\$12,653.61
12526457	5342	INNOVATION COMMERCIAL FLOORING Repairs	\$135,883.30
12526458	6677	JPB DESIGNS Repairs	\$14,870.00
12526459	779	KEENAN & ASSOC./CPIC Summer Health & Welfare	\$5,137.50
12526460	778	KEENAN & ASSOC./MED. EYE SERV. Summer Health & Welfare	\$10,263.51
12526461	5990	KELLER FORD Matl's & Supplies	\$81.80
12526462	3962	KINGS COUNTY GLASS Repairs	\$1,564.18
12526463	817	KROEGER EQUIPMENT & SUPPLY CO Rentals, Leases & Repairs	\$183.40
12526464	6727	SYLVIA LOMBERA Other Services	\$21.00
12526465	4629	LOWE'S OF HANFORD Warehouse	\$108.55
12526466	2491	MID-COUNTY FIRE EXTINGUISHER Rentals, Leases & Repairs	\$109.69
12526467	6728	PENNEY OLSON Other Services	\$21.00
12526468	6257	ORCHARD SUPPLY HARDWARE Matl's & Supplies	\$2,161.09
12526469	5326	PARC ENVIRONMENTAL Rentals, Leases & Repairs	\$26,962.00
12526470	6732	JULEE PIRES Other Services	\$455.60
12526471	1227	RENAISSANCE LEARNING INC. Inst'l Consultant	\$2,459.00
12526472	1232	RICHARD'S TREE SERVICE Repairs	\$13,200.00
12526473	6703	SADA SYSTEMS Other Services	\$9,750.00
12526474	1322	SCHOOL HEALTH CORPORATION Matl's & Supplies	\$728.11
12526475	1326	SCHOOL SERVICES OF CALIF. INC. Travel & Conf	\$430.00
12526476	5608	SCHOOLCITY INC Other Services	\$24,934.80
12526477	3743	SHRED-IT USA – FRESNO Shred Services	\$215.30
12526478	1367	SISC III Summer Health & Welfare	\$537,393.00
12526479	1374	SMART & FINAL STORES (HFD/DO) Matl's & Supplies	\$150.06
12526480	3800	SONITROL OF FRESNO Other Services	\$3,105.00

# Warrant Register For Warrants

## Dated 08/12/2016

Warrant Number	Vendor Number	Vendor Name	Amount
12526481	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$5,055.33
12526482	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$11,925.80
12526483	2188	SUPPLYWORKS Equipment/Matl's & Supplies	\$7,777.70
12526484	5946	THE HARTFORD Summer Health & Welfare	\$1,086.32
12526485	4347	THERAPY SHOPPE INC Matl's & Supplies	\$664.41
12526486	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$150.00
12526487	1504	TURF STAR INC. Matl's & Supplies	\$277.24
12526488	1508	U.S. POSTAL SERVICE (CMRS-FP) Postage	\$4,000.00
12526489	5915	STEFANIE UMSCHIED Travel & Conf	\$30.00
12526490	6731	MARIA VILLA Other Services	\$21.00
12526491	6709	WATERLINE CONTROLS Matl's & Supplies	\$879.50
12526492	1603	WESTERN BUILDING MATERIALS Matl's & Supplies	\$191.82
12526493	2405	WPS Matl's & Supplies	\$1,639.54
12526494	6730	TEBERH ZEWOLDEMARIAM Other Services	\$21.00
<b>Total Amount of All Warrants:</b>			<b>\$875,913.63</b>





# Credit Card Register For Payments

## Dated 08/12/2016

Document Number	Vendor Number	Vendor Name	Amount
14016625	176	BSN SPORTS Warehouse	\$448.91
14016626	5428	CONSERV FLAG COMPANY Matl's & Supplies	\$223.28
14016627	366	CORWIN PRESS INC. Books	\$1,161.32
14016628	4141	HMS INC Rentals, Leases & Repairs	\$6,005.00
14016629	5690	INDOFF INCORPORATED Warehouse	\$3,418.50
14016630	1800	MITY-LITE INC. Matl's & Supplies	\$1,363.34
14016631	5934	PEARSON - CLINICAL ASSESSMENT Matl's & Supplies	\$2,955.83
14016632	1147	POSITIVE PROMOTIONS Matl's & Supplies	\$372.76
14016633	1188	QUILL CORPORATION Warehouse	\$2,342.45
14016634	5764	QUINN COMPANY Matl's & Supplies	\$4,799.15
14016635	1214	REALLY GOOD STUFF Matl's & Supplies	\$324.91
14016636	3722	SCHOOL MATE Matl's & Supplies	\$2,795.00
14016637	1753	SMILEMAKERS Matl's & Supplies	\$128.69
14016638	1722	TOOLS4EVER Other Services	\$3,150.00
14016639	1564	VIRCO INC. Matl's & Supplies	\$961.05
14016640	1568	VISALIA TIMES-DELTA Other Services	\$578.51
14016641	1640	WORLD BOOK INC. Matl's & Supplies	\$1,181.43
<b>Total Amount of All Credit Card Payments:</b>			<b>\$32,210.13</b>



**Hanford Elementary School District**  
***Minutes of the Regular Board Meeting***  
***August 10, 2016***

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on August 10, 2016 at the District Office Board Room, 714 N. White Street, Hanford, CA.

**Call to Order** President Revious called the meeting to order at 5:30 p.m. Trustees Garcia, Garner and Hernandez were present.

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

- Conference with Real Property Negotiator (GC 54956.9) – 501 E. Myrtle
- Personnel: Public Employment/Appointment (GC 54956.9) – Assistant Superintendent

**Open Session** Trustees returned to open session at 5:53 p.m.

**HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Kristina Baldwin, Anthony Carrillo, Debra Colvard, Kenny Eggert, David Endo, David Goldsmith, Lucy Gomez, Jaime Martinez, Gerry Mulligan, Julie Pulis, and Jill Rubalcava.

**Closed Session** In closed session the Board unanimously approved an Agreement that confirms HESD's right of first refusal for any future sales or transfers of the property at 501 E. Myrtle to someone other than a lineal heir of Nina J. Shelton.

**Public Comments** None

**Board and Staff Comments** Trustee Revious welcomed everyone back.

**Requests to Address the Board** None

**Dates to Remember** President Revious reviewed dates to remember: First Day of School on August 15th; Regular Board Meeting on August 24th at 5:30 p.m.; Junior High Back-to-School Night on August 25th at 6:00 p.m.; Jefferson Back-to-School Night on August 30th at 6:00 p.m.

**CONSENT ITEMS**

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

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

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

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

The items approved are as follows:

- a) Warrant listings dated 6/17/16, 6/24/16, 6/30/16, 7/8/16, 7/15/16, 7/22/16, and 7/29/16
- b) Minutes of Regular Board Meeting June 22, 2016.
- c) Donation of \$150.00 from Silicon Valley Community Foundation International to Simas.
- d) Donation of \$150.00 from Edison International to Simas.
- e) Resolution #2-17: Regarding Absent Board Member Compensation.
- f) Resolution #3-17: Regarding Absent Board Member Compensation.

### **INFORMATION ITEMS**

#### **Williams Reports**

Superintendent Gabler reported to the Board that the District received no Williams Complaints for the fourth quarter (4/1/16 – 6/30/16) of the 2015-16 school year.

#### **AR 4112.1**

Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Administrative Regulation:

- AR 4112.1 – Employment Agreements

#### **AR 4261.1**

Jaime Martinez, Assistant Superintendent of Human Resources, presented for information the following revised Administrative Regulation:

- AR 4261.1 – Personal Illness/Injury Leave

### **BOARD POLICIES AND ADMINISTRATION**

#### **Resolution: # 1-17**

Trustee Garner made a motion to adopt Resolution #1-17: Conflict of Interest. This resolution specifies the District's conflict of interest code, the District's designated positions and the disclosure categories required for each position. The change includes the listing of Chief Technology Officer. Trustee Robinson seconded; motion carried 5-0:

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

#### **Community Day School Classes**

Trustee Hernandez made a motion to approve maintaining three Community Day School classes at Jefferson Charter Academy and certify that no satisfactory alternative facilities are available. Trustee Garcia seconded; motion carried 5-0:

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

- Sinclair Research Group MOU** Trustee Garner made a motion to approve the Memorandum of Understanding with Sinclair Research Group. The Sinclair Research Group will provide the HESD Induction Program a complete program evaluation for new teacher to clear their credentials for the 2016-17 year. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Robinson – Yes
- Big Brother/Big Sister MOU** Trustee Robinson made a motion to approve the Memorandum of Understanding between the Big Brother/Big Sister of Central California and the Hanford Elementary School District. This will provide elementary children the opportunity for one-to-one relationship with selected high school students. Monroe Elementary School will partner with Hanford High School during the READY program on Wednesday at no cost to the district. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Robinson – Yes
- Teresa A. Jaquez, LMFT MOU** Trustee Garcia made a motion to approve the Memorandum of Understanding between Teresa A. Jaquez, LMFT and HESD. For the purpose of funding and providing educationally related mental health services to specified students with exceptional needs. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Robinson – Yes
- TCOE/Migrant Program** Trustee Hernandez made a motion to approve to continue to work with Tulare County Office of Education/Migrant Program Region VIII as a Model B district. This will allow the Migrant Education Program, Region VIII/TCOE to directly receive Migrant funds and as the Lead Agency, Migrant Region VIII would coordinate and collaborate with our district to provide supplemental educational services for Migrant families and students residing in our district. Trustee Robinson seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Robinson – Yes
- Monroe & Richmond's Notice of Completion** Trustee Garner made a motion to approve the filling of Notice of Completion for the panting of Monroe and Richmond schools with the Kings County Recorder's Office. Trustee Garcia seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Robinson – Yes

## PERSONNEL

Trustee Garner made a motion to take Personnel items "a" through "I" together. Trustee Robinson seconded; motion carried 5-0:

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

Trustee Garner then made a motion to approve Personnel items "a" through "I". Trustee Hernandez seconded; the motion carried 5-0:

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

### ***Item "a" – Employment***

The following items were approved:

#### Certificated, effective 8/9/16

- Raquel Carrillo, Teacher, Intern
- Cory Stewart, Teacher, Probationary 0

#### Management/Professional Specialist/Confidential

- Maria Alvarez, School Counselor, Wilson, effective 8/5/16
- Boa Moua, School Psychologist, Special Services, effective 8/5/16

#### Classified

- Ashley Acle, Food Service Worker II – 2.5 hrs., Kennedy, effective 8/12/16
- Sarah Bartron, READY Program Tutor – 4.5 hrs., Richmond, effective 8/9/16
- Dana Caceda, READY Program Tutor – 4.5 hrs., Lincoln, effective 8/9/16
- Melissa Dickson, Educational Tutor K-6 – 3.5 hrs., Washington, effective 9/1/16
- Sonya Estrada, READY Program Tutor – 4.5 hrs., King, effective 8/9/16
- Margarita "Margie" Gonzales, READY Program Tutor – 4.5 hrs., Richmond, effective 8/9/16
- Yvonne Hernandez, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/9/16
- Melisa Rodriguez Medel, READY Program Tutor – 4.5 hrs., Hamilton, effective 8/9/16
- Lisa Rose-Houston, Food Service Worker I – 3.0 hrs., Richmond, effective 8/12/16
- Estefania Villavicencio, READY Program Tutor – 4.5 hrs., Jefferson, effective 8/9/16

#### Temporary Employees/Substitutes/Yard Supervisors

- Susan Alegria, Substitute Bilingual Clerk Typist II, Clerk Typist II, Translator: Oral Interpreter and Written Translator, effective 7/29/16; Short-term Bilingual Clerk Typist II – 4.5 hrs., Food Services, effective 8/22/16 to 9/14/16
- Hannah Bruner, Substitute Yard Supervisor, effective 8/15/16
- Sheila Burke, Substitute Media Services Aide, effective 8/15/16
- Hilary Carabajal, Substitute Yard Supervisor, effective 8/15/16; Short-term Yard Supervisor – 1.5 hrs., Simas, effective 8/15/16 to 10/31/16
- Deborah Chinchock, Short-term Clerk Typist II – 7.5 hrs., Food Services, effective 8/22/16 to 9/14/16
- Valerie Esparza-Lopez, Short-term Bilingual Clerk Typist II – 7.5 hrs., Food Services, effective 8/22/16 to 9/14/16
- Amy Garcia, Short-term Yard Supervisor – 1.25 hrs., Jefferson, effective 8/15/16 to 10/14/16
- John Garcia, Short-term Yard Supervisor – 1.25 hrs., Wilson, effective 8/15/16 to 10/14/16
- Lilia Gervacio, Substitute Bilingual Clerk typist II, Clerk Typist II, Translator: Oral

***Item "a" –  
Employment  
(Cont.)***

- Interpreter and Written Translator, effective 7/29/16; Short-term Bilingual Clerk Typist II – 5.0 hrs., Special Services, effective 7/29/16 to 8/26/16
- Joseph Hernandez, Drum Coach Junior High, Kennedy/Wilson, effective 8/15/16 to 6/7/17
- Olga Hernandez, Short-term Bilingual Clerk Typist II – 8.0 hrs., Roosevelt, effective 7/29/16 to 10/14/16
- Soo Ji Lee, Substitute Health Care Assistant, effective 6/3/16
- Adam Maldonado, Substitute Custodian I, effective 7/11/16
- Tamika Manning, Substitute Yard Supervisor, effective 8/15/16
- Christine "Chris" Payne, Substitute Yard Supervisor, effective 8/15/16
- Roberto Vargas, Substitute Special Education Aide, effective 8/15/16
- Maria Villa, Substitute Bilingual Clerk typist II, Clerk Typist II, READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 8/9/16
- Yesenia Zarate Brito, Yard Supervisor – 1.75 hrs., Roosevelt, effective 8/15/16

***Item "b" –  
Resignations***

- Demi Balbina, READY Program Tutor – 4.5 hrs., King, effective 6/3/16
- Wilma Etulain Baraibar, Substitute Cook/Baker and Food Service Utility Worker, effective 6/3/16
- Oscar Barron, Substitute Health Care Assistant and Yard Supervisor, effective 5/20/16
- Madison Burrow, Substitute Yard Supervisor, effective 6/3/16
- Kacey Cawley, Teacher, Simas, effective 6/3/16
- Patricia Diaz, Educational Tutor K-6 – 3.5 hrs., Monroe, effective 5/12/16
- Audreyana Hernandez, Lead READY Program Tutor – 5.0 hrs., King, effective 6/3/16
- Soo Ji Lee, Health Care Assistant – 6.0 hrs., King, effective 6/3/16
- Katie Luis, Lead READY Program, Tutor – 5.0 hrs., Lincoln, effective 6/17/16
- Jacqueline Medrano, READY Program Tutor – 4.5 hrs., Richmond, effective 6/3/16
- Emmerie Miller, Substitute READY Program Tutor, effective 9/8/15
- Jacqueline Noriega, Substitute Bilingual Aide I, READY Program Tutor, Translator: Oral Interpreter and Written Translator, effective 6/1/16
- Janet Pelayo, Bilingual Health Care Assistant – 6.0 hrs., Monroe, effective 6/3/16
- Danira Sandoval, Yard Supervisor – 2.75 hrs., Lincoln, effective 6/3/16
- Cherie Solian, Induction Coach, Curriculum, Instruction, Professional Development and Induction, effective 6/3/16
- Jamie Souza, Substitute Yard Supervisor, effective 6/3/16
- Cory Stewart, Special Education Aide – 5.0 hrs., Wilson, effective 6/3/16
- Stephanie Trueblood, Substitute Clerk Typist II, Media Services Aide and Education Aide, effective 9/11/15
- Britney Willard, Teacher, Wilson, effective 6/24/16

***Item "c" –  
Request to be  
Removed from  
Classified  
Substitute  
List/Failure to  
Respond***

- Corina Angel, Substitute Bilingual Aide I, Translator: Oral Translator and Yard Supervisor, effective 4/8/15
- Tyson Azevedo, Substitute Groundskeeper II, effective 4/12/16
- Alma Flores Mireles, Substitute Food Service Worker I/II, Translator: Oral Interpreter and Yard Supervisor, effective 12/14 15
- Laura Halstead, Substitute Educational Interpreter, effective 5/15/15
- Raven Hawthorne, Substitute READY Program Tutor, effective 5/4/16
- Michael A. Hernandez, Substitute Alternative Education Program Aide, Custodian I, Educational Tutor K-6, Groundskeeper I, READY Program Tutor, Special Circumstance Aide, Special Education Aide and Warehouse/Reproductive and Mail Technician, effective 4/12/16
- Rosemary Herring, Substitute Alternative Education Program Aide, Special Circumstance Aide, Special Education Aide, READY Program Tutor and Yard Supervisor, effective 9/18/15
- Brandon McFarland, Substitute Custodian I, effective 10/26/15

***Item "c" –  
Request to be  
Removed from  
Classified  
Substitute  
List/Failure to  
Respond (Cont.)***

- Kevin Mendoza Reyes, Substitute Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 10/8/15
- Hannah Miller, Substitute READY Program Tutor and Yard Supervisor, effective 4/5/16
- Crystal Muniz, Substitute Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, effective 11/19/15
- Luz Najar, Substitute Bilingual Aide I, Educational Tutor K-6, Special Circumstance Aide, Special Education Aide, Translator: Oral Interpreter and Written Translator and Yard Supervisor, effective 1/14/16
- Jiezi Nicar, Substitute READY Program Tutor, effective 1/12/16
- Memory Oebel, Substitute Yard Supervisor, effective 8/27/15
- Anthony Ortiz, Substitute Custodian II, effective 10/23/15
- Baleria Plancarte, Substitute Babysitter, Translator: Oral Interpreter and Yard Supervisor, effective 3/10/16
- Ana Solorzano, Substitute Alternative Education Program Aide, Babysitter, Bilingual Aide I, Bilingual Clerk Typist I, Clerk Typist I, Translator: Oral Interpreter and Written Translator, and Special Education Aide effective 11/9/15
- Cameron Weaver, Substitute Groundkeeper II and Warehouse/ Reprographic and Mail Technician, effective 10/30/15
- Crystal Zeno-Jaworski, Substitute Yard Supervisor, effective 9/22/15

***Item "d" –  
Administrative  
Transfer***

- Lauree Mallard, READY Program Tutor – 4.5 hrs., from Jefferson to Richmond, effective 8/9/16 (rescind)

***Item "e" –  
Promotion***

- Lindsey Silva, from READY Program Tutor – 4.5 hrs. to Lead READY Program Tutor – 5.0 hrs., Lincoln, effective 8/9/16

***Item "f" –  
Promotion/  
Transfer***

- Lauree Mallard, from READY Program Tutor – 4.5 hrs., Jefferson to Lead READY Program Tutor – 5.0 hrs., King, effective 8/9/16
- Alicia Martinez, from Food Service Worker I – 3.0 hrs., Richmond to READY Program Tutor – 4.5 hrs., King, effective 8/9/16

***Item "g" –  
Temporary Out of  
Class Assignment***

- Sarai Rivera, READY Program Tutor – 4.5 hrs., from Hamilton to Jefferson

***Item "h" –  
Voluntary  
Transfer/Decrease  
in Hours***

- Sherree Nowack, Yard Supervisor, from 3.25 hrs., Kennedy to 1.75 hrs., Washington, effective 8/15/16

***Item "i" –  
Certificated  
Transfers/  
Reassignment,  
effective 8/9/16***

Involuntary Transfers

- Cassondra Barrett, from Hamilton 4th Grade to Hamilton 5th Grade
- Bailey Doyle, from Monroe 5th Grade to Monroe 3rd Grade
- Stacie Grimes, from Richmond 4th Grade Roosevelt 1st Grade
- Marissa Henderson, from King Special Assignment to King 4th Grade
- Kellie Jones, from Washington 5th Grade Washington 4th Grade
- Laura Kishman, from Roosevelt Kindergarten to Roosevelt 2nd Grade
- Maureen Kuiper, from Lincoln 5th Grade to Monroe 6th Grade
- Rosemary Lerma, from Lincoln Special Assignment to Lincoln Kindergarten
- Christine Luis, from Simas 3rd Grade to Simas 4th Grade
- Allison Minick, from Washington 2nd Grade to Simas Kindergarten
- Megan Munro, from Simas 5th Grade to Simas 6th Grade



**Item “i” –  
Certificated  
Transfers/  
Reassignment,  
effective 8/9/16  
(Cont.)**

- Melissa Nabayan, from Richmond 1st Grade to Washington 6th Grade
- Teresa Niblett, from Simas 6th Grade to Simas 4th Grade
- Henry Ralston, from Hamilton 1st Grade to Hamilton 6th Grade
- Anne Ramos, from Richmond Transitional Kindergarten to Simas 1st Grade
- Shanae Vryhof, from Simas 2nd to King Kindergarten

Voluntary Transfers

- Lauren Avina, from Hamilton Kindergarten to Roosevelt 4th Grade
- Josefa Bustos Pelayo, from Jefferson 1st Grade to Jefferson 6th Grade
- Cindy Curiel, from King Kindergarten to King 1st Grade
- Ariela Dzerigian, from King Kindergarten Grade to King 1st Grade
- Olivia Gonsalves, from King 1st Grade to Hamilton 3rd Grade
- Beatriz Huizar, from Jefferson 3rd Grade to Jefferson 1st Grade
- Stacie Johnson, from Jefferson 7th Grade to Jefferson 8th Grade
- Brittney Juarez, from King 5th Grade to King 2nd Grade
- Jennifer Nunes, from King 2nd Grade to Monroe 1st Grade
- Juan Padilla, from Jefferson 8th Grade to Jefferson 6th Grade
- Veronica Pelayo-Morales, from Jefferson 6th Grade to Jefferson 7th Grade
- Taryn Schreckengost, from King 5th Grade to King 2nd Grade
- Gina Young, from King 2nd Grade to Monroe 1st Grade

Reinstatements

- Amy Gonsalves, from Monroe 2nd Grade to Monroe 1st Grade
- Katie Heugly, from Roosevelt 3rd Grade to Roosevelt Transitional Kindergarten

Reinstatements from Combination Class

- Crystal Avila, from Roosevelt Transitional Kindergarten/Kindergarten to Roosevelt Kindergarten
- Lisa Hinojos, from Lincoln Transitional Kindergarten/Kindergarten to Lincoln Transitional Kindergarten
- Audra Sanchez, from Simas Transitional Kindergarten/Kindergarten to Simas Transitional Kindergarten

Change in Work Site Change

- Rigoberto Vivanco, from Richmond Counselor to Counselor, District

Reassignment

- Sara DeCuir, from Washington 3rd grade to Instructional Coach, District

Return from Leave of Absence

- Dianne Dias, from Leave of Absence to Hamilton Kindergarten

From Full-Time to Part-Time

- Melanie Gallaher, Psychologist, from Full-time (1.0 FTE) to part-time (.50 FTE)
- Ann Marie Dowd, from Special Assignment/LOA (1.0 FTE) to Roving Substitute (.51 FTE)

**Item “j” –  
Provisional  
Internship Permit**

The following employees will be employed on the basis of a provisional Internship Permit for the 2016-17 school year:

- Christopher Costello, K-6 Physical Education Teacher
- Cory Stewart, 7-8 Resource Specialist Program Teacher

**Item “k” –  
Addendum to  
Existing  
University  
Internship  
Agreement**

- Amend, “Article 8, Clauses a, b & h” in the “Internship Credential Program Agreement” between Hanford Elementary School District and National University

**Item “l” -  
Volunteers**

Name

Gloria Godinez-Avila

School

Jefferson

## FINANCIAL

- Resolution #4-17** Trustee Garcia made a motion to adopt Resolution #4-17: Budget Revisions – 45 day update. There are several budget revisions resulting from the signing of the State budget. Such changes have to be available for the public review within 45 days of the signing of the State budget. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Robinson – Yes
- Mandate Resource Services** Trustee Robinson made a motion to approve mandated cost consultant contract with Mandate Resource Services to file, monitor and research mandated cost claims. Mandate Resource Services will conduct a compliance review and be available in the event the District is chosen for audit. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Robinson – Yes
- Surplus Items** Trustee Garner made a motion to approve declaring the surplus items. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Robinson – Yes
- Adjournment** There being no further business, President Revious adjourned the meeting at 6:10 p.m.  
  
Respectfully submitted,  
  
Joy C. Gabler,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Timothy Revious, President

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

No	A/D	Sch Req'd	Home Sch	Date
I-001	A	Monroe	Visalia	5/03/16
I-002	A	Jefferson	Visalia	5/03/16
I-003	A	Wilson	Armona	5/03/16
I-004	A	Monroe	Armona	5/03/16
I-005	A	Monroe	Armona	5/03/16
I-006	A	Monroe	Pioneer	5/03/16
I-007	A	Monroe	Pioneer	5/03/16
I-008	A	Monroe	Lemoore	5/03/16
I-009	A	Monroe	Tulare	5/03/16
I-010	A	Simas	Pioneer	5/03/16
I-011	A	Simas	Pioneer	5/03/16
I-012	A	Jefferson	Pioneer	5/03/16
I-013	A	Jefferson	Pioneer	5/03/16
I-014	A	Jefferson	Pioneer	5/03/16
I-015	A	Hamilton	Fowler	5/03/16
I-016	A	Hamilton	Fresno	5/03/16
I-017	A	King	Visalia	5/03/16
I-018	A	Jefferson	Pioneer	5/03/16
I-019	A	Jefferson	Pioneer	5/03/16
I-020	A	Jefferson	Pioneer	5/03/16
I-021	A	Jefferson	Kingsburg	5/03/16
I-022	A	Jefferson	Kingsburg	5/03/16
I-023	A	Jefferson	Kingsburg	5/03/16
I-024	A	Roosevelt	Pioneer	5/03/16
I-025	A	Monroe	Pioneer	5/03/16
I-026	A	Washington	Pioneer	5/03/16
I-027	A	Richmond	Kings River	5/03/16
I-028	A	Kennedy	Wilson	5/03/16
I-029	A	Hamilton	Simas	5/03/16
I-030	A	Jefferson	Pioneer	5/03/16
I-031	A	Jefferson	Pioneer	5/03/16

I-032	A	Jefferson	Pioneer	5/03/16
I-033	A	Jefferson	Pioneer	5/03/16
I-034	A	Wilson	Pioneer	5/03/16
I-035	A	Jefferson	Pioneer	5/09/16
I-036	A	Hamilton	Pioneer	5/09/16
I-037	A	Washington	Kings River	5/09/16
I-038	A	Monroe	Armona	5/09/16
I-039	A	Simas	Armona	5/09/16
I-040	A	King	Armona	5/09/16
I-041	A	King	Armona	5/09/16
I-042	A	King	Simas	5/09/16
I-043	A	King	Simas	5/09/16
I-044	A	King	Simas	5/09/16
I-045	A	Monroe	Pioneer	5/16/16
I-046	A	Wilson	Lemoore	5/16/16
I-047	A	Wilson	Pioneer	5/16/16
I-048	A	Wilson	Pioneer	5/16/16
I-049	A	Simas	Armona	5/16/16
I-050	A	Jefferson	Laton	5/16/16
I-051	A	Jefferson	Laton	5/16/16
I-052	A	Jefferson	Laton	5/16/16
I-053	A	Jefferson	Pioneer	5/16/16
I-054	A	Richmond	Lemoore	5/16/16
I-055	D	Richmond	Pioneer	5/16/16
I-056	A	Jefferson	Pioneer	5/16/16
I-057	A	Wilson	Pioneer	5/16/16
I-058	A	Simas	Pioneer	5/16/16
I-059	D	Simas	Pioneer	6/02/16
I-060	A	Lincoln	Lakeside	6/02/16
I-061	A	Hamilton	Lakeside	6/02/16
I-062	A	Hamilton	Lakeside	6/02/16
I-063	A	Hamilton	Lakeside	6/02/16
I-064	A	Richmond	Pioneer	6/02/16
I-065	A	Jefferson	Pioneer	6/02/16

I-066	A	Jefferson	Kings River	6/02/16
I-067	A	Jefferson	Pioneer	6/02/16
I-068	A	Hamilton	Pioneer	6/02/16
I-069	A	Simas	Lakeside	6/02/16
I-070	A	Jefferson	Pioneer	6/02/16
I-071	A	Jefferson	Pioneer	6/02/16
I-072	A	Monroe	Pioneer	6/03/16
I-073	A	Monroe	Pioneer	6/03/16
I-074	A	Jefferson	Kings River	6/03/16
I-075	A	Kennedy	Lemoore	6/03/16
I-076	A	Kennedy	Lemoore	6/03/16
I-077	A	Lincoln	Lakeside	6/03/16
I-078	A	Lincoln	Lakeside	6/03/16
I-079	A	Hamilton	Kit Carson	6/03/16
I-080	A	King	Reedly	6/10/16
I-081	A	Kennedy	Laton	6/10/16
I-082	A	Washington	Pioneer	6/10/16
I-083	A	Jefferson	Pioneer	6/10/16
I-084	A	Wilson	Pioneer	6/10/16
I-085	A	Simas	Pioneer	6/10/16
I-086	A	Washington	Armona	6/27/16
I-087	A	Washington	Armona	6/27/16
I-088	A	Jefferson	Armona	6/27/16
I-089	A	Washington	Armona	6/30/16
I-090	A	Roosevelt	Lemoore	6/30/16
I-091	A	Roosevelt	Armona	6/30/16
I-092	A	Washington	Pioneer	6/30/16
I-093	A	JFK	Pioneer	6/30/16
I-094	A	Jefferson	Lemoore	6/30/16
I-095	A	Roosevelt	Armona	06/30/16

I-096	A	Roosevelt	Armona	06/30/16
I-097	A	Monroe	Pioneer	07/13/16
I-098	A	Monroe	Pioneer	07/13/16
I-099	A	Richmond	Visalia	07/13/16
I-100	A	Richmond	Visalia	07/13/16
I-101	A	Jefferson	Lemoore	8/4/16
I-102	A	Wilson	Corcoran	08/08/16
I-103	A	Simas	Pioneer	08/08/16
I-104	A	Lincoln	Armona	8/4/16
I-105	A	Richmond	Lakeside	07/13/16
I-106	A	Wilson	Pioneer	08/08/16
I-107	A	Wilson	Lakeside	8/02/16
I-108	A	Lincoln	Armona	8/4/16
I-109	A	Kennedy	Armona	8/4/16
I-110	A	King	Armona	8/02/16
I-111	A	Washington	Pioneer	8/4/16
I-112	A	King	Armona	8/02/16
I-113	A	Roosevelt	Lemoore	8/4/16
I-114	A	Washington	Lakeside	8/02/16
I-115	A	King	Armona	8/4/16
I-116	A	Kennedy	Pioneer	8/02/16
I-117	A	Washington	Pioneer	8/02/16
I-118	A	Simas	Lemoore	8/02/16
I-119	A	Simas	Lemoore	8/02/16
I-120	A	Monroe	Lemoore	8/02/16
I-121	A	Monroe	Armona	8/05/16
I-122	A	Monroe	Lakeside	8/05/16
I-123	A	Monroe	Lakeside	8/05/16
I-124	A	Kennedy	Pioneer	8/05/16
I-125	A	Jefferson	Pioneer	8/08/16
I-126	A	Jefferson	Lemoore	8/09/216
I-127	A	Wilson	Pioneer	08/08/16
I-128	A	Richmond	Armona	08/08/16
I-129	A	Washington	Pioneer	08/08/16

I-130	A	Wilson	Fowler	4/14/2016
I-131	A	King	Fowler	4/14/2016
I-132	A	Kennedy	Kings River	8/11/16
I-133	A	Roosevelt	Armona	8/11/16
I-134	A	Wilson	Pioneer	8/11/16
I-135	A	Lincoln	Lakeside	8/11/16
I-136	A	Lincoln	Lakeside	8/11/16
I-137	A	Lincoln	Lakeside	8/11/16
I-138	A	Lincoln	Lakeside	8/11/16
I-139	A	Roosevelt	Lemoore	8/11/16
I-140	A	Washington	Kings River	8/11/16
I-141	A	Monroe	Armona	8/11/16
I-141	A	Washington	Kings River	8/11/16
I-142	A	Wilson	Armona	8/11/16
I-142	A	Simas	Fresno	8/11/16
I-143	A	Richmond	Armona	8/12/16
I-144	D	Washington	Pioneer	8/12/16
I-145	D	Washington	Pioneer	8/12/16
I-146	D	Washington	Pioneer	8/12/16
I-147	A	Washington	Visalia	8/15/16
I-148	A	Wilson	Armona	8/15/16

No	A/D	Sch Req'd	Home Sch	Date
O-001	A	Kit Carson	Simas	5/03/16
O-002	A	Kit Carson	Washington	5/03/16
O-003	A	Kit Carson	Kennedy	5/03/16
O-004	A	Kit Carson	Washington	5/03/16
O-005	A	Kit Carson	Monroe	5/03/16
O-006	A	Kit Carson	Hamilton	5/03/16
O-007	A	Kit Carson	Hamilton	5/03/16
O-008	A	Kit Carson	Kennedy	5/03/16
O-009	A	Armona	Washington	5/03/16
O-010	A	Pioneer	Monroe	5/03/16
O-014	A	Kit Carson	Simas	5/03/16
O-015	A	Kit Carson	Wilson	5/03/16
O-016	A	Kit Carson	Hamilton	5/03/16
O-017	A	Kit Carson	Hamilton	5/03/16
O-018	A	Kit Carson	Washington	5/03/16
O-019	A	Kit Carson	Richmond	5/03/16
O-020	A	Kit Carson	Kennedy	5/16/16
O-021	A	Armona	Wilson	5/09/16
O-022	A	Kit Carson	Monroe	5/03/16
O-023	A	Kit Carson	Washington	5/09/16
O-024	A	Armona	Washington	5/16/16
O-025	A	Kit Carson	Monroe	5/03/16
O-026	A	Kit Carson	King	5/03/16
O-027	A	Lemoore	Simas	5/09/16



O-028	A	Lemoore	Simas	5/09/16
O-029	A	Kit Carson	King	5/03/16
O-030	A	Pioneer	Washington	5/09/16
O-031	A	Kings River	Monroe	5/03/16
O-032	A	Kings River	Simas	5/03/16
O-033	A	Kings River	Monroe	5/03/16
O-034	A	Kings River	Simas	5/03/16
O-035	A	Pioneer	Simas	5/03/16
O-036	A	Pioneer	Simas	5/03/16
O-037	A	Pioneer	Simas	5/03/16
O-038	A	Pioneer	Wilson	5/03/16
O-039	A	Kit Carson	Hamilton	6/02/16
O-040	A	Armona	Monroe	6/02/16
O-041	A	Kit Carson	Washington	6/02/16
O-042	A	Kit Carson	Washington	6/02/16
O-043	A	Kit Carson	Hamilton	6/02/16
O-044	A	Armona	Wilson	6/02/16
O-045	A	Armona	Monroe	6/02/16
O-046	A	Armona	Monroe	6/02/16
O-047	A	Kit Carson	Lincoln	6/03/16
O-048	A	Armona	King	6/03/16
O-049	A	Armona	King	6/03/16
O-050	A	Armona	King	6/03/16
O-051	A	Lemoore	Monroe	6/03/16
O-052	A	Kit Carson	Hamilton	6/10/16
O-053	A	Kit Carson	Hamilton	6/10/16
O-054	A	Pioneer	Kennedy	6/10/16
O-055	A	Pioneer	Hamilton	6/10/16
O-056	A	Laton	Simas	6/27/16
O-057	A	Kit Carson	Hamilton	6/27/16
O-058	A	Visalia Unified	Lincoln	6/27/16

O-059	A	Kings River	Washington	6/27/16
O-060	A	Kings River	Washington	6/27/16
O-061	A	Kings River	JFK	6/27/16
O-062	A	Pioneer	Simas	6/27/16
O-063	A	Kit Carson	Simas	6/27/16
O-064	A	Kit Carson	Monroe	6/27/16
O-065	A	Kit Carson	Monroe	6/27/16
O-066	A	Kit Carson	Washington	6/27/16
O-067	A	Kit Carson	Washington	6/27/16
O-068	A	Tulare Unified	Roosevelt	6/27/16
O-069	A	Kit Carson	Richmond	6/27/16
O-070	A	Kit Carson	Richmond	6/27/16
O-071	A	Kit Carson	Hamilton	6/27/16
O-072	A	Lemoore	Simas	6/27/16
O-073	A	Kit Carson	Simas	7/13/16
O-074	A	Kings River	Richmond	8/02/16
O-075	A	Kit Carson	Hamilton	8/02/16
O-076	A	Kit Carson	Washington	7/13/16
O-077	A	Kit Carson	Washington	8/02/16
O-078	A	Kit Carson	Washington	7/13/16
O-079	A	Kit Carson	Washington	7/13/16
O-080	A	Lemoore	Richmond	8/02/16
O-081	A	Kings River	Monroe	8/02/16
O-082	A	Kit Carson	Washington	7/13/16

O-083	A	Kings River	Monroe	8/02/16
O-084	A	Kit Carson	Lee Richmond	7/13/16
O-085	A	Kings River	Monroe	8/02/16
O-086	A	Kit Carson	Lee Richmond	7/13/16
O-087	A	Kit Carson	Kennedy	7/13/16
O-088	A	Kit Carson	Monroe	8/02/16
O-089	A	Kit Carson	Monroe	8/02/16
O-090	A	Kit Carson	Washington	8/02/16
O-091	A	Kit Carson	Washington	8/6/16
O-092	A	Kit Carson	Washington	8/6/16
O-093	A	Kings River	Hamilton	8/6/16
O-094	A	Kit Carson	Hamilton	6/27/06
O-095	A	Kit Carson	Simas	7/05/11
O-096	A	Armona	Simas	10/27/09
O-097	A	Kit Carson	Hamilton	1/10/03
O-098	A	Kit Carson	Hamilton	10/03/06
O-099	A	Kit Carson	Hamilton	1/31/09
O-100	A	Kit Carson	Hamilton	7/13/10
O-101	A	Lemoore	Richmond	1/09/03
O-102	A	Lemoore	Richmond	1/09/03
O-103	A	Corcoran	Simas	08/08/16
O-104	A	Burrell	Roosevelt	08/08/16
O-105	A	Armona	Washington	08/08/16

O-106	A	Kit Carson	Hamilton	08/08/16
O-107	A	Huron Middle	King	08/08/16
O-108	A	Parkview Middle	Washington	08/08/16
O-109	A	Armona	Simas	08/11/16
O-110	A	Alpine Vista	Monroe	08/08/16
O-111	A	Armona	Simas	08/11/16
O-112	A	Laton	Monroe	08/11/16
O-113	A	Kit Carson	Richmond	08/11/16
O-114	A	Lakeside	Wilson	08/12/16
O-115	A	Pioneer	Wilson	8/12/16
O-116	A	Kit Carson	Hamilton	8/12/16
O-117	A	Armona	Roosevelt	5/03/16
O-118	A	Kit Carson	Hamilton	5/03/16
O-119	A	Kit Carson	Hamilton	5/03/16
O-120	A	Kit Carson	Monroe	8/15/16
O-121	A	Lemoore	King	8/15/16

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lindsey Calvillo

DATE: August 12, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: August 24, 2016

ITEM: Consider acceptance of donation of \$229.51 from Lee Richmond PTC to

PURPOSE: To be used for reimbursement of Teacher Welcome Back Luncheon on behalf of PTC for 2016-2017 School Year.

FISCAL IMPACT: 0100-1100-0-1110-1000-575030-025-0000

RECOMMENDATION: Accept donation.

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: August 15, 2016

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

(X ) Information  
( ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 24, 2016**

**ITEM:** Receive the following revised Board Policy for information.

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

- BP 4362 – Vacation and Holidays (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

**Management, Supervisory, and Confidential Employees**

BP 4362(a)

**VACATION AND HOLIDAYS****A. Vacation Allowance**

1. Twelve-month certificated and all classified probationary or permanent managers and supervisors contracted to work 225 days per year shall earn 22 duty-free days without loss of pay (vacation) each fiscal year. Probationary or permanent managers and supervisors contracted to work fewer than 225 days per year shall be credited with that pro rata share of 22 days that equals 225 days divided by the number of work days assigned to their position. In addition, the pro-rata share of vacation for the probationary or permanent managers and supervisors contracted to work less than 225 days is not compensated as duty-free days, but instead is compensated in the annual salary amount. Fractional days of .5 or more resulting from the pro-rata share shall be rounded up to the next full day. Fractional days of less than .5 shall be rounded down.
2. Twelve-month probationary or permanent confidential employees shall earn duty-free vacation days without loss of pay as follows.

1-5 years of service	14 days per year
6-10 years of service	16 days per year
11-14 years of service	18 days per year
15-19 years of service	20 days per year
20 years or more of service	22 days per year

In addition, the pro-rata share of vacation for the probationary or permanent confidential employees contracted to work less than 225 days is not compensated as duty-free days, but instead is compensated in the annual salary amount.

3. The annual vacation allowance of probationary and permanent managers, supervisors, and confidential employees who are hired after the beginning of the standard work year for their positions, or who leave district service prior to the completion of their standard work year, shall be prorated as described under A. 1. above.

**B. Vacation Credit and Accumulation**

1. Annual vacation allowances shall be credited to employees on July 1 of each year and shall be available for use, upon approval, anytime during the year.
2. Not more than 22 days of earned, unused vacation as of the payroll cutoff date in June of any year shall be carried forward into the new fiscal year. Unused earned vacation days accumulated in excess of 22 days as of June 30, shall be paid off with the employee's last paycheck for the year July pay warrant.

BP 4362(b)

**VACATION AND HOLIDAYS** (continued)

3. For employees leaving the district, unused earned vacation days shall be paid off with the employee's last pay warrant at the employee's regular per diem rate. Unearned vacation days used during the year but not earned as of the date of separation from service shall result in an appropriate deduction from the employee's last pay warrant at the employee's regular per diem rate.

**C. Vacation Approval**

1. All vacation requests shall be submitted reasonably in advance to the employee's immediate supervisor for his/her consideration and approval.
2. When considering vacation requests, managers and supervisors are expected to balance the employee's preference against the district's needs for his/her services at the time the employee wishes to be on vacation.
3. Vacation requests for all department heads and division or program managers shall be approved by the Superintendent or designee.

**D. Holidays**

1. All probationary and permanent management, supervisory, and confidential employees shall be off duty without loss of pay on legal and Board-designated holidays during which schools and/or offices are closed.

*(cf. 6115 - Ceremonies and Observances)*

2. Managers, supervisors, and confidential employees shall not be assigned, nor permitted, to work on a holiday except in emergencies. Necessary assignment for work on a holiday shall be approved by the Superintendent or designee.
3. When assigned to work on a holiday due to an emergency, the employee shall be given the choice of a day off in lieu of the holiday or pay at his/her regular per diem rate.

*Legal Reference: (see next page)*



BP 4362(c)

**VACATION AND HOLIDAYS** (continued)*Legal Reference:**EDUCATION CODE**37220 School holidays**44988 Designation of alternative holidays**45130 Exclusion from overtime provisions; work on holidays**45197 Annual vacations**45200 Interruption or termination of vacation leave**45203 Paid holidays 45206 Substitute holiday**45206.5 Admission day*

## Policy

adopted: March 4, 1992

revised: November 7, 2001

revised: June 17, 2002

revised: February 9, 2009

revised: February 16, 2011

revised: June 27, 2012

revised: August 27, 2014


revised: \_\_\_\_\_, 2016**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

Hanford Elementary School District  
PERSONNEL DEPARTMENT

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: August 15, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 24, 2016**

**ITEM:** Receive the District's Initial Proposal to California School Employees Association (CSEA) for 2016-2017 amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

**PURPOSE:** To initiate the negotiation process for 2016-2017 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year Agreement allows for re-negotiating Article 22 Health and Welfare Benefits and/or Article 23 Pay and Allowances, and two additional Articles each.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

**FISCAL IMPACT:** Unknown; proposal is subject to negotiation.

**RECOMMENDATION:** Receive proposal for information only.

**HANFORD ELEMENTARY SCHOOL DISTRICT'S  
INITIAL PROPOSAL  
CSEA CONTRACT REOPENERS 2016-2017  
Effective July 1, 2016**

**Article 22 Health Benefits**

Discuss the current District contribution toward Employee Health and Welfare Benefits in combination with salary schedule adjustments.

**Article 23 Salary**


Discuss classified salary schedule adjustments in combination with Employee Health and Welfare benefit contributions.

Discuss the reclassification of the Lead READY Program Tutor position.

Hanford Elementary School District  
**HUMAN RESOURCES DEPARTMENT**

**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez 

DATE: August 15, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☒ Information  
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 24, 2016**

**ITEM:** Receive California School Employees Association's (CSEA's) Initial Proposal for 2016-2017 amendments to the 2014-2017 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

**PURPOSE:** To initiate the negotiation process for 2016-2017 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year Agreement allows for re-negotiating Article 22 Health and Welfare Benefits and/or Article 23 Pay and Allowances and two additional articles each.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

**FISCAL IMPACT:** Unknown; proposal is subject to negotiation.

**RECOMMENDATION:** Receive proposal for information only.

**California School Employees Association, and its Chapter #344 (CSEA)  
2016-2017 Initial Contract Proposal**

**To**

**Hanford Elementary School District (District)**

August 9, 2016

**ARTICLE 23 – PAY AND ALLOWANCES**

Modify classified salary schedule and pay and allowances to provide fair and equitable compensation for classified employees in the bargaining unit.

**ARTICLE 22 – HEALTH AND WELFARE BENEFITS**

Review and modify language to provide fair and equitable health and welfare benefits to CSEA classified employees.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: August 15, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: August 24, 2016

**ITEM:**

Consider approval for the filing of the Notice of Completion for the Central Kitchen Remodel project.

**PURPOSE:**

To file the Notice of Completion with the Kings County Recorder's Office.

**FISCAL IMPACT:**

The Notice of Completion will be recorded and posted for 35 days allowing vendors and subcontractors to present claims for unpaid work prior to release of the 5% retainage to the General Contractor.

**RECOMMENDATION:**

We recommend that you approve the filing of the Notice of Completion for the Central Kitchen Remodel project.

**HANFORD ELEMENTARY SCHOOL DISTRICT****AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Anthony Carrillo

DATE: August 8, 2016

For: ☒ Board Meeting  
☐ Superintendent's Cabinet

For: ☐ Information  
☒ Action

Date you wish to have your item considered: August 24, 2016

**ITEM:** Consider approval of consultant contract with Tulare County Office of Education to provide 9 ELA professional development sessions for Roosevelt K-6 teachers.

**PURPOSE:** Professional development training over nine sessions (9/22/16, 9/30/16, 10/17/16, 10/18/16, 12/1/16, 12/2/16, 1/23/17, 3/2/17 and 3/20/17) Topics include: Lesson Design and Student Centered Learning.

**FISCAL IMPACT** (if any): \$12,100.00 from Roosevelt School Wide Program (SWP) funds.

**RECOMMENDATION** (if any): Approve.

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: Donnie Arakelian

DATE: August 15, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: **August 24, 2016****ITEM:** Consultant Contract with Sports Officiating Services (junior high sports)

**PURPOSE:** Request permission to once again have SOS (Sports Officiating Services) supply CIF referees and umpires (girls' volleyball, basketball, soccer, wrestling, baseball, and softball) for 2016-17 John F. Kennedy and Woodrow Wilson home sports contests.

**FISCAL IMPACT:** \$14,000**RECOMMENDATIONS:** Approve



## HANFORD ELEMENTARY SCHOOL DISTRICT

## CONSULTANT CONTRACT

This contract is entered into on August 15, 20 16, between the Hanford Elementary School District and Sports Officiating Services (Consultant).

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

Sports Officiating Services (SOS) will furnish volleyball, basketball, soccer, wrestling, baseball, and softball officials used at JFK and Woodrow Wilson junior high schools' home athletic contests during the 2016-17 year.

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 Sports Officiating Services the sum of Fourteen thousand Dollars (\$ 14,000.00 ) for such services.

<u>Consultant Signature</u>	<u>Harry Kargenian</u>		
	Consultant Name		
<u>1158 North Gem Street</u>	<u>Tulare,</u>	<u>CA</u>	<u>93274</u>
Consultant's Address	City	State	Zip Code
<u>546-94-0238</u>			
Social Security Number/Tax I.D.			

\_\_\_\_\_  
Principal/Department Head Signature

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

Budget Account Number: 0100-0332-0-1135-4000-580009-057-0000

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: Joy C. Gabler

FROM: Donnie Arakelian

DATE: August 15, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: **August 24, 2016****ITEM:** Consultant Contract with Kings County Sports Officials (Grades 4-6)

**PURPOSE:** Request permission to once again have Kings County Sports Officials supply referees and umpires (flag football, girls' softball, and basketball) for HESD's Grades 4-6 after-school sports program during the 2016-17 school year.

**FISCAL IMPACT:** \$5,500**RECOMMENDATIONS:** Approve

## HANFORD ELEMENTARY SCHOOL DISTRICT

## CONSULTANT CONTRACT

This contract is entered into on August 15, 20 16, between the Hanford Elementary School District and Kings County Sports Officials - (Rod Lawrence) (Consultant).

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

Provide referees/umpires during the 2016-17 year for Grades 4-6 flag football, girls' softball, and boys'/girls' basketball.

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 Kings County Sports Officials the sum of Five thousand, five hundred Dollars (\$ 5,500.00 ) for such services.

<u>Consultant Signature</u>	<u>Rod Lawrence</u>		
	Consultant Name		
<u>1066 Lassen Drive</u>	<u>Hanford,</u>	<u>CA</u>	<u>93230</u>
Consultant's Address	City	State	Zip Code
<u>562-67-2049</u>			
Social Security Number/Tax I.D.			

Principal/Department Head Signature

Other Authorizing Signature

Budget Account Number: 0100-0332-0-1135-4000-580009-057-0000

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: Joy Gabler

FROM: Karen McConnell

DATE: August 15, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: August 24, 2016

**ITEM:** Request approval to continue contracting with Madera County Superintendent of Schools in coordination of School-based Medi-Cal Administrative Activities (SMAA) medi-cal billing.

**PURPOSE:** Madera County Superintendent of Schools is the agency responsible for the coordination of SMAA for Region VII of the California County Superintendent's Education Services Association, which includes Kings County. Madera County Superintendent of Schools is responsible for processing Region VII claims for reimbursement under the SMAA Program. By participating in this billing option, we can generate revenue to provide health and other support services for our students and their families. Medi-Cal Administrative Activities billing allows districts to bill for a portion of the salaries of administrators, clerical staff, and other personnel directly involved in the billing activities.

**FISCAL IMPACT:** There is a fee of 6% of the reimbursable amount, paid to Madera County Superintendent of Schools.

**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: August 15, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 24, 2016**

**ITEM:** Consider adoption of the following revised Administrative Regulation.

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

- AR 4112.1 – Employment Agreements (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.

## Certificated Personnel

AR 4112.1(a)

**EMPLOYMENT CONTRACTS AGREEMENTS****A. Initial Employment**

1. ~~Upon initial hire for a certificated position, each new employee, except day-to-day substitutes, shall receive an employment contract, indicating his/her position, the effective date of the employment, the work year, the employee's employment status, and the initial salary and any supplemental pay authorized for the assignment.~~ When initially employed, certificated employees shall receive a written statement of their employment status and salary. In cases of temporary employees, this statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916).

*(cf. – Temporary/Substitute Personnel)*

- a. The work year shall be that provided for the position in the collective bargaining agreement with the teachers' association, or the district's Standard Work Year Schedule for non-represented employees.
  - b. ~~If the employee holds a valid credential authorizing the teaching or other certificated service for which he/she was hired, t~~ The certificated employment contract shall identify the employment status as "probationary."
  - c. If the employee is hired ~~under an emergency permit, or~~ for a temporary or a categorically funded assignment, the employment contract shall clearly indicate "temporary" as the employment status, the length of time for which the person is being employed, and the specific reason for the temporary nature of the employment.
  - d. The salary and any supplemental pay shall be in accordance with Board-adopted salary schedules and the column/range and step placement criteria identified in the collective bargaining agreement or Board policy.
2. All employment contracts shall state that the employment is contingent upon approval of the employment by the Board of Trustees and upon proof of possession of the credential required for the position.
3. ~~Employment contracts issued to certificated employees holding an out-of-state credential shall state that the employment shall terminate upon notice by the California Commission on Teacher Credentialing that the employee does not have the necessary qualifications for the credential required by law for the position for which he/she was hired.~~

**EMPLOYMENT CONTRACTS AGREEMENTS** (continued)

4. The County Superintendent of Schools shall be notified promptly of the employment of each new employee in a certificated~~d~~ position.

**B. Continuing Employment**

1. By May 30 of each year, the Human Resources Department shall issue, or mail ~~by certified mail with return receipt requested,~~ to each certificated employee continued in service an employment ~~contract~~agreement for the ensuing school year. The ~~contract~~agreement shall be issued to the employee in duplicate with the request to return one signed copy by June 30, indicating acceptance of employment for the following year. The ~~contract~~ agreement shall include the text of Education Code 44842, Automatic Declining of Employment.
2. If a certificated employee, without good cause, fails to return to signed copy of the employment ~~contract~~agreement by June 30, the Human Resources Department shall provide the employee with prompt written notice through certified mail with return receipt requested, that, if the ~~contract~~agreement is not signed and returned to the district within 10 days, the district may terminate his/her employment.
3. If the employee, without good cause, fails to return a signed copy of the ~~contract~~agreement during the 10-day period, the employee shall be notified, by certified mail with return receipt requested, that he/she is deemed to have declined~~d~~ employment and that a recommendation will be made to the Board of Trustees for termination of employment in accordance with Education Coe 44842, a copy of which shall be attached to the notice.

*Legal Reference:*

EDUCATION CODE

44830.7 Termination of contract if employee unqualified

44842 Failure to provide notice or to report to work

44843 Notice of employment (to county superintendent)

Regulation

approved: June 15, 1994

revised: November 7, 2001

revised: \_\_\_\_\_, 2016

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Joy Gabler

FROM: Jaime Martinez

DATE: August 15, 2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

☐ Information  
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 24, 2016**

**ITEM:** Consider adoption of the following revised Administrative Regulation.

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

- AR 4261.1 – Personal Illness/Injury Leave (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adopt.



## Classified Personnel

AR 4261.1(a)

## PERSONAL ILLNESS/INJURY LEAVE

A. ~~Full-pay Sick Leave Entitlement~~1. ~~Full-time classified~~

Classified employees employed five days a week are entitled to 12 days of leave of absence, with full pay, per fiscal year for personal illness or injury (~~Sick Leave~~) ~~per fiscal year~~. Employees who ~~serve work~~ less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted ~~comparable Sick Leave~~ sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

2. ~~Permanent employees may take Sick Leave at any time during the year, even if credit for Sick Leave has not yet been accrued. Probationary employees may take no more than six days of Sick Leave until they have completed six months of active service with the district.~~

3. ~~An employee who leaves the district before the end of the school year shall be charged for any unearned Sick Leave used as of the date of termination of service.~~

4. ~~Unused days of Sick Leave shall be accumulated from year to year without limitation.~~

B. ~~Transfer of Sick Leave~~

1. ~~New employees may transfer in the amount of unused Sick Leave earned at another California school district, county office of education, or community college district if the employee left that employment within a year prior to employment by the district.~~

2. ~~A classified employee who leaves the district after at least one year of employment and accepts employment in another district or county office of education within one year shall have transferred with him/her the total amount of earned and unused Sick Leave. This provision shall not apply to employees whose employment is terminated due to action initiated by the district for cause, unless both the district's Board and the Board of Trustees of the new employer agree.~~

(cf. 4161/4261/4361 – Leaves)

C.

AR 4261.1(b)

**PERSONAL ILLNESS/INJURY LEAVE** (continued)**Use of Sick Leave**

Sick leave may be used by A classified employees may use sick leave for absences due to:

1. Accident Absences caused by accident or illness, whether or not the absence arises out of or in the course of employment pregnancy, miscarriage, childbirth and recovery, or by quarantine which results from contact during the performance of the employee's duties with other persons having a contagious disease during the employee's performance of his/her duties. (Education Code 45199)
2. ~~Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted~~  
(cf. 4261.11 ~~Industrial Accident/Illness Leave~~)
3. ~~Personal necessity~~  
(cf. 4161.2/4261.2/4361.2 ~~Personal Leaves~~)
4. ~~Medical and dental appointments~~
5. ~~Illness of the employee's child, parent, or spouse, registered domestic partner, or domestic partner's child in an amount not less than the sick leave that would be accrued by the employee during six months at his/her then current rate of entitlement (Labor Code 233).~~  
(cf. 4161.8/4261.8/4361.8 ~~Family Care and Medical Leave~~)
6. ~~Any other reason specified in the collective bargaining agreement.~~
7. ~~Accumulated Sick Leave may also be used, within the limits established by Board policy and administrative regulations and/or the collective bargaining agreement, for donations to the Catastrophic Sick Leave bank.~~

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 – Family Care and Medical Leave)

3. Personal necessity (Education Code 45207)

(cf. 4161.2/4261.2/4361.2 – Personal Leaves)

4. Medical or dental appointments, in increments of not less than .25 of one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted or is not available (Education Code 45192)

AR 4261.1(c)

**PERSONAL ILLNESS/INJURY LEAVE** (continued)(cf. 4261.11 – Industrial Accident/Illness Leave)

6. Illness of the employee's child, parent, spouse, domestic partner, or domestic partner's child for up to the amount of leave that would be accrued during six months for personal illness or injury (Labor Code 233)
7. Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 246.5)
8. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

(cf. 4161.9/4261.9/4361.9—Catastrophic Sick Leave)

**D. — Half-pay Sick Leave**

AR 4261.1(d)

**PERSONAL ILLNESS/INJURY LEAVE (continued)**

~~When the current year and accumulated Sick Leave days at full pay are exhausted, the employee shall be compensated at 50 percent of his/her regular salary for the number of days of absence that represent the difference between 100 days and the employee's current year Sick Leave allowance, subject to the limitation of the collective bargaining agreement.~~

**E. ~~Exhaustion of All Paid Leaves~~**

- ~~1. After a permanent employee has exhausted all available full pay and half pay Sick Leave, vacation, compensatory time off, and any other paid leave and is still absent because of nonindustrial accident or illness, he/she shall be so notified in writing and offered an opportunity to request additional, unpaid leave. Approval of additional leave is at the discretion of the Board of Trustees.~~

**Notification of Absence**

An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

**Continued Absence After Available Sick Leave Is Exhausted/Differential Pay**

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the number of days of absence that represent the difference between 100 days and the employees' current year Sick Leave allowance, subject to the limitation of the collective bargaining agreement, shall be compensated at 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

**Extension of Leave**

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional unpaid leave. The Board may grant the employee additional unpaid leave, (Education Code 45195)

AR 4261.1(e)

**PERSONAL ILLNESS/INJURY LEAVE (continued)**(cf. 4216 – Probationary/Permanent Status)

2. ~~When a classified~~ If the employee is still unable to resume his/her duties after ~~has exhausted all available leaves, paid and/or unpaid leaves have been exhausted, and is still not able to resume his/her duties,~~ the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position ~~return to work,~~ he/she shall be offered reemployment ~~re-employed in the first vacancy in the classification of his/her previous position-assignment. During the 39 months,~~ the ~~The~~ employee's reemployment shall take preference over any all other ~~any~~ applicants except those ~~employees who were laid off for lack of work or lack of funds,~~ in which case the employee shall be ranked according to ~~offered reemployment in accordance with his/her seniority ranking.~~ (Education Code 45195)

**Verification Requirements**

~~Upon return to work from~~ After any absence due ~~charged to Sick Leave~~ illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee ~~district~~ may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's ~~for any~~ absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related ~~due~~ to illness or injury or when an employee is absent of five consecutive work days or more.

~~When~~ In addition, the Superintendent or designee ~~district~~ has reason to believe that Sick Leave privileges may be abused, ~~the district~~ may require an employee to visit a physician selected and paid by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

AR 4261.1(f)

**PERSONAL ILLNESS/INJURY LEAVE** (continued)

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any ~~work restrictions or limitations~~ recommended restrictions or limitations. A determination as to whether work restrictions can be reasonably accommodated shall be made by the district in accordance with Board policy and administrative regulations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

**Short-Term and Substitute Employees**

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee upon commencement of employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment. (Labor Code 246)

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

**Healthy Workplaces, Healthy Families Act Requirements**

No employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
  - a. That an employee is entitled to accrue, request, and use paid sick days
  - b. The amount of sick days provided by Labor Code 245-249
  - c. The terms of use of paid sick days
  - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

AR 4261.1(g)

**PERSONAL ILLNESS/INJURY LEAVE** (continued)

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

*(cf. 4112,9/4212,9/4312,9 - Employee Notifications)*

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

*Legal Reference:*EDUCATION CODE

45103 Substitute employees

45190 Leaves and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees' domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, ~~or~~ spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

CSEA/HESD COLLECTIVE BARGAINING AGREEMENT

Article 16, Leaves

COURT DECISIONS

California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 111 (1970)

Regulation

approved: November 7, 2001

revised: December 15, 2010

revised: \_\_\_\_\_, 2016


**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department

**AGENDA REQUEST FORM**

**TO:** Joy Gabler

**FROM:** Jaime Martinez 

**DATE:** August 15, 2016

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

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **August 24, 2016**

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

**PURPOSE:**

**a. Employment**

Classified

- Graciela "Grace" Alvarez, Bilingual Health Care Assistant – 6.0 hrs., King, effective 8/9/16
- Juana De La Cruz Moran, Food Service Worker II – 2.5 hrs., Kennedy, effective 8/12/16
- Jayde Johnson, READY Program Tutor – 4.5 hrs., Simas, effective 8/9/16
- Jarrod King, Special Education Aide – 5.0 hrs., Wilson, effective 8/15/16
- Brianna Stokes, Food Service Worker I – 3.25 hrs., Jefferson, effective 8/12/16
- Lesley Walker-Flores, Special Education Aide – 5.0 hrs., Roosevelt, effective 8/15/16
- Daisy Wallace, Health Care Assistant – 6.0 hrs., Monroe, effective 8/9/16

Temporary Employees/Substitutes/Yard Supervisors

- Yvonne Anaya, Substitute Yard Supervisor, effective 8/15/16
- Hannah Bruner, Short-term Yard Supervisor – 1.0 hrs., Monroe, effective 8/15/16 to 10/31/16
- Angela Castro, Substitute Yard Supervisor, effective 8/15/16; Short-term Yard Supervisor – 2.0 hrs., Monroe, effective 8/15/16 to 10/31/16
- Jolee Davis, Substitute READY Program Tutor, effective 8/9/16
- Rachael Garcia, Substitute Yard Supervisor, effective 8/15/16



### Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Jenny Gonzalez, Short-term Yard Supervisor – 1.25 hrs., Lincoln, effective 8/15/16 to 10/31/16
- Bailey King, Substitute READY Program Tutor, effective 8/15/16
- Sylvia Lombera, Substitute Yard Supervisor, effective 8/15/16; Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 8/15/16 to 10/14/16
- Sara Maravilla, Short-term Yard Supervisor – 1.75 hrs., Washington, effective 8/15/16 to 10/31/16
- Cherii Martin, Short-term Yard Supervisor – 1.5 hrs., King, effective 8/15/16 to 10/31/16
- Penney Olson, Substitute Yard Supervisor, effective 8/15/16
- Lorenzo Rivera, Substitute READY Program Tutor, effective 8/15/16
- Menchu Rosaroso, Short-term Special Education Aide – 5.0 hrs., Washington, effective 8/15/16 to 12/16/16
- Kiefer Rose, Substitute Yard Supervisor, effective 8/15/16; Short-term Yard Supervisor – 3.0 hrs., Kennedy, effective 8/15/16 to 10/31/16
- Sandy Bautista Vasquez, Short-term Yard Supervisor – 1.5 hrs., Roosevelt, effective 8/15/16 to 10/31/16
- Teberh Zewoldemariam, Substitute Clerk Trainee and Yard Supervisor, effective 8/15/16

#### **b. Resignations**

- Patricia Edmond, Yard Supervisor – 3.0 hrs., Lincoln, effective 8/11/16
- Mirella Garibay, Substitute Babysitter and Yard Supervisor, effective 6/3/16
- Deanna Luna, Substitute Yard Supervisor, effective 6/3/16
- Anna Mauldin, Yard Supervisor – 1.5 hrs., King, effective 6/3/16
- Sherry Miller, Yard Supervisor – 3.0 hrs., Lincoln, effective 6/3/16
- Melanie Pimentel, Yard Supervisor – 2.0 hrs., Washington, effective 2/1/16

#### **c. Promotion**

- Jill Rubalcava, from Director, Curriculum and Instruction to Assistant Superintendent of Curriculum, Instruction and Professional Development/District Office, effective 8/25/16

#### **d. Promotion/Transfer**

- Debra Colvard, from Principal, King to Director of Curriculum and Instruction, Curriculum, Instruction and Professional Development/District Office, effective 8/25/16

#### **e. Approve Variable Term Waiver Request, EC 44253.3**

- BCLAD for Leslie Llamas, 4<sup>th</sup> Grade FLI Teacher, Jefferson Charter Academy for 2016-17 school year
- BCLAD for Oscar Tafolla, 4<sup>th</sup> Grade FLI Teacher, Jefferson Charter Academy for 2016-17 school year

**f. Consider approval of an Internship Credential Program Agreement with Tulare County Superintendent of Schools**

- Authorize to enter into a teacher intern program as a partnership between the Tulare County Superintendent of Schools and Hanford Elementary School District. This two year agreement shall become effective as of July 1, 2016 and shall expire on June 30, 2018.

**g. Volunteers**

<u>Name</u>	<u>School</u>
Gloria Godinez-Avila	Hamilton

**RECOMMENDATION:** Approve.

Vendor # \_\_\_\_\_

Req. # \_\_\_\_\_

PO # \_\_\_\_\_

Supt receiving funds \_\_\_\_\_

## AGENCY AGREEMENT

This Agency Agreement ("Agreement") is entered into between the **Tulare County Superintendent of Schools**, (hereinafter, "Superintendent" or "Program Sponsor") and the **Hanford Elementary School District** (hereinafter, "District" or "Employing Agency") (collectively, "Parties").

### RECITALS

- A. WHEREAS, teacher intern programs are a partnership between the California Commission on Teacher Credentialing (CTC) approved Program Sponsor and the California Employing Agency that elects to employ an individual on the basis of an intern credential;
- B. WHEREAS, Superintendent is a CTC approved Program Sponsor and District is an Employing Agency that elects to employ individuals on the basis of an intern credential;
- C. WHEREAS, District acknowledges that there is a need for additional teachers and that current certificated employees will not be displaced when hiring interns, and the interns meet the NCLB definition of "highly qualified;"
- D. WHEREAS, the supervision and support of interns is the responsibility of both the Program Sponsor and the District;
- E. WHEREAS, Superintendent and District agree to partner together to provide an intern program for eligible teachers working in the District. This program is known as the project IMPACT District Intern Program;
- F. WHEREAS, pursuant to Section 80033 of Title 5 of the California Code of Regulations (C.C.R.), every approved intern program must have a signed agreement between the District and the Program Sponsor detailing the support and supervision that will be provided to interns; Intern programs are the result of a partnership between the institution who prepare teachers (Program Sponsor) and the employer. CCTC states the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The combination of employer-provided support and mentoring and program supervision provided to the intern should be a minimum of 2-4 hours per week. (CCTC, PSC 3C-22)

**ACCORDINGLY, IT IS HEREBY AGREED** between the parties hereto as follows:

- 1. **TERM:** This TWO YEAR agreement shall become effective as of July 1, 2016 and shall expire on June 30, 2018.
- 2. **RESPONSIBILITIES OF THE PARTIES:**
  - a. District shall have the responsibilities as set forth in Exhibit A;
  - b. Superintendent shall have the responsibilities as set forth in Exhibit B.
- 3. **COST OF SERVICES:** In consideration of the Agreement, District shall pay Superintendent according to the fee structure outlined in Exhibit A, paragraph 6.
  - a. Please see attached Exhibit A, Paragraph VI.
- 4. **SCHEDULE OF PAYMENTS:**
  - a. Superintendent shall invoice the District according to the schedule outlined in Exhibit A, paragraph 6.

5. **INDEMNIFICATION:** Superintendent and District shall hold each other harmless, defend and indemnify their respective agents, officers, and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of Superintendent or District or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of the Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 *et seq.* (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of the Agreement as to any acts or omissions occurring under this Agreement or any extension of the Agreement.
6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

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

**DISTRICT**

Joy C. Gabler

Superintendent

Hanford Elementary School District

714 N. White Street

Hanford, CA 93230

By: \_\_\_\_\_

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

**SUPERINTENDENT**

Jim Vidak

Superintendent of Schools

Tulare County Office of Education

P.O. Box 5091

Visalia, CA 93278-5091

By: \_\_\_\_\_

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

**TCOE Program Information**

Contact Person and Phone No.: Donna Glassman-Sommer, 559-730-2549

Budget Number: 010-90228-0-000000-210000-58000-000-00-0000

Please return an original copy to:

Tulare County Office of Education  
 Jim Vidak  
 Superintendent of Schools  
 ATTN: Donna Glassman-Sommer  
 P.O. Box 5091  
 Visalia, CA 93278-5091

**SCOPE OF SERVICES****RESPONSIBILITIES OF DISTRICT OR EMPLOYING AGENCY:**

- 1) At the time of hiring an intern teacher, the Employing Agency will identify a mentor teacher and allocate additional personnel if needed to provide on-site support for the intern.
  - a) The mentor teacher and additional personnel working with the intern shall possess a Clear or Life Credential in the same area as the intern, have a minimum of three years of successful teacher experience, and have an English Language Authorization.
  - b) The Employing Agency shall determine the terms of employment for the mentor teacher and additional personnel. It is at the discretion of the Employing Agency to determine if the mentor teacher and additional personnel receive compensation and, if so, compensation is the responsibility of the Employing Agency.
  - c) To meet the CTC and 5 CCR § 80033 requirement of 144 hours of required support and supervision per year, the District will ensure that the intern receives a minimum of 50-60 hours of support (approximately 2 hours per week) with the mentor teacher and additional personnel (if appropriate) per year. Support may include, but is not limited to, weekly course planning of curriculum and assessments, coaching in the classroom, and problem-solving regarding student issues. (For additional ideas for support, see CTC Professional Services Committee ["PSA"] 13-06 Appendix B.) The intern will be responsible for documenting hours received from the Employing Agency.
  - d) For those interns who do not already have an English Language Authorization from a current California credential or passing score on the California Teacher of English Learners ("CTEL") exam, the Employing Agency will ensure that the intern receives an additional 20 hours of the required 45 hours per year related to working with English Learners.
  - e) The mentor teacher and additional personnel should be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English Learners, including assessing language needs and progress, and supporting making content instruction accessible for English Learners, e.g. through in-classroom modeling and coaching as needed.
  - f) The Employing Agency will ensure there is protected time for the mentor and additional personnel to work with the intern within the school day and school week.
- 2) The Employing Agency will assign a representative (e.g. Assistant Superintendent or site Principal) to act as a contact person with the TCOE IMPACT District Intern Program.
- 3) Access to the intern's site administrator or evaluator for consultation with program personnel.
- 4) If appropriate, the Employing Agency will assist the TCOE IMPACT District Intern Program Accounts Manager to establish monthly payroll deduction of tuition for the intern.
- 5) The Employing Agency will provide evaluation data as requested by the CTC and the TCOE IMPACT District Intern Program, including survey completion, demographic and/or retention information.

- 6) Release TCOE IMPACT District Intern Program intern teachers to participate in 2 half-days of professional development observations as part of in-kind match.
- 7) Ensure that the business office administrator is informed of the requirement for payroll deduction of fees for interns participating in the TCOE IMPACT District Intern Program.
- 8) The Employing Agency will apply all IMPACT units earned for the advancement of the candidate on the district salary when the preliminary credential is granted as per ED CODE.
- 9) If necessary, if the intern's site is located outside the local area of TCOE (e.g. more than 45 minutes away), the Employing Agency may be asked to assist in identifying a Practicum Supervisor for the intern.
- 10) The following fee structure for participation in the program applies: The cost will be \$1,000.00 per intern per year (regardless of the Participating Teacher's start date). The Employing Agency will be billed in March for the interns who are in the program at that time. Please contact the NTLD office if the billing cycle needs to be adjusted.

\*Due to local control funding formula, the TCOE IMPACT District Intern Program no longer receives state funding to support intern programs. Funding has been redirected towards local control funds. Districts can use funds from Title II, Educator Effectiveness for this fee. Additionally, districts can charge back interns to support supervision of new teachers as per California ED CODE 44462.

### FEE SCHEDULE

	Delivery
The cost will be <b><i>\$1,000.00 per intern per year</i></b> (regardless of the Intern Teacher's start date) for a total cost of <b><i>\$2,000.00 per intern for the two-year program</i></b> . The Employing Agency will be billed in March of each year for any interns who are in the program at that time.	2016-2018 school year
<i>Total Cost</i>	<b>Not to Exceed \$1,000.00 per intern, per year</b>

The Contract Total for Services to be provided shall not exceed \$1,000.00 per intern per year, and/or a total cost of \$2,000 per intern for the two-year program.

## **SCOPE OF SERVICES**

### **RESPONSIBILITIES OF PROGRAM SPONSOR PROVIDED BY TULARE COUNTY SUPERINTENDENT OF SCHOOLS**

- 1) The Program Sponsor will provide administration, management, and coordination of the TCOE IMPACT District Intern Program as approved by CCTC.
- 2) The Program Sponsor shall provide training to administrators to acquaint them with TCOE IMPACT District Intern Program goals, requirements for participants, and administrator responsibilities.
- 3) The Program Sponsor shall identify a Practicum Supervisor and allocate additional personnel if needed to provide on-site support for the intern.
  - a) The Practicum Supervisor and additional personnel working with the intern shall possess a Clear or Life Credential in the same area as the intern, have a minimum of three years of successful teaching experience, and have an English Language Authorization.
  - b) The Program Sponsor shall provide appropriate orientation and training for the Practicum Supervisor and additional personnel, including, but not limited to, characteristics of coaching, time and frequency of visitations, and process for documenting observations and evaluation of the intern.
  - c) The Program Sponsor will ensure that the intern receives a minimum of 84-94 hours of support from the Practicum Supervisor and additional personnel per year. Support may include, but is not limited to, weekly course planning of curriculum and assessments, coaching within the classroom, and problem-solving regarding student issues. The intern will be responsible for documenting hours received from the Program Sponsor, e.g., Practicum Supervisor and additional personnel.
  - d) For those interns who do not already have English Language Authorization from a California credential or passing score on the CTTEL exam, the Program Sponsor will ensure that the intern receives an additional 25 hours of in-classroom coaching specific to the needs of English Learners from the Practicum Supervisor and additional personnel.
- 4) The Superintendent will submit the District Intern credential application and provide assistance and support with credentialing issues.
- 5) The Program Sponsor will be responsible for establishing effective and on-going communication with Employing Agency and TCOE IMPACT District Intern personnel (e.g. Practicum Supervisor, Evaluator, Intern Coordinator) as appropriate to ensure a successful teaching experience for the intern.

- 6) The Program Sponsor will be responsible for providing the intern with procedures to document and monitor the CTC required hours of mentoring and support from the employer and the District Intern Program.
- 7) The TCOE IMPACT District Intern Program will provide all CTC required coursework for the Preliminary Credential.
- 8) Coordinate and provide developing teacher Practicum Supervision (approx. 20 visits year one, and 10 visits year two).
- 9) Coordinate Administrative Committee meetings to provide an ongoing system of program development and evaluation that leads to substantive program improvements in teacher development associated with the CTC requirements.
- 10) Maintain records of the TCOE IMPACT PROJECT teachers; provide advisement and feedback to the Participant as to their progress.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 08/15/2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 08/24/2016

**ITEM:**

Consider approval of the Kings County Treasurer's Quarterly Compliance Report.

**PURPOSE:**

Enclosed is the Kings County Investment Pool compliance report for the quarter ending 06/30/2016. The interest rate for the quarter was 0.8406%.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Approve the Kings County Treasurer's Quarterly Compliance Report.



**COUNTY OF KINGS**  
**DEPARTMENT OF FINANCE**  
REBECCA VALENZUELA, CPA CGMA ▪ DIRECTOR OF FINANCE  
1400 W. LACEY BLVD ▪ HANFORD, CA 93230

ACCOUNTING DIVISION  
(559) 852-2455 ▪ FAX: (559) 587-9935

TAX COLLECTOR ▪ TREASURER DIVISION  
TAX: (559) 852-2479 ▪ TREASURER (559) 852-2477  
FAX: (559) 582-1236

DATE: August 2, 2016

TO: Treasury Depositors  
Board of Supervisors  
County Treasury Oversight Committee

FROM: Rebecca Valenzuela, CPA, CGMA, Director of Finance

SUBJECT: Quarterly Portfolio Compliance Report

Enclosed is the Kings County Treasurer's - Quarterly Compliance Report for the period April 1 - June 30, 2016. The interest rate for the quarter for funds held by the Treasury was .8406%.

If you have any questions on the report or the portfolio, please feel free to call Tammy Phelps, Assistant Director of Finance - Treasury, at 852-2462.

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## Kings County Treasurer's Statement of Interest Earnings

For the Period April 1, 2016 - June 30, 2016	
<u>POOLED INVESTMENT ACCOUNT:</u>	
<b>Gross Interest Earnings (on Accrual Basis)</b>	\$782,124
Less: Administrative Expenses	(96,711)
Banking Expenses	(9,079)
<b>Net Interest Earnings Apportioned</b>	<b>\$676,335</b>
<b>Portfolio Return of Investment:</b>	
Average Pooled Funds Invested	\$296,774,021
Gross Yield on Investments	1.0600%
Net Yield on Investments	0.9166%
<b>Treasury Return on Investment:</b>	
Average Pooled Funds In Treasury	\$323,591,438
Gross Yield Pooled Treas Funds	0.9721%
Net Yield on Pooled Treasury Funds	0.8406%
<b><u>DIRECT INVESTMENT ACCOUNT:</u></b>	
Average Direct Funds Invested	\$0
<b>TOTAL AVERAGE FUNDS INVESTED:</b>	<b>\$296,774,021</b>

YIELD TRENDS		
Gross Yield History*		
Quarter	Pool	LAIF
Jun-16	1.0600%	0.5473%
Mar-16	0.8967%	0.4643%
Dec-15	1.0016%	0.3672%
Sep-15	0.8794%	0.3195%
Jun-15	0.8477%	0.2836%
Mar-15	0.7391%	0.2601%
Dec-14	0.9132%	0.2542%
Sep-14	0.7690%	0.2418%
Jun-14	0.8205%	0.2212%
Mar-14	0.6774%	0.2304%
Dec-13	0.7829%	0.2557%
Sep-13	0.5764%	0.2567%
Jun-13	0.8620%	0.2436%
Mar-13	0.8347%	0.2824%
Dec-12	0.8720%	0.3219%
Sep-12	1.1782%	0.3552%
Jun-12	1.1933%	0.3573%
Mar-12	1.2812%	0.3781%

\*The yield history represents gross portfolio yields; costs have not been deducted.

## Kings County Treasurer's Liquidity Projections for the Period July 1, 2016 - June 30, 2017 (In Thousands)

(in thousands)									
A		B		C	D		E	F	G
ACTUAL MONTH/ YEAR	TREASURER'S RECEIPTS ACTUAL	TREASURER'S DISBURSEMENTS ACTUAL	TREASURER'S SURPLUS or (DEFICIT) (A-B)	INVESTMENTS				ESTIMATE SURPLUS (F+C)	
				MONTH YEAR	PORTFOLIO MATURITIES	LAIF	TOTAL (D+E)		
Jul-15	37,579	62,536	(24,957)	Jul-16	5,000	65,000	70,000	45,043	
Aug-15	29,532	52,231	(22,699)	Aug-16	5,546	45,043	50,589	27,890	
Sep-15	62,135	51,625	10,510	Sep-16	4,000	27,890	31,890	42,400	
Oct-15	49,999	50,404	(405)	Oct-16	4,000	42,400	46,400	45,995	
Nov-15	52,345	48,780	3,565	Nov-16	0	45,995	45,995	49,560	
Dec-15	125,742	72,203	53,539	Dec-16	0	49,560	49,560	103,099	
Jan-16	49,754	71,855	(22,101)	Jan-17	5,000	65,000	70,000	47,899	
Feb-16	53,058	50,841	2,217	Feb-17	0	47,899	47,899	50,116	
Mar-16	65,358	53,617	11,741	Mar-17	0	50,116	50,116	61,857	
Apr-16	85,391	56,132	29,259	Apr-17	0	61,857	61,857	91,116	
May-16	50,157	68,611	(18,454)	May-17	2,000	65,000	67,000	48,546	
Jun-16	66,087	60,941	5,146	Jun-17	5,018	48,546	53,564	58,710	
TOTALS	727,137	699,776	27,361		30,564				

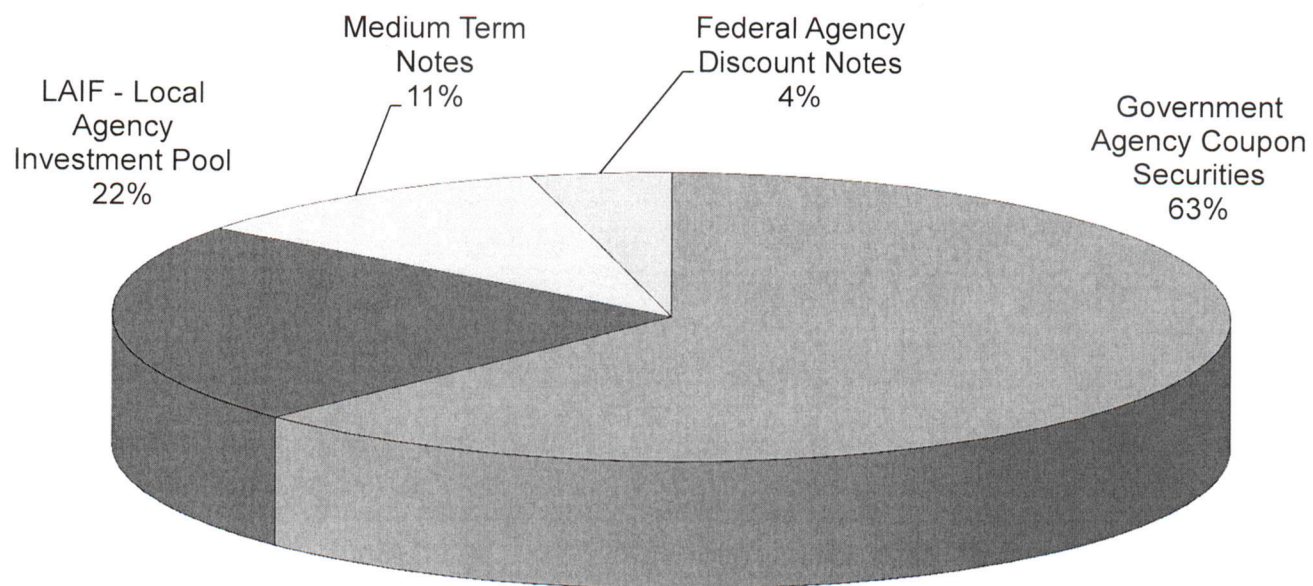
NOTE: Maximum LAIF balance was increased on January 1, 2016 from \$50,000,000 to \$65,000,000.

Sufficient liquidity exists to meet the mandated six months cash flow expenditure requirements. The historical receipts have been adjusted for expected non-re-occurring participant activity.

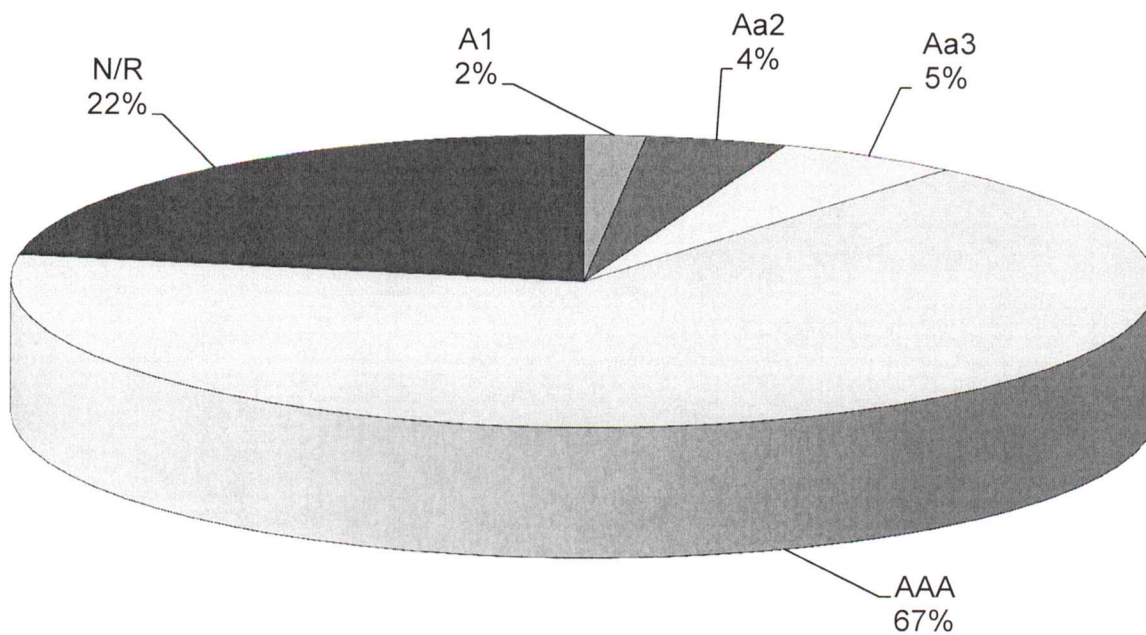


## KINGS COUNTY POOLED INVESTMENTS PORTFOLIO STATISTICS

### Book Value by Investment Type as of June 30, 2016



### Market Value Quality Allocation as of June 30, 2016





**Kings County Investment Pool  
Portfolio Management  
Portfolio Summary  
June 30, 2016**

73/80  
Kings County  
1400 W. Lacey Blvd.  
Kings County Govt. Center  
Hanford, CA  
(559)582-3211

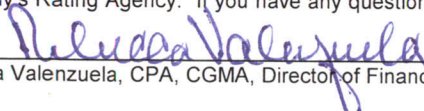
Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	YTM 365 Equiv.	YTM 360 Equiv.
Government Agency Coupon Securities	187,000,000.00	187,691,670.00	187,040,239.97	62.84	860	1.224	1.207
LAIF - Local Agency Investment Pool	65,000,000.00	65,000,000.00	65,000,000.00	21.84	1	0.547	0.540
Medium Term Notes	31,564,000.00	31,742,861.26	31,673,327.11	10.64	380	1.170	1.154
Federal Agency Disc. -Amortizing	14,000,000.00	13,987,880.00	13,948,711.66	4.69	91	0.562	0.554
<b>Investments</b>	<b>297,564,000.00</b>	<b>298,422,411.26</b>	<b>297,662,278.74</b>	<b>100.00%</b>	<b>585</b>	<b>1.039</b>	<b>1.025</b>


**Cash and Accrued Interest**

Passbook/Checking (not included in yield calculations)	30,977,562.76	30,977,562.76	30,977,562.76		1	0.250	0.247
Accrued Interest at Purchase		0.00	0.00				
Ending Accrued Interest		747,501.89	747,501.89				
Subtotal		31,725,064.65	31,725,064.65				
<b>Total Cash and Investments Value</b>	<b>328,541,562.76</b>	<b>330,147,475.91</b>	<b>329,387,343.39</b>		<b>585</b>	<b>1.039</b>	<b>1.025</b>

	June 30	Month Ending	Fiscal Year To Date	Fiscal Year Ending
<b>Total Earnings</b>				
Current Year	251,263.53		2,557,866.54	2,557,866.54
<b>Average Daily Balance</b>	<b>300,436,988.18</b>		<b>266,041,718.25</b>	
<b>Effective Rate of Return</b>	<b>1.02%</b>		<b>0.96%</b>	

The Pooled Portfolio was in compliance during the quarter ending June 30, 2016, with California Government Code Sections 53601 et.seq. and 53635, and the Director of Finance's Statement of Investment Policy dated January 1, 2016. Market prices are provided by Union Bank of California and are as of the last business day of the month. Ratings listed in the Portfolio Reports are issued by Moody's Rating Agency. If you have any questions about the Pooled Investment Fund, please call Tammy Phelps, Assistant Director of Finance - Treasury, at (559) 852-2462.

  
Rebecca Valenzuela, CPA, CGMA, Director of Finance

  
8/2/2016

Reporting period 06/01/2016-06/30/2016

Run Date: 08/01/2016 - 14:17

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Report Ver. 7.3.5



**Kings County Investment Pool**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**June 30, 2016**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
<b>Government Agency Coupon Securities</b>												
3130A1NN4	130048	Federal Home Loan Banks		04/23/2014	2,000,000.00	2,005,420.00	1,997,543.83	0.875	AAA	0.986	327	05/24/2017
3135G0MZ3	130049	Federal Nat'l Mortgage Assoc.		04/23/2014	2,000,000.00	2,005,520.00	1,993,385.56	0.875	AAA	1.085	423	08/28/2017
3135G0PP2	120011	Federal Nat'l Mortgage Assoc.		10/26/2012	2,000,000.00	2,009,420.00	2,000,000.00	1.000	AAA	0.986	446	09/20/2017
3137EADL0	150046	Federal Home Loan Mort. Co.		01/15/2016	2,000,000.00	2,009,560.00	2,002,814.33	1.000	AAA	0.893	455	09/29/2017
3133EFHY6	150041	Federal Farm Credit Bank		01/13/2016	2,000,000.00	2,001,460.00	1,990,811.43	0.650	AAA	0.946	469	10/13/2017
313380TD9	120666	Federal Home Loan Banks		10/16/2012	2,000,000.00	2,000,000.00	2,000,000.00	1.000	AAA	0.986	472	10/16/2017
3130A3HF4	140009	Federal Home Loan Banks		12/10/2014	2,000,000.00	2,013,700.00	1,999,879.78	1.125	AAA	1.113	525	12/08/2017
3133EEFE5	140010	Federal Farm Credit Bank		12/18/2014	2,000,000.00	2,013,020.00	1,999,440.00	1.125	AAA	1.128	535	12/18/2017
3130A3RY2	140011	Federal Home Loan Banks		12/30/2014	2,000,000.00	2,002,300.00	2,000,000.00	1.150	AAA	1.134	546	12/29/2017
3133EFVC8	150037	Federal Farm Credit Bank		01/19/2016	2,000,000.00	2,010,220.00	2,000,000.00	1.000	AAA	0.986	567	01/19/2018
3133EEKV1	140015	Federal Farm Credit Bank		01/22/2015	2,000,000.00	2,000,060.00	2,000,000.00	1.020	AAA	1.006	570	01/22/2018
3134G6SW4	140024	Federal Home Loan Mort. Co.		04/29/2015	2,000,000.00	2,025,180.00	1,999,636.36	1.000	AAA	0.996	577	01/29/2018
3135G0TV5	120034	Federal Nat'l Mortgage Assoc.		01/30/2013	2,000,000.00	2,000,140.00	2,000,000.00	1.030	AAA	1.016	578	01/30/2018
3137EADP1	150036	Federal Home Loan Mort. Co.		01/12/2016	2,000,000.00	2,003,680.00	1,993,552.52	0.875	AAA	1.024	614	03/07/2018
3133EFSG3	150024	Federal Farm Credit Bank		12/14/2015	2,000,000.00	2,014,280.00	2,000,000.00	1.100	AAA	1.085	621	03/14/2018
3134G65U3	140042	Federal Home Loan Mort. Co.		06/23/2015	2,000,000.00	2,015,740.00	2,000,000.00	1.100	AAA	1.085	630	03/23/2018
3133EEZF0	140028	Federal Farm Credit Bank		04/22/2015	2,000,000.00	2,000,020.00	2,000,000.00	1.100	AAA	1.085	658	04/20/2018
3130A6Z42	150032	Federal Home Loan Banks		01/27/2016	2,000,000.00	2,001,460.00	2,000,000.00	1.250	AAA	1.233	665	04/27/2018
3134G42G2	120054	Federal Home Loan Mort. Co.		04/30/2013	5,000,000.00	5,000,550.00	5,000,000.00	1.050	AAA	1.036	668	04/30/2018
3133EEJ50	140035	Federal Farm Credit Bank		05/11/2015	2,000,000.00	2,012,260.00	2,000,000.00	1.030	AAA	1.016	679	05/11/2018
3134G43V8	120059	Federal Home Loan Mort. Co.		05/15/2013	2,000,000.00	2,000,460.00	2,000,000.00	1.050	AAA	1.036	683	05/15/2018
3135G0XA6	120060	Federal Nat'l Mortgage Assoc.		05/21/2013	2,000,000.00	2,000,480.00	2,000,000.00	1.030	AAA	1.016	689	05/21/2018
3133EFQD2	150013	Federal Farm Credit Bank		11/23/2015	2,000,000.00	2,014,420.00	2,000,000.00	1.080	AAA	1.065	691	05/23/2018
3135G0XK4	120061	Federal Nat'l Mortgage Assoc.		05/30/2013	2,000,000.00	2,000,340.00	2,000,000.00	1.050	AAA	1.036	693	05/25/2018
3133EEP95	140043	Federal Farm Credit Bank		06/03/2015	2,000,000.00	2,013,200.00	2,000,000.00	1.100	AAA	1.085	700	06/01/2018
3130A4Y71	140023	Federal Home Loan Banks		04/15/2015	2,000,000.00	2,010,380.00	2,000,000.00	1.000	AAA	0.986	714	06/15/2018
3134G67C1	140044	Federal Home Loan Mort. Co.		06/22/2015	2,000,000.00	2,004,940.00	2,000,000.00	1.200	AAA	1.184	721	06/22/2018
3133EE2F6	140047	Federal Farm Credit Bank		06/25/2015	2,000,000.00	2,019,420.00	1,999,693.33	1.220	AAA	1.211	724	06/25/2018
3134G8GM5	150027	Federal Home Loan Mort. Co.		01/06/2016	2,000,000.00	2,000,160.00	2,000,000.00	1.375	AAA	1.356	735	07/06/2018
3133EE3P3	150001	Federal Farm Credit Bank		07/13/2015	5,000,000.00	5,000,500.00	5,000,000.00	1.200	AAA	1.184	742	07/13/2018
3130A63A3	150003	Federal Home Loan Banks		08/03/2015	2,000,000.00	2,016,240.00	2,000,000.00	1.150	AAA	1.134	763	08/03/2018
3133EE6G0	150005	Federal Farm Credit Bank		08/06/2015	2,000,000.00	2,017,340.00	2,000,000.00	1.150	AAA	1.134	766	08/06/2018
3130A6XE2	150033	Federal Home Loan Banks		01/12/2016	2,000,000.00	2,021,480.00	2,005,896.55	1.250	AAA	1.115	770	08/10/2018
3130A5E54	140037	Federal Home Loan Banks		05/13/2015	2,000,000.00	2,015,320.00	2,000,000.00	1.100	AAA	1.085	773	08/13/2018
3130A63Q8	150004	Federal Home Loan Banks		08/24/2015	2,000,000.00	2,002,480.00	2,000,000.00	1.300	AAA	1.282	784	08/24/2018
3134G63N1	140041	Federal Home Loan Mort. Co.		06/12/2015	2,000,000.00	2,003,340.00	2,000,000.00	1.300	AAA	1.282	803	09/12/2018

Portfolio POOL  
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**Kings County Investment Pool  
Portfolio Management  
Portfolio Details - Investments  
June 30, 2016**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
<b>Government Agency Coupon Securities</b>												
313375K48	150031	Federal Home Loan Banks		01/07/2016	2,000,000.00	2,056,700.00	2,037,731.13	2.000	AAA	1.213	805	09/14/2018
3134G65E9	140045	Federal Home Loan Mort. Co.		06/24/2015	2,000,000.00	2,023,640.00	1,998,461.54	1.325	AAA	1.338	815	09/24/2018
3130A6UR6	150021	Federal Home Loan Banks		12/28/2015	2,000,000.00	2,003,200.00	2,000,000.00	1.260	AAA	1.243	819	09/28/2018
3130A7M36	150060	Federal Home Loan Banks		04/18/2016	2,000,000.00	2,002,800.00	2,000,000.00	1.100	AAA	1.085	839	10/18/2018
3135G0E58	150007	Federal Nat'l Mortgage Assoc.		11/05/2015	2,000,000.00	2,018,380.00	1,996,932.89	1.125	AAA	1.171	840	10/19/2018
3130A6ZD2	150030	Federal Home Loan Banks		01/26/2016	2,000,000.00	2,005,380.00	2,000,000.00	1.375	AAA	1.356	847	10/26/2018
3130A5UX5	150000	Federal Home Loan Banks		07/29/2015	5,000,000.00	5,004,000.00	5,002,115.38	1.300	AAA	1.267	850	10/29/2018
3133EE6F2	150006	Federal Farm Credit Bank		08/06/2015	2,000,000.00	2,021,380.00	2,000,000.00	1.250	AAA	1.233	858	11/06/2018
3130A7UV5	150065	Federal Home Loan Banks		05/09/2016	2,000,000.00	2,001,060.00	2,000,000.00	1.120	AAA	1.105	861	11/09/2018
3133EFPJ0	150011	Federal Farm Credit Bank		11/19/2015	2,000,000.00	2,023,540.00	2,000,966.67	1.290	AAA	1.253	871	11/19/2018
3133EFRH2	150015	Federal Farm Credit Bank		11/30/2015	2,000,000.00	2,003,820.00	2,000,000.00	1.340	AAA	1.322	882	11/30/2018
3136G2UA3	150014	Federal Nat'l Mortgage Assoc.		11/30/2015	2,000,000.00	2,003,880.00	2,000,000.00	1.350	AAA	1.332	882	11/30/2018
3133EFRQ2	150017	Federal Farm Credit Bank		12/03/2015	2,000,000.00	2,024,340.00	2,002,933.33	1.300	AAA	1.223	885	12/03/2018
3135G0G72	150008	Federal Nat'l Mortgage Assoc.		11/05/2015	2,000,000.00	2,018,180.00	1,993,646.11	1.125	AAA	1.238	896	12/14/2018
3133EFSW8	150025	Federal Farm Credit Bank		12/21/2015	2,000,000.00	2,005,660.00	2,000,000.00	1.375	AAA	1.356	903	12/21/2018
3130A6Y84	150028	Federal Home Loan Banks		01/25/2016	2,000,000.00	2,008,740.00	2,000,000.00	1.500	AAA	1.479	938	01/25/2019
3130A6Y27	150029	Federal Home Loan Banks		01/28/2016	2,000,000.00	2,001,180.00	2,000,000.00	1.500	AAA	1.479	941	01/28/2019
3133EFVD6	150047	Federal Farm Credit Bank		02/01/2016	2,000,000.00	2,005,880.00	2,000,000.00	1.320	AAA	1.302	945	02/01/2019
3134G9EB9	150067	Federal Home Loan Mort. Co.		05/13/2016	2,000,000.00	2,003,540.00	2,000,000.00	1.200	AAA	1.184	957	02/13/2019
3130A62G1	150002	Federal Home Loan Banks		08/19/2015	2,000,000.00	2,002,020.00	2,000,000.00	1.500	AAA	1.479	963	02/19/2019
3135G0ZA4	150034	Federal Nat'l Mortgage Assoc.		01/12/2016	2,000,000.00	2,055,340.00	2,034,865.53	1.875	AAA	1.263	963	02/19/2019
3135G0H71	150049	Federal Nat'l Mortgage Assoc.		02/22/2016	2,000,000.00	2,002,320.00	2,000,000.00	1.375	AAA	1.356	966	02/22/2019
3130A86L2	150074	Federal Home Loan Banks		06/01/2016	2,000,000.00	2,002,660.00	2,000,000.00	1.200	AAA	1.184	973	03/01/2019
3136G3AP0	150052	Federal Nat'l Mortgage Assoc.		03/15/2016	2,000,000.00	2,000,300.00	2,000,000.00	1.250	AAA	1.233	987	03/15/2019
3136G3BR5	150054	Federal Nat'l Mortgage Assoc.		03/22/2016	2,000,000.00	2,001,900.00	2,000,000.00	1.300	AAA	1.282	994	03/22/2019
3134G8UE7	150057	Federal Home Loan Mort. Co.		04/05/2016	2,000,000.00	2,001,300.00	2,000,000.00	1.350	AAA	1.332	1,008	04/05/2019
3134G8WG0	150059	Federal Home Loan Mort. Co.		04/26/2016	2,000,000.00	2,004,240.00	2,000,000.00	1.200	AAA	1.184	1,029	04/26/2019
3135G0K44	150068	Federal Nat'l Mortgage Assoc.		05/16/2016	2,000,000.00	2,003,020.00	2,000,000.00	1.250	AAA	1.233	1,049	05/16/2019
3136G3LA1	150066	Federal Nat'l Mortgage Assoc.		05/17/2016	2,000,000.00	2,001,520.00	2,000,000.00	1.300	AAA	1.282	1,050	05/17/2019
3136G2Y76	150051	Federal Nat'l Mortgage Assoc.		02/24/2016	2,000,000.00	2,001,000.00	2,000,000.00	1.300	AAA	1.282	1,057	05/24/2019
3136G2UN5	150012	Federal Nat'l Mortgage Assoc.		11/30/2015	2,000,000.00	2,006,160.00	2,000,000.00	1.500	AAA	1.479	1,063	05/30/2019
3133EGCA1	150072	Federal Farm Credit Bank		06/03/2016	2,000,000.00	2,013,100.00	1,998,800.00	1.060	AAA	1.066	1,067	06/03/2019
3136G3AQ8	150053	Federal Nat'l Mortgage Assoc.		03/07/2016	2,000,000.00	2,001,100.00	2,000,000.00	1.320	AAA	1.302	1,071	06/07/2019
3135G0K77	150071	Federal Nat'l Mortgage Assoc.		06/13/2016	2,000,000.00	2,001,160.00	2,000,000.00	1.250	AAA	1.233	1,077	06/13/2019
3134G9QW0	150075	Federal Home Loan Mort. Co.		06/14/2016	2,000,000.00	2,006,300.00	2,000,000.00	1.280	AAA	1.262	1,078	06/14/2019
3136G3PS8	150073	Federal Nat'l Mortgage Assoc.		06/14/2016	2,000,000.00	2,002,140.00	2,000,000.00	1.200	AAA	1.184	1,078	06/14/2019

Portfolio POOL  
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**Kings County Investment Pool  
Portfolio Management  
Portfolio Details - Investments  
June 30, 2016**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
<b>Government Agency Coupon Securities</b>												
3136G3RD9	150080	Federal Nat'l Mortgage Assoc.		06/21/2016	2,000,000.00	2,005,140.00	2,000,000.00	1.375	AAA	1.356	1,085	06/21/2019
3134G9SL2	150079	Federal Home Loan Mort. Co.		06/28/2016	2,000,000.00	2,006,220.00	2,000,000.00	1.300	AAA	1.282	1,092	06/28/2019
3134G8Y86	150061	Federal Home Loan Mort. Co.		04/26/2016	2,000,000.00	2,001,300.00	2,000,000.00	1.250	AAA	1.233	1,120	07/26/2019
3137EADK2	150035	Federal Home Loan Mort. Co.		01/12/2016	2,000,000.00	2,024,540.00	1,991,133.70	1.250	AAA	1.361	1,126	08/01/2019
3134G9CX3	150064	Federal Home Loan Mort. Co.		05/16/2016	2,000,000.00	2,001,820.00	2,000,000.00	1.300	AAA	0.872	1,141	08/16/2019
3136G2XJ1	150050	Federal Nat'l Mortgage Assoc.		02/23/2016	2,000,000.00	2,003,760.00	2,000,000.00	1.270	AAA	1.253	1,148	08/23/2019
3134G8J42	150048	Federal Home Loan Mort. Co.		02/26/2016	2,000,000.00	2,001,460.00	2,000,000.00	1.500	AAA	1.479	1,151	08/26/2019
3136G3BB0	150055	Federal Nat'l Mortgage Assoc.		03/16/2016	2,000,000.00	2,001,340.00	2,000,000.00	1.375	AAA	1.356	1,172	09/16/2019
3134G8Q77	150056	Federal Home Loan Mort. Co.		03/30/2016	2,000,000.00	2,001,720.00	2,000,000.00	1.500	AAA	1.479	1,186	09/30/2019
3134G8UC1	150058	Federal Home Loan Mort. Co.		03/30/2016	2,000,000.00	2,001,380.00	2,000,000.00	1.450	AAA	1.430	1,186	09/30/2019
3130A7QP3	150062	Federal Home Loan Banks		04/25/2016	2,000,000.00	2,000,240.00	2,000,000.00	1.350	AAA	1.332	1,211	10/25/2019
3135G0J95	150063	Federal Nat'l Mortgage Assoc.		04/28/2016	2,000,000.00	2,001,500.00	2,000,000.00	1.350	AAA	1.332	1,214	10/28/2019
3136G3MK8	150070	Federal Nat'l Mortgage Assoc.		05/25/2016	2,000,000.00	2,001,500.00	2,000,000.00	1.350	AAA	1.332	1,242	11/25/2019
3136G3RC1	150078	Federal Nat'l Mortgage Assoc.		05/27/2016	2,000,000.00	2,001,940.00	2,000,000.00	1.400	AAA	1.381	1,242	11/25/2019
3136G3LV5	150069	Federal Nat'l Mortgage Assoc.		05/26/2016	2,000,000.00	2,007,060.00	2,000,000.00	1.350	AAA	1.332	1,243	11/26/2019
3136G3RL1	150077	Federal Nat'l Mortgage Assoc.		06/16/2016	2,000,000.00	2,000,340.00	2,000,000.00	1.500	AAA	1.479	1,263	12/16/2019
3136G3RP2	150082	Federal Nat'l Mortgage Assoc.		06/23/2016	2,000,000.00	2,005,040.00	2,000,000.00	1.500	AAA	1.479	1,270	12/23/2019
<b>Subtotal and Average</b>			<b>189,104,068.85</b>		<b>187,000,000.00</b>	<b>187,691,670.00</b>	<b>187,040,239.97</b>			<b>1.207</b>	<b>860</b>	
<b>LAIF - Local Agency Investment Pool</b>												
SYS990001	990001	Local Agency Investment Fund			65,000,000.00	65,000,000.00	65,000,000.00	0.547	N/R	0.540	1	
<b>Subtotal and Average</b>			<b>64,666,666.67</b>		<b>65,000,000.00</b>	<b>65,000,000.00</b>	<b>65,000,000.00</b>			<b>0.540</b>	<b>1</b>	
<b>Medium Term Notes</b>												
459200GX3	120015	Int'l Business Machines		11/09/2012	5,000,000.00	5,002,950.00	5,028,012.75	1.950	Aa3	0.799	21	07/22/2016
084670BB3	120050	Berkshire Hathaway		03/08/2013	1,546,000.00	1,548,875.56	1,557,232.43	2.200	Aa2	0.716	45	08/15/2016
084670BD9	120019	Berkshire Hathaway		11/26/2012	5,000,000.00	5,033,300.00	5,043,444.15	1.900	Aa2	0.996	214	01/31/2017
064058AA8	120038	Bank of New York		01/23/2013	5,018,000.00	5,061,405.70	5,054,721.52	1.969	A1	1.198	354	06/20/2017
89233P6S0	120005	Toyota Motor Credit Corp.		10/05/2012	3,000,000.00	3,012,210.00	3,003,483.00	1.250	Aa3	1.154	461	10/05/2017
89233P7E0	150010	Toyota Motor Credit Corp.		11/13/2015	2,000,000.00	2,014,020.00	1,999,907.34	1.375	Aa3	1.358	558	01/10/2018
89236TCA1	150016	Toyota Motor Credit Corp.		12/01/2015	3,000,000.00	3,021,870.00	3,004,115.64	1.450	Aa3	1.361	560	01/12/2018
931142DF7	120056	Wal-Mart Stores		04/24/2013	2,000,000.00	2,010,140.00	2,001,434.36	1.125	Aa2	1.073	649	04/11/2018
084664BW0	130033	Berkshire Hathaway		03/25/2014	3,000,000.00	3,018,870.00	2,974,630.87	1.300	Aa2	1.716	683	05/15/2018
89236TCP8	150020	Toyota Motor Credit Corp.		12/04/2015	2,000,000.00	2,019,220.00	2,006,345.05	1.550	Aa3	1.401	742	07/13/2018
<b>Subtotal and Average</b>			<b>31,684,955.58</b>		<b>31,564,000.00</b>	<b>31,742,861.26</b>	<b>31,673,327.11</b>			<b>1.154</b>	<b>380</b>	

Portfolio POOL  
RC  
PM (PRF\_PM2) 7.3.0



**Kings County Investment Pool  
Portfolio Management  
Portfolio Details - Investments  
June 30, 2016**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
<b>Federal Agency Disc. -Amortizing</b>												
313588A88	150039	Federal Nat'l Mortgage Assoc.		01/13/2016	2,000,000.00	1,999,520.00	1,994,077.78	0.520	AAA	0.529	35	08/05/2016
313588E27	150040	Federal Nat'l Mortgage Assoc.		01/13/2016	2,000,000.00	1,999,160.00	1,993,198.33	0.530	AAA	0.539	61	08/31/2016
313588E43	150042	Federal Nat'l Mortgage Assoc.		01/14/2016	2,000,000.00	1,999,020.00	1,993,040.00	0.540	AAA	0.549	63	09/02/2016
313588H81	150043	Federal Nat'l Mortgage Assoc.		01/14/2016	2,000,000.00	1,998,580.00	1,992,055.56	0.550	AAA	0.559	91	09/30/2016
313396J79	150044	Federal Home Loan Mort. Co.		01/14/2016	2,000,000.00	1,998,040.00	1,991,693.33	0.560	AAA	0.570	98	10/07/2016
313588K61	150045	Federal Nat'l Mortgage Assoc.		01/14/2016	2,000,000.00	1,997,900.00	1,991,399.44	0.565	AAA	0.575	105	10/14/2016
313589AC7	150076	Federal Nat'l Mortgage Assoc.		05/27/2016	2,000,000.00	1,995,660.00	1,993,247.22	0.550	AAA	0.559	186	01/03/2017
<b>Subtotal and Average</b>			<b>13,948,711.66</b>		<b>14,000,000.00</b>	<b>13,987,880.00</b>	<b>13,948,711.66</b>			<b>0.554</b>	<b>91</b>	
<b>Rabobank MMA Deposit Acct - RRP</b>												
SYS990010	990010	Rabobank		11/06/2009	0.00	0.00	0.00	0.200	Aa2	0.197	1	
<b>Subtotal and Average</b>			<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.000</b>	<b>0</b>	
<b>CalTRUST Heritage Money Market Fund</b>												
WFJXX3801	990011	CAL TRUST		11/15/2013	0.00	0.00	0.00	0.142	Aaa	0.140	1	
<b>Subtotal and Average</b>			<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.000</b>	<b>0</b>	
<b>Total and Average</b>			<b>299,404,402.76</b>		<b>297,564,000.00</b>	<b>298,422,411.26</b>	<b>297,662,278.74</b>			<b>1.025</b>	<b>585</b>	

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 08/15/2016

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 08/24/2016

**ITEM:**

Consider approval of the Kings County's Government Accounting Standard 31 Report.

**PURPOSE:**

Enclosed is the Kings County's Government Accounting Standard 31 Report detailing the fair value of the Kings County Treasury's investments on June 30, 2016.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Approve the Kings County's Government Accounting Standard 31 Report.



## REBECCA VALENZUELA, CPA, CGMA - DIRECTOR OF FINANCE

KINGS COUNTY GOVERNMENT CENTER  
1400 W. LACEY BLVD.  
HANFORD, CALIFORNIA 93230

### ACCOUNTING DIVISION

☎ (559) 582-3211, EXT. 2455  
FAX (559) 587-9935

### TREASURY DIVISION

☎ TAX COLLECTION: (559) 582-3211, EXT. 2479  
TREASURY: (559) 582-3211, EXT. 2477  
FAX: (559) 582-1236

DATE: August 8, 2016

TO: All Treasury Depositing Entities

FROM: Rebecca Valenzuela, CPA, CGMA - Director of Finance *RV*

Subject: June 30, 2016 Kings County's Government Accounting Standard 31 (GASB 31) Report

This letter is a recap of the unaudited GASB 31 reports produced by our Sympro Portfolio Management system. The full reports are available from the Treasury. The investments were Fair Market Valued by our custodian, Union Bank of California, as of June 30, 2016.

The reports indicate a Reported Fair Value, which is the calculated market price at day's end, of \$331,090,925. The Portfolio Book Value, which is the carrying cost of the investments, was \$330,297,611. To calculate the GASB-31 fair value factor, divide the Fair Market Value by the Portfolio Book Value, which equals 1.00240182. This is the fair value of each participating dollar in the pool. As an example: if an agency has an account balance of \$1,000,000 on June 30<sup>th</sup>, then the agency's fair value participation would be \$1,002,401.82 ( $1,000,000 * 1.00240182$ ).

**Now having gone through the fair value calculation, what does this mean for treasury depositors and pool participants?**

**First**, no gain has occurred to your funds deposited into the county treasury. Your cash value is still at 100%. For an actual gain to occur, we would have had to sell the entire investment portfolio on June 30<sup>th</sup> at the quoted market prices. Gains and losses are only paper entries. The Fair Market value will fluctuate with interest rate changes.

**Second**, your external auditors must make a determination on the significance of the information for your financial statements. Give a copy of this report to your auditor.

**Third**, treasury depositors are reminded not to use the fair value fund balance for budget purposes, cash flow forecasting, or anticipated spending.

If you have any questions, please feel free to contact Tammy Phelps, Kings County Assistant Director of Finance - Treasury at (559)852-2462.

**COUNTY OF KINGS**  
**GASB 31 Factor Calculations**  
**FY 2015-2016**

**Kings County Investment Pool**

Sympro Calculated Reported Value		\$298,455,593
Cash Balances 6/30/16		32,635,332
Total Treasury Reported Value (TTRV)		<u>\$331,090,925</u>
Sympro Book Value		\$297,662,279
Cash Balances 6/30/16		32,635,332
Total Treasury Book Value (TTBV)		<u>\$330,297,611</u>
Total Treasury Reported Value (TTRV)		\$331,090,925
Total Treasury Book Value (TTBV)		<u>330,297,611</u>
TTRV minus TTBV = gain/(loss)		\$793,314
Gain/(loss) divided TTBV	793,314 / 330,297,611	0.00240182
GASB 31 Pool Factor	(+ 1.0 + .00240182)	1.00240182