

Santa Ana Unified School District  
1601 E. Chestnut Avenue  
Santa Ana, California 92701

MINUTES

SPECIAL BOARD MEETING  
SANTA ANA BOARD OF EDUCATION

October 17, 2007

CALL TO ORDER

The meeting was called to order at 5:35 p.m. by Board President Richardson. Other members in attendance were Mrs. Avila, Mr. Hernandez, and Mr. Palacio. Dr. Yamagata-Noji was not present.

Cabinet members present were Ms. Russo, Dr. Olsky, Mr. Trigg, Mr. Lopez, Mr. Mendez, and Mr. Nelson.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance led by President Richardson.

ACTION ITEM:

ADOPTION OF RESOLUTION NO. 07/08-2703 - DETERMINE STEPS TO ENSURE AVAILABILITY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2007-08 SCHOOL YEAR

Superintendent Russo introduced the item and stated that the Williams Legislation revised the previous requirements for District compliance and certification of adequate instructional materials. The Board is requested to adopt a resolution to determine and ensure that proper steps were taken for Districtwide accountability of textbooks and instructional materials. She called upon Dr. Olsky to describe the steps taken to assure that sufficient textbooks and instructional materials were received at each school site. Dr. Olsky stated that every student has textbooks and materials as mandated by the Williams Legislation. She provided steps and procedures taken related to SAUSD's compliance with that legislation:

- September 25, 2007, Administration called for a Public Hearing to review the Statement of Assurance for pupil textbook and instructional materials per Education Code Section 60119. The "Call" was approved by the Board of Education.
- September 26-October 12, 2007, a "notice" was posted at the County Office Hall of Administration, City of Santa Ana Central Administration Building, and SAUSD Website, District office, and schools sites.
- October 9, 2007, a Public Hearing was held to review the Statement of Assurance for pupil textbook and instructional materials per Education Code Section 60119. There were no comments received by school sites, parents, or the community.

- Week of October 8, any school with insufficient textbooks was asked to place an overnight order. There was follow up and verification with District staff throughout the week.
- On October 15, a final textbook inventory took place by Administration who walked in every classroom verifying sufficient books for each student.
- On October 16, to assure that materials were received and that all students had sufficient textbooks and materials, District staff members were sent to each school site to verify sufficiency and signed a certification with principals verifying sufficiency of materials.

Mr. Palacio asked that staff identify procedure to be taken to assure that students' textbooks and instructional materials are in place at the beginning of the school year.

<u>February 2008</u>	Intermediate and high schools Begin master Schedule for 2008-09 school year Identify number of possible courses and textbook needs
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<u>April 2008</u>	Elementary schools Preliminary enrollment and number of classes by grade Inventory existing textbooks.
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<u>May 2008</u>	Submit orders to Elementary and Secondary Assistant Superintendents for replacement and new textbooks
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<u>May/June 2008</u>	Order books - Purchasing
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<u>July/Aug 2008</u>	Receive, inventory, and barcode textbooks Submit late orders
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<u>September 2008</u>	Distribute textbooks
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It was moved by Mr. Palacio, seconded by Mr. Hernandez, and carried 4-0, Dr. Yamagata-Noji not present, to adopt Resolution No.07/08-2703 - Determine steps to ensure availability to textbooks and instructional materials for 2007-08 school year.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:44 p.m.

FUTURE MEETING

The next regularly scheduled meeting of the Board of Education will be held on Tuesday, October 23, 2007, at 6:00 p.m.

ATTEST: \_\_\_\_\_  
Jane A. Russo  
Secretary  
Santa Ana Board of Education