

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

MINUTES

REGULAR MEETING  
SANTA ANA BOARD OF EDUCATION

March 14, 2017

CALL TO ORDER

The meeting was called to order at 5:04 p.m. by Board President Palacio. Ms. Amezcua participated in the call to order and only the closed session portion of meeting by phone. Other members in attendance were Dr. Alvarez and Dr. Rodriguez.

CLOSED SESSION PRESENTATIONS

Mr. Palacio asked those wishing to address the Board in matters pertaining to Closed Session to step to the lectern.

There were no individuals wishing to address the Board.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:04 p.m. to consider student expulsions, negotiations, anticipated litigation, and existing litigation.

Ms. Iglesias arrived at 5:08 p.m.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:31 p.m.

Cabinet members present were Dr. Phillips, Dr. Haglund, Dr. Heatley, Mr. McKinney, Ms. Douglas, Dr. Jimenez, Ms. Pueblos, and Mr. Williams. Ms. Lohnes was absent.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Rachell Garcia-Noyola 8<sup>th</sup> grade student at Mendez Fundamental Intermediate School.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

By a vote of 5-0, the Board took action to approve Workers' Compensation Stipulated Award for former classified employee, as named in Closed Session, Claim No. SUSJ-008573 in the amount of \$70,470.

Moved:	Palacio	_____	Amezcu	_____	X	Iglesias	_____	Alvarez	_____	Rodriguez	_____
Seconded:	Palacio	_____	Amezcu	_____		Iglesias	_____	Alvarez	_____	Rodriguez	_____
Ayes:	Palacio	_____	X	Amezcu	_____	X	Iglesias	_____	X	Alvarez	_____
Noes:	Palacio	_____		Amezcu	_____		Iglesias	_____		Alvarez	_____
Final Vote:	Ayes	_____	5	Noes	_____	0	Abstain	_____	Absent	_____	

By a vote of 5-0, the Board took action to approve the settlement agreement of permanent classified employee, as named in Closed Session, Employee ID# 15560, which includes the terms provided above, effective March 15, 2017.

Moved:	Palacio	_____	X	Amezcu	_____		Iglesias	_____		Alvarez	_____
Seconded:	Palacio	_____		Amezcu	_____		Iglesias	_____		Alvarez	_____
Ayes:	Palacio	_____	X	Amezcu	_____	X	Iglesias	_____	X	Alvarez	_____
Noes:	Palacio	_____		Amezcu	_____		Iglesias	_____		Alvarez	_____
Final Vote:	Ayes	_____	5	Noes	_____	0	Abstain	_____	Absent	_____	

**HIGH SCHOOL STUDENT AMBASSADORS**

REACH Academy - Michael Hernandez; Saddleback - Stephanie Duarte; Segerstrom - Genesis Cortez; Santa Ana Valley - Alexander Duarte

Michael, Stephanie, Genesis, and Alexander provided highlights to the Board of current events, information, and activities at their respective high schools.

**SUPERINTENDENT'S REPORT**

Superintendent Phillips opened by congratulating the Boys Varsity Soccer Team at Godinez Fundamental High School for becoming the 2017 State CIF Regional Division 2 Soccer Champions. Dr. Phillips also gave special recognition to Madison Elementary School for having the highest student participation last week, almost 4,000 students were served breakfast during National School Breakfast Week. She mentioned the Special Board Meeting in which the Board had to make a difficult but necessary decision to notice certificated staff that their services may be impacted for next school year, and reiterated that the notices do not necessarily mean layoffs. The notices provide the Board with maximum flexibility as staff reviews, determines other possible areas for potential reductions and make adjustments. She stated that the District has diligently been sharing the great things about schools, programs, and resources at a series of Neighborhood Canvassing days. Dr. Phillips announced as part of the partnership with Santa Ana College a College Promise Breakfast will be held at Santa Ana High School, Friday, March 17. She concluded her report by inviting everyone to the Annual Artspiration that will be held on Thursday, March 23 at 5:00 p.m. - 8:00 p.m. at the Bowers Museum.

PUBLIC PRESENTATIONS

David De Leon addressed the Board related to the campaign contribution limits. Barbara Pearson addressed the Board related to reduction in force. Marla Bock addressed the Board related the DHH Resources Fair.

**1.0 APPROVAL OF CONSENT CALENDAR**

It was moved by Dr. Alvarez, seconded by Ms. Iglesias, and carried 4-0, to approve the items on the Consent Calendar as follows:

- 1.1 Approval of Regular Board Meeting Minutes - February 15, 2017
- 1.2 Orange County Department of Education Second Quarterly Report on Williams Settlement Legislation for Fiscal Year 2016-17
- 1.3 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests
- 1.4 Approval of Student Expulsions for Violation of California Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915(c) According to Board Policy 5144.1  
  
331864 - Century  
For the violation of Education Code Section 48900, paragraph C that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after March 14, 2018.  
  
417735 - Villa  
For the violation of Education Code Section 48900, paragraph C that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after March 14, 2018.  
  
365457 - Villa  
For the violation of Education Code Section 48900, paragraph C that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after March 14, 2018.
- 1.5 Approval of Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 - School- Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School-Sponsored Trips
- 1.6 Approval of Submission of Part II of Consolidated Application and Reporting System to California State Department of Education for 2016-17 School Year
- 1.7 Acceptance of Turnaround Arts: California Community Engagement Grant Funds by Willard Intermediate School for March 15 through June 1, 2017
- 1.8 Approval of Agreement with Elite Educational Institute for March 15 through April 30, 2017
- 1.9 Approval of Amendment to Agreement with Catapult Learning West LLC for September 14, 2016 through June 16, 2017

- 1.10 Approval of Two Intermediate School Courses
  - 1.10.1 Approval of Applications Certification II (Google/Microsoft) Course for Intermediate School Students Grades 6-8
  - 1.10.2 Approval of Foundations of Film Course for Intermediate School Students Grades 7-8
- 1.11 Approval of Membership for American Orff-Schulwerk Association for March 15 through June 30, 2017
- 1.12 Acceptance of Quality Rating and Improvement System Block Grant No. 43873 for 2016-17 Program Year
- 1.13 Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of January 25, 2017 through February 28, 2017
- 1.14 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of January 25, 2017 through February 28, 2017
- 1.15 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

PRESENTATION

Update on University of California, Irvine Saturday Academy of Law Program

Dr. Jimenez, Assistant Superintendent, K-12 Teaching and Learning introduced Grace Lee, Director of Community Programs with UCI School of Law. She provided the Board with an update and information on the UCI Saturday Academy of Law offered to 9<sup>th</sup> grade SAUSD students.

**REGULAR AGENDA - ACTION ITEMS**

2.0 APPROVAL OF CERTIFICATION OF SECOND INTERIM FINANCIAL STATUS (POSITIVE)

Ms. Douglas, Assistant Superintendent, Business Services provided the Board with a brief presentation on the 2016-17 Second Interim Budget Report. After Board discussion the item was approved as follows:

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 3-1, Ms. Iglesias dissenting, to approve a positive certification of the Second Interim Financial Status Report.

3.0 RATIFICATION OF RETAINER AGREEMENT WITH CONSTANTINE CANNON LLP

It was moved by Ms. Iglesias, seconded by Dr. Alvarez, and carried 4-0, to ratify the Retainer Agreement with Constantine Cannon LLP.

4.0 RATIFICATION OF CONSENT TO FINANCIAL ARRANGEMENT BETWEEN LAWYERS FOR CONSTANTINE CANNON LLP AND SUSMAN GODFREY LLP

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to ratify the Consent to Financial Arrangement between Lawyers for Constantine Cannon LLP and Susman Godfrey LLP.

5.0 AUTHORIZATION TO AWARD A CONTRACT TO FIRST CARBON SOLUTIONS FOR CALIFORNIA DEPARTMENT OF EDUCATION ENVIRONMENTAL COMPLIANCE FOR THE PORTABLE-TO-PERMANENT PROJECT AT CARVER ELEMENTARY SCHOOL

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 3-1, Ms. Iglesias dissenting, to authorize staff to award a contract to First Carbon Solutions for California Department of Education (CDE) Environmental Compliance for the portable-to permanent project at Carver Elementary School.

6.0 AUTHORIZATION TO AWARD A CONTRACT TO LENTZ MORRISSEY ARCHITECTURE INC. TO DESIGN A PORTABLE-TO-PERMANENT PROJECT AT CARVER ELEMENTARY SCHOOL

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 3-1, to Ms. Iglesias dissenting, to authorize staff to award a contract to Lentz Morrissey Architecture Inc. to design a portable-to-permanent project at Carver Elementary School.

7.0 Adoption of Resolution No. 16/17-3167 - National Deaf History Month

It was moved by Ms. Iglesias, seconded by Dr. Alvarez, and carried 4-0, to adopt Resolution No. 16/17-3167 - National Deaf History Month.

8.0 ADOPTION OF RESOLUTION NO. 16/17-3168 - PROCLAIMING MARCH, 2017 AS YOUTH ART MONTH

It was moved by Ms. Iglesias, seconded by Dr. Alvarez, and carried 4-0, to adopt Resolution No. 16/17-3168 - proclaiming March, 2017 as Youth Art Month.

9.0 APPROVAL TO RESCHEDULE REGULAR BOARD MEETING OF APRIL 11 TO APRIL 18, 2017

It was moved by Ms. Iglesias, seconded by Dr. Rodriguez, and carried 4-0, to approve to reschedule the Regular Board meeting of April 11 to April 18, 2017.

NEW AND REVISION OF EXISTING BOARD POLICIES

The Board may direct the revision of any regulation which it finds inconsistent with Board policy.  
(Board Bylaw 9312)

10.0 BOARD POLICY (BP) 3511 ENERGY AND WATER CONSERVATION (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 3511 - Energy and Water Conservation.

11.0 BOARD POLICY (BP) 3511.1 INTEGRATED WASTE MANAGEMENT (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 3511.1 - Integrated Waste Management.

12.0 BOARD POLICY (BP) 3514 ENVIRONMENTAL SAFETY (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 3514 - Environmental Safety.

13.0 BOARD POLICY (BP) 3514.1 - HAZARDOUS SUBSTANCES (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy 3514 - Hazardous Substances.

14.0 BOARD POLICY (BP) 3515 - CAMPUS SECURITY (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 3515 - Campus Security.

15.0 BOARD POLICY (BP) 4112.2 - CERTIFICATION (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 4112.2 - Certification.

16.0 BOARD POLICY (BP) 4115 - EVALUATION/SUPERVISION (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 4115 - Evaluation/Supervision.

17.0 BOARD POLICY (BP) 4315 - EVALUATION/SUPERVISION (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 4315 - Evaluation.

18.0 BOARD POLICY (BP) 6161.1 - SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (REVISED: FOR ADOPTION)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to approve Board Policy (BP) 6161.1 - Selection and Evaluation of Instructional Materials for adoption.

- 19.0 BOARD POLICY (BP) 7100.1 AS-BUILT CONSTRUCTION DRAWINGS (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 7100.1 - As-built Construction Drawings.

- 20.0 BOARD POLICY (BP) 7110 FACILITIES MASTER PLAN (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to adopt the revised Board Policy (BP) 7110 - Facilities Master Plan.

**NEW AND REVISION OF EXISTING BOARD POLICIES - For First Reading / No Action Required**

The Board may direct the revision of any regulation which it finds inconsistent with Board policy.  
(Board Bylaw 9312)

- 21.0 BOARD POLICY (BP) 0410 - NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (New: First Reading)

Presented for first reading; No action required.

- 22.0 BOARD POLICY (BP) 3514.2 INTEGRATED PEST MANAGEMENT (New: First Reading)

Presented for first reading; No action required.

- 23.0 BOARD POLICY (BP) 3544 - DISTRICT-OWNED VEHICLES (New: First Reading)

Presented for first reading; No action required.

- 24.0 BOARD POLICY (BP) 4030 - NONDISCRIMINATION IN EMPLOYMENT (Revised: First Reading)

Presented for first reading; No action required.

- 25.0 BOARD POLICY (BP) 4119.11/4219.11/4319.11 - SEXUAL HARASSMENT (Revised: First Reading)

Presented for first reading; No action required.

- 26.0 BOARD POLICY (BP) 4154/4254/4354 - EMPLOYEE HEALTH & WELFARE BENEFITS (New: First Reading)

Presented for first reading; No action required.

**BOARD AND STAFF REPORTS/ACTIVITIES**

Dr. Rodriguez

- Attended the Valley High School WASC Accreditation visitation;
- Participated in National Read Across America Day at Monroe Elementary and Santiago K-8.

Dr. Alvarez

- Visited Chavez High School;
- Participated in the National Read Across America Day at Monroe Elementary School;
- Attended the Speech and Debate

Ms. Iglesias

- Attended the Speech and Debate at Santa Ana High School;
- Participated in the National Read Across America Day at Monte Vista Elementary School.

Mr. Palacio

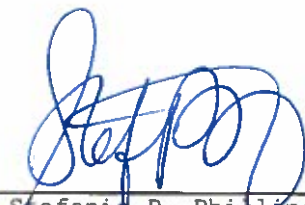
- Attended Boca de Oro;
- Participated in the National Read Across America Day;
- Participated in the Neighborhood Canvassing;
- Attended the Sound of Music at Godinez High School;
- Attended the soccer tournament at Godinez High School;
- Attended the Speech and Debate at Santa Ana High School;
- Attended the AVID Showcase at Thorpe Fundamental Elementary.

**ADJOURNMENT**

There being no further business to come before the Board, the Board meeting was adjourned at 10:35 p.m. in memory of Margaret Marangi, Jim McMullen, Julie Phan, Roberto Ocegüera, Sebastián Gonzales, and Edna Hernandez-Pedroza by Board President Palacio.

The next Regular Meeting will be held on Tuesday, March 28, 2017, at 6:00 p.m.

ATTEST:



Stefania P. Phillips, Ed.D.  
Secretary  
Santa Ana Board of Education



**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 14, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENTS 2016-17</b>					
Engle, Robert	Teacher	Godinez	June 22, 2017		Retirement - 14 years
Oliver, Harry	NJROTC	Santa Ana	June 22, 2017		Retirement - 20 years
Owings, Roxanna	Coordinator of Special Projects	Special Projects/Wellness	June 30, 2017		Retirement - 36 years
<b>RESIGNATIONS 2016-17</b>					
Ellis, Melissa	Nurse	Pupil Support Services	February 27, 2017		Other - 2 months
George, Megan	Teacher	Greenville	June 22, 2017		Personal - 2 years
Godoy Garcia, Rogelio	Teacher	Carr	June 22, 2017		Personal - 1 year
Golojuh, Judy	Program Specialist	K-12 Curriculum Instruction/Staff Development	June 30, 2017		Personal - 2 years
Jarrott, Janette	Teacher	Martin	June 22, 2017		Personal - 2 years
Kanode, Cathy	Teacher	Jackson	June 22, 2017		Accepted another position - 1 year
Miller, Raleen	Speech and Language Pathologist	Speech Department	June 22, 2017		Personal - 1 year
Peshke, Christina	Teacher	Esqueda	June 22, 2017		Family Responsibilities - 9 years

Mark A. McKinney, Associate Superintendent, Human Resources

## CERTIFICATED PERSONNEL CALENDAR

## Personnel Calendar

Board Meeting - March 14, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RESIGNATIONS 2016-17 (Continued)</b>					
Schurman, James	Teacher	Segerstrom	June 22, 2017		Personal - 2 years
Solis, Eric	Teacher	Santa Ana	June 22, 2017		Personal - 2 years
Turner, Emily	Teacher	Esqueda	June 22, 2017		Personal - 2 years
Van Gilder, Christine	Teacher	Lathrop	June 22, 2017		Personal - 2 years
Wasan, Logielyn	Teacher	Heninger	June 22, 2017		Personal - 2 years
<b>NEW HIRES/RE-HIRES 2016-17</b>					
Bilvado-Alaniz, Ana	Counselor	Valley	February 14, 2017		New Hire - Temporary 44909
Chirinos, Stephanie	Teacher	Lowell	February 14, 2017		New Hire - Probationary I
Houser, Michelle	Teacher	Carver	February 3, 2017		New Hire - Temporary 44920
<b>REASSIGNMENTS 2016-17</b>					
Prado, Hilda	Program Specialist	K-12 Teaching & Learning	February 21, 2017		From Teacher at Lowell to Program Specialist at K-12 Teaching & Learning

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 14, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS</b>					
Barragan, Ruby	Teacher	Lincoln	January 13, 2017		From Intern to Probationary I
Espindola, Claudia	Teacher	Transition Programs	December 16, 2016		From Intern to Probationary II
<b>SPRING SPORTS 2016-17</b>					
C'De Baca, Cooper	Assistant Coach	Godinez	2016-17		Track
Cortez, Heriberto	Head Coach	Godinez	2016-17		Tennis (Boys)
Echaves, Michael	Head Coach	Godinez	2016-17		Track
Espineli, Tabitha	Assistant Coach	Godinez	2016-17		Swimming
Fedele, Stephen	Assistant Coach	Godinez	2016-17		Baseball
Koeler, James	Head Coach	Godinez	2016-17		Volleyball (Boys)
Lee, Torrence	Assistant Coach	Godinez	2016-17		Swimming
Mac Lennan, Luke	Head Coach	Godinez	2016-17		Baseball
MacLennan, Sara	Assistant Coach	Godinez	2016-17		Track
Morris, Jessica	Head Coach	Godinez	2016-17		Swimming
Parga, Regina	Assistant Coach	Godinez	2016-17		Tennis (Boys)
Pinto, Franklin	Assistant Coach	Godinez	2016-17		Baseball
Pola, Kevin	Assistant Coach	Godinez	2016-17		Track
Watts, Matthew	Assistant Coach	Godinez	2016-17		Track
Chavez, Michael	Assistant Coach	Santa Ana	2016-17		Baseball
	Assistant Coach,				
Gutierrez, David	Assistant Coach	Santa Ana	2016-17		Track, Football

**Mark A. McKinney, Associate Superintendent, Human Resources**

## CERTIFICATED PERSONNEL CALENDAR

## Personnel Calendar

## Board Meeting - March 14, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SPRING SPORTS 2016-17 (Continued)</b>					
Hollingshead, Jason	Assistant Coach	Santa Ana	2016-17		Swimming
Leon, Jose	Assistant Coach	Santa Ana	2016-17		Baseball
Lillie, Brian	Head Coach	Santa Ana	2016-17		Volleyball (Boys)
Tayco, Lance	Assistant Coach	Santa Ana	2016-17		Softball
TeGantvoort, Charles	Head Coach	Santa Ana	2016-17		Football
Zamora, Erica	Assistant Coach	Santa Ana	2016-17		Softball
Alonzo, Yvonne	Head Coach	Segerstrom	2016-17		Softball
Caroompas, John III	Head Coach	Segerstrom	2016-17		Volleyball (Boys)
DeMent, Russell	Assistant Coach,	Segerstrom			
Fredericksen, Timothy	Assistant Coach	Segerstrom	2016-17		Baseball, Football
Kimmons, Herbert III	Head Coach	Segerstrom	2016-17		Swimming
McMullen, Carrie	Head Coach	Segerstrom	2016-17		Tennis (Boys)
Salway, Andrew	Head Coach	Segerstrom	2016-17		Track (Girls)
Stevenson, Neil	Assistant Coach	Segerstrom	2016-17		Swimming
Tagalao, Joseph	Head Coach	Segerstrom	2016-17		Track
Vanags, Michael	Head Coach	Segerstrom	2016-17		Football
Vu, Lan	Head Coach,	Segerstrom			LACrosse (Boys)
	Assistant Coach	Segerstrom	2016-17		Track (Boys),
					Football
<b>CO-CURRICULAR 2016-17</b>					
Wolting, Brooke		Lorin Grisct	2016-17		Activities Director

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 14, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>DEPARTMENT CHAIRS 2016-17</b>					
Heuberger, Terri		Lathrop	2016-17		English (sharing)
Peterson, Erik		Santiago	2016-17		AVID
Wolff, Amanda		Lathrop	2016-17		English (sharing)
<b>SUBSTITUTES 2016-17</b>					
Aceves, Elizabeth					
Alatorre, Roberto					
Anticona, Astrid					
Apiz, Richelle					
Austin, Tamara					
Ayala, Javier					
Baker, Judith					
Barboza, Marlene					
Bayley, Delia					
Benavente Velasquez, Marlon					
Blancas, Rogelio Jr.					
Bogle, Barbara					
Boshnack, David					
Bradford, Karina					
Brandt, Kathy					
Browne, Robert					
Burtis, Justin					
Bywater, Colette					

**Mark A. McKinney, Associate Superintendent, Human Resources**

## CERTIFICATED PERSONNEL CALENDAR

## Personnel Calendar

Board Meeting - March 14, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
SUBSTITUTES 2016-17 (Continued)					
Cabezas, Cristina					
Carney, Nikolaus					
Carpino, Remy					
Cole, Meghan					
Craycraft, Timothy					
De La Cruz, Jacqueline					
Del Campo, Nathan					
Deveney, Tamara					
Durham, Kyle					
Edwards, Teri					
Evans, Geraldine					
Fast, Juanita					
Flink, Christine					
Flint, Claudia					
Flores, Juan					
Flores, Marissa					
Fockler, Matthew					
Fonseca Chavez, Dulce					
Galvan, Victor					
Gaona, Scott					
Garcia, Jacqueline					
Gladstone, Maryanne					
Golding, Matthew					
Gumz, Jonathan					
Hernandez, Noemi					

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 14, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUBSTITUTES 2016-17 (Continued)</b>					
Hinkle, Olivia					
Hulett, Ralph					
Lara, Ricardo					
Lee, Calvin					
Lewis, Paige					
Litzinger, Atalie					
Lopez, Diana					
Lopez, Lisa					
Lubetkin, Martie					
Magsaysay, Thomas					
Mandolini, Gloria					
Maso, Louis					
McBride, Vicki					
Mendoza, Nelida					
Mendoza, Ramon					
Merritt, Jasmine					
Miranda Osornio, Giovanna					
Munoz, Gustavo					
Nguyen, Vong					
Nix, Kimberly					
O'Meara, Holly					
Ortega, Alfredo					
Ortiz, Jonathan					
Patel, Priya					

**Mark A. McKinney, Associate Superintendent, Human Resources**

## CERTIFICATED PERSONNEL CALENDAR

## Personnel Calendar

Board Meeting - March 14, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
SUBSTITUTES 2016-17 (Continued)					
Perez, Kiara					
Petruk, Kelsey					
Phillips, Jacqueline					
Pomerantz, Carole					
Qafaiti, Selena					
Quan, Alexander					
Quezada, Samuel					
Ramos, Barbro					
Rife, Robert					
Rios, Stefani					
Rivera, Jessica					
Rodriguez, Aryanna					
Rodriguez, Jemma					
Sanchez, Leana					
Schelman, Susan					
Serrano, Annel					
Sierra, Melissa					
Sorenson, Dale					
Su, Sophia					
Sykes, Robert					
Tanimoto, Patricia					
Terrones Verastegui, Anayancy					
Tomosada, Karen					
Turner, Diana					

Mark A. McKinney, Associate Superintendent, Human Resources



**Board Meeting - March 14, 2017**

**Mark A. McKinney, Associate Superintendent, Human Resources**

## CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

## Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RETIREMENTS</b>						
Cruz, Maria	Fd. Svc. Spvr. Elem.	Monte Vista	March 13, 2017			28 years, 4 months
Cubillo, Martha	Sr. Fd. Svc. Wkr.	Valley	March 13, 2017			16 years, 5 months
Garcia, Minerva	Instr. Asst. Sev. Dis.	Kennedy	February 24, 2017			18 years, 5 months
Ibarra, Roberta	Fd. Svc. Wkr.	MacArthur	February 14, 2017			20 years, 3 months
Lopez, Gloria	Sr. Fd. Svc. Wkr.	Century	June 21, 2017			21 years, 5 months
						26 years, 3 months
Marthell, Armonia	Sch. Off. Mgr. Elem.	Monte Vista	February 15, 2017			Correction of date from February 16, 2017
Martin, Maria	Fd. Svc. Wkr.	Lathrop	December 30, 2016			8 years, 4 months
Perez, Angelina	Sch. Off. Mgr. Elem.	Franklin	June 30, 2017			42 years, 9 months
Reff, Maria	Fd. Svc. Wkr.	Santa Ana High	February 27, 2017			26 years, 4 months
Torres, Margarito	Custodian	Segerstrom	March 1, 2017			14 years, 3 months
<b>RESIGNATIONS</b>						
Avelar, Cindy	After School IP	After School Programs	February 1, 2017			Personal - 1 year, 1 month
Azucena, Ana	Fd. Svc. Wkr.	Washington	January 20, 2017			Personal - 13 years, 3 months
Campos, Ashley	School Police Officer	School Police	February 23, 2017			Personal - 1 year, 11 months
Dodele, Kristina	Autism Paraprofessional	Mitchell	January 19, 2017			Personal - 3 days

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 14, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS (Continuation)</b>						
Espidio Oliman, Sergio	Fd. Svc. Wkr.	Sierra	January 23, 2017			Personal - 2 years, 4 months
Espinoza Gama, Maria	Activity Supervisor	Pio Pico	October 17, 2016			Personal - 7 years, 4 months
Galaviz, Maria	SSP Sp. Ed.	Century	January 17, 2017			Personal - 11 years, 2 months
Galeana, Wendy	After School IP	King	February 10, 2017			Personal - 2 years, 1 month
Garza, Veronica	After School IP	After School Programs	February 3, 2017			Personal - 9 months
Gonzalez, Marisol	Activity Supervisor	Fremont	February 24, 2017			Personal - 5 months
Guzman, Edgar	SSP Sp. Ed.	Saddleback	February 24, 2017			Personal - 1 year
Hernando, Kenia	Activity Supervisor	Wilson	June 6, 2016			Personal - 4 months
Hidalgo, Ruth	Licensed Vocational Nurse	PSS	February 17, 2017			Personal - 9 months
LaSure, Katherine	SSP Sp. Ed.	Franklin	January 25, 2017			Personal - 7 months
Lopez, Antonio Jr.	Custodian	Pio Pico	January 9, 2017			Personal - 7 years, 6 months
McCurry, Marvin	Energy Manager	Facilities Dept.	February 8, 2017			Personal - 5 years, 9 months
Mejia, Maria	After School IP	Monroe	February 24, 2017			Personal - 2 years, 1 month
Navarrete, Andrea	SSP Sp. Ed.	Monte Vista	February 24, 2017			Personal - 2 years

Mark A. McKinney, Associate Superintendent, Human Resources

## CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS (Continuation)</b>						
Rodriguez, Eric	Instr. Asst. Sev. Dis.	Mitchell	February 6, 2017			Personal - 1 year, 5 months
Suarez, Neli	SSP Sp. Ed.	Pio Pico	February 6, 2017			Personal - 2 years, 1 month
Vasquez, Lorena	Site Clerk	Lowell	January 10, 2017			Personal - 8 years
Villagomez, Daniel	Activity Supervisor	Segerstrom	February 16, 2017			Personal - 1 year, 4 months
Villanueva, Diana	Preschool Teacher	ECE	December 19, 2016			Personal - 1 year, 3 months
Zamarripa, Omar	Fd. Svc. Wkr.	Valley	December 9, 2016			Personal - 2 months
<b>39 MONTH REEMPLOYMENT (100 Day Differential Ended)</b>						
Todd, Aurelia	Library Media Tech.	Villa	February 16, 2017			
<b>ABSENCES (3 to 20 duty days) - Without Pay</b>						
Sandoval, Ray	DSO	School Police Services	March 6, 2017	March 10, 2017		Personal
Sandoval, Ray	DSO	School Police Services	April 10, 2017	April 14, 2017		Personal
Soto, Maria	Fd. Svc. Wkr.	Hoover	February 22, 2017	March 9, 2017		Personal

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**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 14, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>LEAVES (21 duty days or more) - Without Pay</b>						
Penaloza, Ruby	Site Clerk	Godinez	March 1, 2017	April 14, 2017		Personal
Ramirez, Gabriel	Autism Paraprofessional	Martin	February 27, 2017	May 26, 2017		Personal
<b>NEW HIRES</b>						
Avelar Muñoz, Cesar	After School IP	After School Programs	February 10, 2017		16/1	Probationary
Barajas, Elena	Community & Family Outreach Liaison	PSS	January 17, 2017		36/1	Probationary/ Correction of date from January 23, 2017
Barroso, Vivian	Fd. Svc. Wkr.	Santa Ana High	March 15, 2017		11/1	Probationary
Brito, Alejandro	Instr. Asst. Sev. Dis.	Transition Program	February 13, 2017		20/1	Probationary
Casas, Guillermo	Activity Supervisor	Segerstrom	February 2, 2017		10/1	
Contreras, Itzel	SSP Sp. Ed.	Santa Ana High	January 30, 2017		19/1	Probationary
Flynn, Samantha	Instr. Asst. Sev. Dis.	Adams	February 9, 2017		20/1	Probationary
Galvan Herrera, Zenaida	Activity Supervisor	Greenville	February 22, 2017		10/1	
Garcia, Kelly	SSP Sp. Ed.	Godinez	February 10, 2017		19/1	Probationary
Horstein, Heidi	Activity Supervisor	Wilson	January 31, 2017		10/1	

**Mark A. McKinney, Associate Superintendent, Human Resources**

## CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

## Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>NEW HIRES (Continuation)</b>						
Lopez, Ashlynn	Instr. Asst. Sev. Dis.	Reach Academy	January 26, 2017		20/1	Probationary
Marenco, Andy	Activity Supervisor	Segerstrom	February 16, 2017		10/1	
Martinez, Claudia	SSP Sp. Ed.	Adams	February 7, 2017		19/1	Probationary
Mendez, Vanessa	SSP Sp. Ed.	Carver	January 30, 2017		19/1	Probationary
Morris, Thomas	Preschool Teacher	ECE	February 15, 2017		IIIC/1	Probationary
Nguyen, Ai	After School IP	After School Programs	January 30, 2017		16/1	Probationary
Reyna, Zoila	Library Media Technician	Lincoln	March 1, 2017		25/1	Probationary
Rodriguez Gonzalez, Maritza	Activity Supervisor	Madison	January 31, 2017		10/1	
Sierra, Sonia	Fd. Svc. Wkr.	Santa Ana High	March 15, 2017		11/1	Probationary
Simonsen, Walter	Activity Supervisor	Godinez	February 22, 2017		10/1	
Stowers, Tyler	Instr. Asst. Sev. Dis.	McFadden	February 6, 2017		20/1	Probationary
Torres, Agustin	Activity Supervisor	McFadden	February 23, 2017		10/1	
Trias, Marc	Autism Paraprofessional	Martin	February 6, 2017		24/1	Probationary
Zamora, Melissa	After School IP	After School Programs	February 6, 2017		16/1	Probationary
<b>ADDITIONAL ASSIGNMENTS</b>						
Gordon, Jasmin	SSP Sp. Ed.	Willard	February 6, 2017		19/2	Probationary

Mark A. McKinney, Associate Superintendent, Human Resources

# CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

### Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ADDITIONAL ASSIGNMENTS (Continuation)</b>						
Muro, Jessica	SSP Sp. Ed.	McFadden	February 15, 2017		19/1	Probationary
<b>PROMOTIONAL APPOINTMENTS</b>						
Cuevas, Alicia	Budget Technician	Budget Dept.	February 22, 2017		From 35/2 to 39/1	From Budget Clerk
Diaz, Diana	Preschool Teacher	ECE	January 18, 2017		From 10/1 to MTSS_B A 8 1	From Teachers Aide
Perez, Jennifer	Community and Family Outreach Liaison	School Climate	March 15, 2017		From 24/3 to 36/1	From Site Clerk
Perez, Mariam	Preschool Teacher	ECE	January 18, 2017		From 10/1 to MTSS_A A 8 1	From Teachers Aide
Rios, Gabriella	Department Specialist	PSS	January 23, 2017		From 25/6 to 28/6	From Sch. Acct. Clerk
<b>REAPPOINTMENT (Returned from Leave)</b>						
Sandoval, Nancy	SSP Sp. Ed.	Saddleback	February 6, 2017		19/6	

Mark A. McKinney, Associate Superintendent, Human Resources

## CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

## Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>REASSIGNMENTS</b>						
Bashir, Amanda	Autism Paraprofessional	Martin	January 17, 2017		24/2	From Sp. Ed.
Chacon, Mayra	Fd. Svc. Wkr.	Washington	February 8, 2017		11/1	From Santa Ana High
Corro, Naxheli	After School IP	Villa	December 15, 2016		16/1	From Itinerant
Flores, Katya	Fd. Svc. Wkr.	Esqueda	February 15, 2017		11/4	From Godinez
Keo, Wellindara	Department Specialist	PSS	March 15, 2017		28/3	From Ed. Research Data Support Spec.
Lizarraga, Zyana	After School IP	Greenville	January 17, 2017		16/3	From Taft
Martinez, Joel	After School IP	Pio Pico	February 8, 2017		16/1	From Itinerant
Mejia-Ortiz, Elizabeth	Community and Family Outreach Liaison	School Climate	March 15, 2017		36/2	From Santa Ana High
Onchi, Victoria	Autism Paraprofessional	Martin	January 17, 2017		24/6	From Jackson
Ponce, Kathy	After School IP	Fremont	February 6, 2017		16/1	From Itinerant
Samayoa, Maria	Instr. Asst. Sev. Dis.	Jefferson	August 30, 2016		20/6 + Bil.	From Greenville
Sicarios, Martha	After School IP	MacArthur	December 15, 2016		16/1	From Itinerant
<b>ADJUSTMENT OF WORKING ASSIGNMENT</b>						
Delgado, Juan	DSO	Lathrop	December 16, 2016		31/6	From 10 months to 12 months

Mark A. McKinney, Associate Superintendent, Human Resources



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Personnel Calendar

Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TEMPORARY ASSIGNMENTS</b>						
Acosta, Erica	Admin. Secretary HR	Human Resources	February 27, 2017	May 19, 2017	31/6	
Garcia, Alma	From Sch. Off. Asst. Elem. to Sch. Off. Mgr. Elem.	Monte Vista	February 3, 2017	March 27, 2017	28/5 + Bil.	
Garcia, Maria	From Site Clerk to Sch. Off. Asst. Elem.	Monte Vista	February 3, 2017	March 27, 2017	24/3	
Lopez, Olga	From After Sch. IP to Site Coordinator	After School Programs	February 15, 2017	March 14, 2017	\$25	
Moreno Alba, Tomas	From Maint. Wkr. II to Carpenter	Bldg. Svcs.	February 1, 2017	March 31, 2017	34/5	
Quintero Rodelo, Roberto	From Maint. Wkr. I to Maint. Wkr. II	Bldg. Svcs.	February 1, 2017	March 31, 2017	30/5	
Trang, Meyly	From After Sch. IP to Site Coordinator	After School Programs	February 15, 2017	March 14, 2017	\$25	
Visoso, Janet	Fd. Svc. Spvr. Int.	Nutrition Svcs.	February 6, 2017	February 28, 2017	27/1	
<b>HOURLY APPOINTMENTS</b>						
Davis, Michael	Instr. Asst. Provider	Deputy Supt's Office	February 23, 2017		16/1	
Linzaga, Angie	Instr. Asst. Provider	Godinez	January 27, 2017		16/1	
Ortuño, Edgar	Instr. Asst. Provider	MacArthur	February 1, 2017		16/1	
Rivera, Monica	Instr. Asst. Provider	Saddleback	February 1, 2017		16/1	

Mark A. McKinney, Associate Superintendent, Human Resources

## CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

## Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>HOURLY APPOINTMENTS (Continuation)</b>						
Rojas, Ruben	Instr. Asst. Provider	Godinez	January 26, 2017		16/1	
Santiago, Itzhel	Instr. Asst. Provider	Century	February 21, 2017		16/1	
Williamson, Travis	Instr. Asst. Provider	After School Programs	January 27, 2017		16/1	
<b>SUBSTITUTES</b>						
Aguilar, Joshua	Custodian		January 30, 2017		23/1	
Arellano, Deena	Clerical		January 27, 2017		20/1	
Guillen, Eduardo	DSO		December 19, 2016		31/1	
Martinez, Gamaliel	Custodian		January 27, 2017		23/1	
Nguyen, Kathryn	Instr. Asst. DHH		February 8, 2017		19/1	
Rios, Hayacharm	Instr. Asst. DHH		January 24, 2017		19/1	
<b>ATHLETIC SPECIALIST</b>						
Aguilar, Mauricio	Asst. Basketball Coach Boys	Santa Ana High	November 14, 2016		\$22.43	
Aguirre, Eric	Asst. Basketball Coach	Saddleback	November 14, 2016		\$22.43	
Alaman, Alvin Jr.	Asst. Basketball Coach Girls	Godinez	November 14, 2016		\$22.43	
Alaman, Alvin Jr.	Head Coach Basketball Girls	Godinez	November 14, 2016		\$28.04	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Avila, Vincent	Asst. Basketball Coach Girls	Century	November 14, 2016		\$22.43	
Barnes, Calvin Jr.	Asst. Basketball Coach	Santa Ana High	November 14, 2016		\$22.43	
Barrera, Damian	Asst. Basketball Coach Girls	Century	November 14, 2016		\$22.43	
Bitun, Rialou	Asst. Wrestling Coach	Santa Ana High	November 14, 2016		\$22.43	
Deaquino, Roberto	Asst. Soccer Coach Boys	Valley	November 14, 2016		\$22.43	
Carlson, Lyle	Asst. Basketball Coach Boys	Saddleback	November 14, 2016		\$22.43	
Casarez, Ariel	Asst. Wrestling Coach	Valley	November 14, 2016		\$22.43	
Casas, Guillermino	Asst. Soccer Coach Girls	Segerstrom	November 14, 2016		\$22.43	
Ceja, Fernando	Asst. Basketball Coach Girls	Century	November 14, 2016		\$22.43	
Cervantes, Luis Eduardo	Asst. Wrestling Coach	Segerstrom	November 14, 2016		\$22.43	
Chavez, Israel	Asst. Wrestling Coach	Saddleback	November 14, 2016		\$22.43	
Cisneros, Edgar	Asst. Wrestling Coach Boys	Santa Ana High	November 14, 2016		\$22.43	

Mark A. McKinney, Associate Superintendent, Human Resources

## CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

## Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Corona, Alberto	Asst. Wrestling Coach Boys	Godinez	November 14, 2016		\$22.43	
Corpus Acevedo, Jaime	Asst. Soccer Coach Girls	Century	November 14, 2016		\$22.43	
Cruz, Joel	Head Coach Soccer Girls	Santa Ana High	November 14, 2016		\$28.04	
Cruz, Maer	Asst. Waterpolo Coach Girls	Santa Ana High	November 14, 2016		\$22.43	
De La Rosa, Gary	Asst. Wrestling Coach Boys	Santa Ana High	November 14, 2016		\$22.43	
Dinh, James	Asst. Basketball Coach	Santa Ana High	November 14, 2016		\$22.43	
Dobbs, Ian	Asst. Basketball Coach	Segerstrom	November 14, 2016		\$22.43	
Duenas, Evelyn	Asst. Basketball Coach Girls	Godinez	November 14, 2016		\$22.43	
Egan, Carrie	Asst. Basketball Coach Boys JV	Valley	November 14, 2016		\$22.43	
Egan, Carrie	Asst. Basketball Coach Boys Varsity	Valley	November 14, 2016		\$22.43	
Estrada, Walter	Asst. Wrestling Coach	Godinez	November 14, 2016		\$22.43	
Franco, Edward	Asst. Wrestling Coach	Century	November 14, 2016		\$22.43	

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Personnel Calendar

Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Franco, Jesse	Asst. Wrestling Coach	Century	November 14, 2016		\$22.43	
Fulford, Tracey	Asst. Basketball Coach Boys	Segerstrom	November 14, 2016		\$22.43	
Fulford, Tracey	Asst. Basketball Coach Girls	Segerstrom	November 14, 2016		\$22.43	
Galaviz, Maria	Asst. Soccer Coach Girls	Century	November 14, 2016		\$22.43	
Garcia, Jose	Asst. Soccer Coach	Century	November 14, 2016		\$22.43	
Garcia, Vivian	Asst. Soccer Coach	Godinez	November 14, 2016		\$22.43	
Gentry, Damien	Asst. Basketball Coach Girls	Century	December 12, 2016		\$22.43	
Gil, Brianna	Asst. Basketball Coach	Santa Ana High	November 14, 2016		\$22.43	
Godinez, Rodolfo Jr.	Asst. Soccer Coach	Saddleback	November 14, 2016		\$22.43	
Gonzalez, Francisco	Asst. Waterpolo Coach Girls	Saddleback	November 14, 2016		\$22.43	
Gonzalez Martinez, Pablo	Asst. Soccer Coach	Santa Ana High	November 14, 2016		\$22.43	
Gonzalez Sanchez, Roberto	Asst. Soccer Coach Boys	Santa Ana High	November 14, 2016		\$22.43	
Gutierrez, Danny	Asst. Soccer Coach Boys	Santa Ana High	November 14, 2016		\$22.43	
Gutierrez-Cueva, Celso	Asst. Soccer Coach Boys	Saddleback	November 14, 2016		\$22.43	

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## CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

## Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Hall, Troy	Asst. Basketball Coach Boys	Santa Ana High	November 14, 2016		\$22.43	
	Head Coach Basketball Boys Varsity	Valley	November 1, 2016		\$28.04	
Harmon III, Isaac	Asst. Basketball Coach JV	Valley	November 1, 2016		\$22.43	
Heiland, Danielle	Head Coach Waterpolo Girls	Santa Ana High	November 14, 2016		\$28.04	
Hernandez, Andres	Asst. Basketball Coach Boys	Century	November 14, 2016		\$22.43	
Hernandez, Alexander	Asst. Soccer Coach Boys	Godinez	November 14, 2016		\$22.43	
Herrera, Manny	Head Coach Wrestling Coach	Saddleback	November 14, 2016		\$28.04	
Huynh, Tommy	Asst. Soccer Coach Girls	Valley	November 14, 2016		\$22.43	
Izazaga, Tiffany	Asst. Soccer Coach	Saddleback	December 8, 2016		\$22.43	
Izquierdo, Cynthia	Asst. Soccer Coach Girls	Segerstrom	November 14, 2016		\$22.43	
Izquierdo, Fernando	Asst. Soccer Coach Boys	Segerstrom	November 14, 2016		\$22.43	
Jones, Al-Tron	Asst. Basketball Coach	Saddleback	November 14, 2016		\$22.43	

Mark A. McKinney, Associate Superintendent, Human Resources

# CLASSIFIED PERSONNEL CALENDAR

## Personnel Calendar

### Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Khin, Sean	Asst. Basketball Coach Boys	Century	November 14, 2016		\$22.43	
Lara, Daniel	Asst. Basketball Coach	Saddleback	November 14, 2016		\$22.43	
Levin, Daniel	Asst. Soccer Coach Boys	Segerstrom	November 14, 2016		\$22.43	
Lopez, David	Head Coach Soccer Girls	Saddleback	November 14, 2016		\$28.04	
Luna Beltran, Alejandro	Asst. Soccer Coach Boys	Valley	November 14, 2016		\$22.43	
Macias, Alfredo	Asst. Basketball Coach Boys	Segerstrom	November 14, 2016		\$22.43	
Maldonado, Christopher	Asst. Basketball Coach Girls	Valley	November 14, 2016		\$22.43	
Maldonado, Hector	Head Coach Wrestling Coach	Godinez	November 14, 2016		\$28.04	
Marenco, Andy	Asst. Basketball Coach	Segerstrom	November 22, 2016		\$22.43	
Martinez, Freddy	Head Coach Basketball	Saddleback	November 14, 2016		\$28.04	
Morales, Javier	Asst. Basketball Coach	Century	November 14, 2016		\$22.43	
Martinez Canales, Jonathan	Asst. Soccer Coach	Century	November 14, 2016		\$22.43	

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## Personnel Calendar

## Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Morgan, James	Asst. Basketball Coach	Saddleback	November 14, 2016		\$22.43	
Moroyoqui, Juan	Asst. Wrestling Coach	Segerstrom	November 14, 2016		\$22.43	
Mungia Manzo, Joel	Asst. Basketball Coach Girls	Century	November 14, 2016		\$22.43	
Nava, Imelda	Head Coach Soccer Girls	Segerstrom	November 14, 2016		\$28.04	
Nuñez, Alvaro	Head Coach Basketball Girls	Valley	November 14, 2016		\$28.04	
Olivo, Arturo	Asst. Soccer Coach Boys	Valley	November 14, 2016		\$22.43	
Orendain, Jaime	Asst. Wrestling Coach	Santa Ana High	November 14, 2016		\$22.43	
Orosco, Bernardo	Asst. Wrestling Coach	Valley	November 14, 2016		\$22.43	
Orozco, Natanael	Asst. Waterpolo Coach	Valley	November 14, 2016		\$22.43	
Osisioma, Munachiso	Asst. Basketball Coach	Saddleback	November 18, 2016		\$22.43	
Perez, Antonio	Asst. Basketball Coach	Saddleback	November 14, 2016		\$22.43	
Pineda, Jorge	Asst. Basketball Coach	Century	November 14, 2016		\$22.43	

Mark A. McKinney, Associate Superintendent, Human Resources



**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 14, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Pintor, Teresa	Asst. Soccer Coach Girls	Godinez	November 14, 2016		\$22.43	
Ramires, Enrique	Asst. Soccer Coach Girls	Segerstrom	November 14, 2016		\$22.43	
Ramirez, Roberto	Asst. Basketball Coach Boys	Century	November 14, 2016		\$22.43	
Rea, Francisco	Asst. Soccer Coach	Santa Ana High	November 14, 2016		\$22.43	
Rios, Francisco	Asst. Basketball Coach Girls	Valley	November 14, 2016		\$22.43	
Rodriguez, Cecilia	Asst. Basketball Coach	Century	November 14, 2016		\$22.43	
Rodriguez, Karina	Asst. Soccer Coach Girls	Santa Ana High	December 14, 2016		\$22.43	
Rucker, Lynn	Asst. Soccer Coach Girls	Valley	November 14, 2016		\$22.43	
Segura, Eduardo	Asst. Basketball Coach	Santa Ana High	November 14, 2016		\$22.43	
Simonds, Joel	Head Coach Basketball Boys	Saddleback	November 14, 2016		\$28.04	
Sok, Johnny	Asst. Basketball Coach Girls	Godinez	November 14, 2016		\$22.43	
Tolento-Navarro, Juan	Asst. Soccer Coach Boys	Valley	November 14, 2016		\$22.43	

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## Personnel Calendar

## Board Meeting - March 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Torres, Elizabeth	Head Coach	Century	November 14, 2016		\$28.04	
Vasquez Martinez, Jose	Asst. Soccer Coach Boys	Santa Ana High	November 14, 2016		\$22.43	
Vazquez Padilla, Samuel	Asst. Soccer Coach Boys	Godinez	November 21, 2016		\$22.43	
Velazquez, Victor	Asst. Soccer Coach Boys	Century	November 14, 2016		\$22.43	
Zuniga, Eric	Asst. Soccer Coach Boys	Saddleback	November 14, 2016		\$22.43	
Zuniga Magno, Oscar	Asst. Soccer Coach Boys	Saddleback	November 14, 2016		\$22.43	

Mark A. McKinney, Associate Superintendent, Human Resources

RESOLUTION NO. 16/17-3167

BOARD OF EDUCATION  
SANTA ANA UNIFIED SCHOOL DISTRICT  
ORANGE COUNTY, CALIFORNIA

**National Deaf History Month**

WHEREAS, approximately one in ten Americans is either born deaf or has acquired some forms of hearing loss due to accident, illness, noise, heredity, or aging; and

WHEREAS, although the term "deaf community" implies uniformity, it actually consists of diverse individuals with varying communication modes and backgrounds, both deaf and hearing, who share common characteristics of hearing loss and/or deaf culture; and

WHEREAS, the deaf community has been long unrecognized and misunderstood by most Americans; and

WHEREAS, numerous pioneers should be honored for their roles in transforming American culture, history, and politics as educators, artists, writers, inventors, informed citizens, and many other roles, as for example:

- A. Thomas Brown, deaf orator and grassroots community leader who planted the seed for the National Association of the Deaf in the 1870s;
- B. Thomas Alva Edison, inventor and scientists who received 1,093 patents and who said his deafness helped him concentrate on his experiments and research;
- C. Andrew J. Foster, deaf American educator who founded thirty-one schools and many other programs for deaf people in thirteen African countries;
- D. Sophia Fowler Gallaudet, an influential deaf advocate to the US Congress and who was known as "Queen of the Deaf Community;"

E. Helen Keller, deaf-blind author and lecturer, who received many honors for her global advocacy on human rights; and

WHEREAS, for thirty years since the 1970s, the general public has been becoming more aware of the deaf community and sign language through television and theatre, ranging from:

- A. Children of a Lesser God, a Tony-Award winning play about the deaf culture which starred a deaf actress; and
- B. Sesame Street, a children's educational television program with an award-winning deaf actress as "Linda the Librarian" to the recent smash hit,
- C. Big River, The Adventures of Huckleberry Finn, multi-award winning musical play, produced by deaf-run Deaf West Theatre; and

WHEREAS, the heritage of the deaf community in America has been recognized in Deaf Heritage, the first history of the deaf community in America, published in 1981 by the National Association of the Deaf, and written by Jack R. Gannon, and American Sign Language has been acknowledged as a true language, and is taught throughout the United States, and

WHEREAS, libraries have been instrumental in promoting public awareness of American Sign Language, deaf culture, and the history of the deaf community, as for example:

- A. Since 1974, the District of Columbia Public Library in Washington, D.C. has celebrated deaf awareness in the first full week of December, now known as Clerc-Gallaudet Week. This Week commemorates the anniversaries of the births of Laurent Clerc and Thomas Hopkins Gallaudet, two pioneers of deaf education in America, both born in December and who made a great impact on the deaf community when they founded the first permanent American school for deaf students in Hartford, Connecticut on April 15, 1817;

March 14, 2017

B. Public schools and academic libraries are acquiring literature and media concerning the deaf community in varied formats such as books, captioned media, American Sign Language video titles, large print, and Braille;

WHEREAS, the month of March 13-April 15 contains these important dates in American History;

A. March 13: The victory of the Deaf President Now movement at Gallaudet University located in Washington, D.C. when the first deaf person was selected to become president of this 124-year-old institution in 1988;

B. April 8: Charter signed in 1864 by the President of the United States, Abraham Lincoln, authorizing the Board of Directors of the Columbia Institution (now Gallaudet University) to grant college degrees to deaf students;

C. April 15: Establishment in 1817 of the first permanent school for deaf students in the Western Hemisphere, now known as the American School for the Deaf, located in Hartford, Connecticut; and

WHEREAS, in the history of California, the Santa Ana Unified School District, as a prominent leader in deaf education, in 1948, founded a program for students who are deaf or hard of hearing that has served over 4000 Orange County students and has continued for over a half century to provide a high standard of education;

NOW, THEREFORE, BE IT RESOLVED, that the Santa Ana Unified School District joins in the celebration of National Deaf History Month, held annually March 13 - April 15 and calls upon public officials, schools, and others to celebrate with programs and activities to highlight and honor the many contributions of the deaf community to American society.

Upon motion of Member Iglesias and duly seconded, the foregoing Resolution was adopted by the following vote:

AYES: John Palacio, Cecilia Iglesias, Alfonso Alvarez, and Rigo Rodriguez


NOES:

ABSENT Valerie Amezcua

STATE OF CALIFORNIA       )  
                                      ) SS:  
COUNTY OF ORANGE        )

I, Cecilia Iglesias, Clerk of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 14 day of March, 2017, and passed by a vote of 4-0 of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 14 day of March, 2017.

  
\_\_\_\_\_  
Cecilia Iglesias, Clerk  
Board of Education  
Santa Ana Unified School District

Approved on: 3/14/17 By: \_\_\_\_\_

RESOLUTION NO. 16/17-3168

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

Proclaiming March as Youth Art Month

WHEREAS, Arts Education, which includes dance, music, theatre, and the visual arts, is an essential part of basic education for all students, kindergarten through grade twelve, to provide for balanced learning and to develop the full potential of their minds; and

WHEREAS, through well-planned instruction and activities in the arts, children develop initiative, creative ability, self-expression, self-reflection, thinking skills, discipline, a heightened appreciation of beauty and cross-cultural understanding; and

WHEREAS, experience in the arts develops insights and abilities central to the experience of life, and are collectively one of the most important repositories of culture; and

WHEREAS, many national and state professional educational associates hold celebrations in March focused on students' participation in the arts; and

WHEREAS, the California State Board of Education states in its Arts Education Policy adopted in July 1989 that each student should receive a high quality, comprehensive arts education program based on the adopted visual and performing arts curriculum documents.

NOW, THEREFORE, BE IT RESOLVED: That the Santa Ana Unified School District's Board of Education declares March, 2017, as "Youth Art Month" and encourages all to celebrate the arts with meaningful student activities and programs that

1 demonstrate learning and understanding in the visual and performing arts. The  
2 theme for the 2016-17 school year is "United Through Art".  
3

4 I, Cecilia Iglesias, Clerk of the Governing Board, do hereby certify that  
5 the foregoing is a full, true, and correct copy of a resolution passed and adopted  
6 by the Board at a regularly called and conducted meeting held on said date.  
7

8 WITNESS my hand this 14<sup>th</sup> day of March, 2017.  
9

10  
11 By:

Cecilia Iglesias

12 Cecilia "Ceci" Iglesias

13 Clerk of the Board of Education  
14





# Santa Ana Unified School District

## BOARD POLICY NO. 3511

**SUBJECT: Energy and Water Conservation**

**CATEGORY: Business and Noninstructional Operations**

**Effective: 3/14/2017**

**RESPONSIBLE OFFICE(S): Business Services, Facilities & Governmental Relations** **Revised: 2/15/2017**

### **SCOPE:**

The Governing Board is committed to reducing the District's demand for electricity and water to help conserve natural resources and to save money to support other District needs. To that end, the Board shall establish goals to help reduce the district's energy and water consumption.

### **POLICY:**

The Superintendent or designee shall establish an energy efficiency program which shall include specific strategies designed to help the District use energy more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy costs.

As part of the energy efficiency program, the Superintendent or designee shall develop an emergency action plan to address actions to be taken in the event of power outages in schools, both during and after school operations. The action plan shall also address the role of staff, students and parents/guardians in helping to conserve resources and other activities to help the district meet energy reduction goals. (cf. 3516 - Emergencies and Disaster Preparedness Plan) (cf. 3516.5 - Emergency Schedules)

The Superintendent or designee shall analyze the increase on the District's budget. He/ she shall recommend necessary contingency plans. (cf. 3100 - Budget)

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy and water conservation goals. (cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall present to the Board cost-reducing opportunities to achieve its conservation goals.

The Superintendent or designee shall emphasize conservation instruction at the elementary and secondary levels which will provide students a knowledge and motivation to participate in energy conservation practices. The information shall include those types of energy conservation measures that have application in the home as well as the classroom.

The Superintendent or designee shall periodically report to the Board on the District's progress in meeting energy and water use reduction goals.

All car wash fundraisers shall be suspended due to the State-wide drought emergency. If car wash fundraisers are allowed to resume following the conclusion of the drought emergency, all events shall have water hoses equipped with a spray nozzle that shuts off automatically to reduce water waste, which is the law. When allowable by ordinance, car wash fundraiser staff shall:



# Santa Ana Unified School District

## BOARD POLICY NO. 3511

**SUBJECT: Energy and Water Conservation**

**CATEGORY: Business and Noninstructional Operations**

**Effective: 3/14/2017**

**RESPONSIBLE OFFICE(S): Business Services, Facilities & Governmental Relations** **Revised: 2/15/2017**

- Look for a location where the run off can be disposed of without it entering a storm drain, such as a lawn.
- Seal off the catch basin and pump the water to a vegetated area or lawn.

### **DESIRED OUTCOME:**

Through this policy, the District shall establish procedures related to energy and water conservation incurred for the purpose of reducing District costs as stewards of public funds.

### **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

#### **District Policies and Procedures:**

Administrative Regulation 3511, Energy and Water Conservation

#### **Legal Reference:**

41422 School term or session length, failure to comply due to disaster  
46392 Emergency conditions; ADA estimate

#### **Public Resources Code**

25410-25421 Energy Conservation Assistance

#### **Management Resources:**

##### **CDE Management Advisories**

0118.01 California's Energy Challenge  
0706.90 Water Conservation Advisory, 90-09  
0222.90 Average Daily Attendance Credit During Periods of Emergency 90-01

##### **Web Sites:**

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

California Department of Education, Facilities Division, Energy Challenge:

<http://www.cde.ca.gov/facilities/energyefficiency>

California Energy Commission: <http://www.energy.ca.gov/>

Alliance to Save Energy: <http://www.ase.org/>

Adopted: (5-84 8-98 4-02 10-16) 2-17

Santa Ana, CA



# Santa Ana Unified School District

**BOARD POLICY NO: 3511.1**

**SUBJECT:** Integrated Waste Management  
**CATEGORY:** Business and Non-Instructional Operations  
**RESPONSIBLE OFFICE(S):** Facilities and Governmental Relations

**EFFECTIVE:** 3/14/2017  
**REVISED:** 2/15/2017

**SCOPE:**

The Governing Board believes that the conservation of natural resources and the protection of the environment are connected to the district's educational mission and are essential to the health and well-being of the community. The Superintendent or designee shall develop and/or implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

**POLICY:**

The district's program shall include strategies designed to help the district reduce solid and hazardous waste generation, improve efficiency in its use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

The Superintendent or designee may collaborate with city, county, and state agencies and other public or private agencies in developing and implementing the district's integrated waste management program.

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program including applying for available grants or other cost-reduction incentives. To the extent that funding permits, the Superintendent or designee shall provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and protecting the environment.

The Superintendent or designee shall regularly monitor all aspects of the district's integrated waste management program and shall provide an update to the Board on its effectiveness as necessary.

**DESIRED OUTCOME:**

Through this policy, the District shall establish procedures related to bulk and recyclable waste conservation incurred for the purpose of reducing District costs as stewards of public funds.

**IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:****District Policies and Procedures:**

- (cf. 3511 - Energy and Water Management)
- (cf. 3514 - Environmental Safety)
- (cf. 3514.1 - Hazardous Substance)
- (cf. 7131 - Relations with Local Agencies)
- (cf. 4131 - Certified Professional/Staff Development)



# Santa Ana Unified School District

BOARD POLICY NO: 3511.1

**SUBJECT:** Integrated Waste Management

**CATEGORY:** Business and Non-Instructional Operations

**RESPONSIBLE OFFICE(S):** Facilities and Governmental Relations

**EFFECTIVE:** 3/14/2017

**REVISED:** 2/15/2017

(cf. 4331 – Management, Supervisory & Confidential Personnel/Staff Development)

(cf. 6142.5 - Environmental Education)

## Legal Reference:

### Education Code

8700-8707 Environmental education

17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards

17072.35 New construction grants; use for designs and materials for high performance schools

32370-32376 Recycling paper

33541 Environmental education

### Public Resources Code

25410-25421 Energy conservation assistance

40050-40063 Waste management; integrated waste management

41780 Waste diversion

42620-42622 Source reduction and recycling programs

42630-42647 School site source reduction and recycling

42649-42649.7 Recycling of commercial solid waste

### Code of Regulations, Title 14

17225.12 Commercial solid waste

## Management Resources:

### Web Sites:

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

California Department of Resources Recycling and Recovery:

<http://www.calrecycle.ca.gov/ReduceWaste/Schools>

California Division of State Architect: <http://www.dgs.ca.gov/dsa>

California Energy Commission: <http://www.energy.ca.gov>

California Environmental Protection Agency: <http://www.calepa.ca.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>



# Santa Ana Unified School District

**BOARD POLICY NO: 3514**

**SUBJECT:** Environmental Safety  
**CATEGORY:** Business and Non-Instructional Operations  
**RESPONSIBLE OFFICE(S):** Business Services, Facilities and Governmental Relations  
**EFFECTIVE:** 3/14/2017  
**REVISED:** 2/15/2017

## **SCOPE:**

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks. The Superintendent or designee shall establish a comprehensive plan to prevent and/or mitigate environmental hazards based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff attendance, student attendance, and student achievement.

## **POLICY:**

The Superintendent or designee shall establish regulations to prevent and/or reduce environmental hazards in accordance with law and state guidelines. Strategies shall include but not necessarily limited to:

1. Considering air quality in the siting and architectural design of new or remodeled facilities and in the selection of building materials and furnishings, and taking steps to reduce indoor air contaminants in maintenance operations
2. Ensuring the use of effective least toxic pest management practices at all district schools. (cf. 3514.2 – Integrated Pest Management.)
3. Minimizing the exposure to lead in paint, soil or drinking water, especially in areas accessible to very young children.
4. Inspecting and testing facilities for asbestos-containing materials and protecting persons during encapsulation and removal of any asbestos.

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

## **DESIRED OUTCOME:**

This policy will promote healthy school environments.

## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

### **District Policies and Procedures:**

- (cf. 1312.3 - Williams Uniform Complaint Procedures)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3514.1 - Hazardous Substances)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 4131 - Staff Development)
- (cf. 4331 – Management Supervisory and Confidential Staff Development)



# Santa Ana Unified School District

**BOARD POLICY NO: 3514**

**SUBJECT:** Environmental Safety  
**CATEGORY:** Business and Non-Instructional Operations  
**RESPONSIBLE OFFICE(S):** Business Services, Facilities and Governmental Relations  
**EFFECTIVE:** 3/14/2017  
**REVISED:** 2/15/2017

(cf. 4157/4257/4357/4158/4258/4358 - Employee Safety)  
(cf. 5030 - Student Wellness)  
(cf. 5142 - Safety)  
(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 5141.23 – Infectious Disease Prevention)  
(cf. 5141.6 - Student Health and Social Services)  
(cf. 6163.2 - Animals at School and District Facilities)  
(cf. 7150 - Site Selection and Development)  
(cf. 3516.5 – Emergencies and Disaster Preparedness Plan)  
(cf. 6142.7 - Physical Education)  
(cf. 6161.3 - Toxic Art Supplies)

## **Legal Reference:**

### **Education Code**

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17613 Healthy Schools Act of 2000, least toxic pest management practices

32080-32081 Carbon monoxide devices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

### **Food and Agricultural Code**

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

### **Government Code**

3543.2 Scope of representation; right to negotiate safety conditions

### **Health and Safety Code**

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

### **Code of Regulations, Title 5**

14010 Standards for school site selection

### **Code of Regulations, Title 8**

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees





# Santa Ana Unified School District

**BOARD POLICY NO: 3514**

**SUBJECT:** Environmental Safety  
**CATEGORY:** Business and Non-Instructional Operations  
**RESPONSIBLE OFFICE(S):** Business Services, Facilities and Governmental Relations

**EFFECTIVE:** 3/14/2017

**REVISED:** 2/15/2017

1528-1533 Construction safety orders; exposure to hazards  
 5139-5223 Control of hazardous substances

## **Code of Regulations, Title 13**

2025 Retrofitting of diesel school buses  
 2480 Vehicle idling

## **Code of Regulations, Title 17**

35001-36100 Lead abatement services

## **Code of Regulations, Title 22**

64670-64679 Lead and copper in drinking water

## **United States Code, Title 7**

136-136y Use of pesticides

## **United States Code, Title 15**

2601-2629 Control of toxic substances  
 2641-2656 Asbestos Hazard Emergency Response Act

## **United States Code, Title 42**

1758 Food safety and inspections

## **Code of Federal Regulations, Title 40**

141.1-141.723 Drinking water standards  
 745.61-745.339 Lead-based paint standards  
 763.80-763.99 Asbestos-containing materials in schools  
 763.120-763.123 Asbestos worker protections

## **Management Resources:**

### **CSBA PUBLICATIONS**

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

### **California Department of Education Publications**

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995



# Santa Ana Unified School District

**BOARD POLICY NO: 3514**

**SUBJECT:** Environmental Safety  
**CATEGORY:** Business and Non-Instructional Operations  
**RESPONSIBLE OFFICE(S):** Business Services, Facilities and Governmental Relations

**EFFECTIVE:** 3/14/2017  
**REVISED:** 2/15/2017

## **California Department of Health Services Publications**

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

## **U.S. Environmental Protection Agency Publications**

Indoor Air Quality Tools for Schools, rev. 2007

Healthy School Environments Assessment Tool, 2007

The ABCs of Asbestos in Schools, rev. August 2003

Mold Remediation in Schools and Commercial Buildings, March 2001

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

## **Web Sites**

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

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

California Indoor Air Quality Program: <http://www.cal-iaq.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Consumer Product Safety Commission: <http://www.cpsc.gov>

National Center for Environmental Health: <http://www.cdc.gov/nceh>

Occupational Safety and Health Administration: <http://www.osha.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Adopted: (8-98 4-02) 2-17

Santa Ana, CA





# Santa Ana Unified School District

**BOARD POLICY NO: 3514.1**

**SUBJECT:** Hazardous Substances  
**CATEGORY:** Business and Non-Instructional Operations  
**EFFECTIVE:** 03/14/17  
**RESPONSIBLE OFFICE(S):** Business, Risk Management, Building Services, Logistics  
**REVIEWED:** 02/15/17

## **SCOPE:**

The Governing Board recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designees shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner, and in compliance.

## **POLICY:**

Insofar as reasonably possible, the Superintendent or designees shall minimize the quantities of hazardous substances stored and used on school property.

When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

The Superintendent or designees shall develop, implement, and maintain a written hazard communication program in accordance with state law and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

Should the District maintain a workplace where there is laboratory use of hazardous chemicals (i.e., where relatively small quantities of hazardous chemicals are used but not produced), the District is required to have a written chemical hygiene plan to protect employees.

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include instruction to students about proper handling of hazardous substances.

## **DESIRED OUTCOME:**

To provide a safe school environment that protects students and employees from exposure to potentially hazardous substances that may be used in the district's educational program and in the maintenance and operation of district facilities and equipment.

## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

### **District Policies and Procedures:**

BP 1240 - Volunteer Worker  
BP 3514 - Environmental Safety  
BP 4119.42/4219.42/4219.42 - Exposure Control Plan for Bloodborne Pathogens  
BP 4157/4257/4357 - Employee Safety  
BP 5141.22 - Infectious Diseases  
BP 5142 - Safety  
BP 6161.3 - Toxic Art Supplies

AR 1240 - Volunteer Worker  
AR 3514 - Environmental Safety  
AR 3514.2 - Integrated Pest Management  
AR 4119.42/4219.42/4219.42 - Exposure Control Plan for Bloodborne Pathogens



# Santa Ana Unified School District

**BOARD POLICY NO: 3514.1**
**SUBJECT: Hazardous Substances**
**CATEGORY: Business and Non-Instructional Operations**
**EFFECTIVE: 03/14/17**
**RESPONSIBLE OFFICE(S): Business, Risk Management, Building Services, Logistics**
**REVIEWED: 02/15/17**
**Legal Reference:**
**Education Code:**

49340-49341 Hazardous substances education  
 49401.5 Legislative intent; consultation services  
 49411 Chemical listing; compounds used in school programs;  
 determination of shelf life; disposal

**Food and Agricultural Code:**

12981 Regulations re pesticides and worker safety

**Health and Safety Code:**

25163 Transportation of hazardous wastes; registration; exemptions;  
 inspection  
 25500-25520 Hazardous materials release response plans; inventory

**Labor Code:**

6360-6363 Hazardous Substances Information and Training Act  
 6380-6386 List of hazardous substances

**Code of Regulations, Title 8:**

339 List of hazardous substances  
 3203 Illness and injury prevention program  
 3204 Records of employee exposure to toxic or harmful substances  
 5139-5230 Control of hazardous substances, especially  
 5154.1-5154.2 Ventilation  
 5161 Definitions  
 5162 Emergency eyewash and shower equipment  
 5163 Control of spills  
 5164 Storage of hazardous substances  
 5191 Occupational exposure to hazardous chemicals in laboratories;  
 chemical hygiene plan  
 5194 Hazard communication

**Code of Regulations, Title 22:**

67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation  
 facilities

**Management Resources:**

California Department of Education Publications

**Science Safety Handbook for California Public Schools, 2012**
**WEB SITES**

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

California Department of Education: <http://cde.ca.gov>

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

(12/89 2/97) 4/13



# **Santa Ana Unified School District**

**BOARD POLICY NO: 3515**

SUBJECT: **Campus Security**  
CATEGORY: **Business**  
RESPONSIBLE OFFICE(S): **Business Services**

EFFECTIVE: 3/14/2017  
REVIEWED: 2/15/2017

## **SCOPE:**

The Board recognizes its primary responsibility is to comply with applicable State and federal laws.

## **POLICY:**

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goal and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

### **Surveillance Systems**

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

With the exception of covert cameras that have been temporarily installed for criminal investigation, prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.



# Santa Ana Unified School District

**BOARD POLICY NO: 3515**

SUBJECT: Campus Security  
CATEGORY: Business  
RESPONSIBLE OFFICE(S): Business Services

EFFECTIVE: 3/14/2017  
REVIEWED: 2/15/2017

## Portable Audio/Video Recorders

The Board believes the use of Portable Audio/Video Recorders (Body Worn Cameras) by sworn peace officers have become a prevalent and effective form of technology among law enforcement agencies and have benefited both officers and the public alike. Portable Audio/Video Recorders promote the perceived legitimacy and sense of procedural justice the community has about the police department strengthening police accountability while providing Officers with the technology to capture and collect evidence/critical incidents and encounters with the public. To the extent that any images from the Portable Audio/Video Recorders create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

### **Legal Reference:**

#### EDUCATION CODE

32020	Access gates
32211	Threatened disruption or interference with classes
32280-32288	School safety plans
35160	Authority of governing boards
35160.1	Broad authority of school districts
38000-38005	Security patrols
49050-49051	Searches by school employees
49060-49079	Student records

#### PENAL CODE

469	Unauthorized making, duplicating or possession of key to public building
626-626.11	Disruption of schools and evidence
832.18	Downloading and storage of data recorded by body-worn cameras
633	Law enforcement officers: authorized use of electronic, etc., equipment

#### GOVERNMENT CODE

3300 et seq.	Public Safety Officers Procedural Bill of Rights
6250 et. seq.	Protections and inspection of public records



# **Santa Ana Unified School District**

**BOARD POLICY NO: 3515**

SUBJECT: **Campus Security**  
CATEGORY: **Business**  
RESPONSIBLE OFFICE(S): **Business Services**

EFFECTIVE: 3/14/2017  
REVIEWED: 2/15/2017

## **CALIFORNIA CONSTITUTION**

Article 1, Section 28 (c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

1232g                      Family Educational Rights and Privacy Act

## **COURT DECISIONS**

New Jersey v. T.L.O. (1985) 469 U.S. 325

## **ATTORNEY GENERAL OPINIONS**

83 Ops. Cal. Atty. Gen. 257 (2000)

75 Ops. Cal. Atty. Gen. 155 (1992)

## **DESIRED OUTCOME:**

Through this policy, the District shall comply with applicable State and federal laws.



# Santa Ana Unified School District

**BOARD POLICY NO: 4112.2**
**SUBJECT: Certification**
**CATEGORY: Personnel**
**RESPONSIBLE OFFICE(S): Human Resources Department**
**EFFECTIVE: 3/14/2017**
**REVIEWED: 2/15/2017**

## SCOPE:

The Board recognizes its primary responsibility is to comply with applicable State and federal laws.

## POLICY:

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

- (cf. 4111/4211/4311 - Recruitment and Selection)
- (cf. 4112.21 - Interns)
- (cf. 4112.22 - Staff Teaching English Language Learners)
- (cf. 4112.23 - Special Education Staff)
- (cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
- (cf. 4113 - Assignment)
- (cf. 4121 - Temporary/Substitute Personnel)
- (cf. 5148 - Child Care and Development)
- (cf. 6178 - Career Technical Education)
- (cf. 6200 - Adult Education)

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

- (cf. 4131 - Staff Development)
- (cf. 4131.1 - Teacher Support and Guidance)

### Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)





# Santa Ana Unified School District

**BOARD POLICY NO: 4112.2****SUBJECT: Certification****EFFECTIVE: 3/14/2017****CATEGORY: Personnel****REVIEWED: 2/15/2017****RESPONSIBLE OFFICE(S): Human Resources Department**

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

## National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily complete the requirements for the advanced certification awarded by the National Board for Professional Teaching Standards.



# **Santa Ana Unified School District**

## **BOARD POLICY NO: 4112.2**

**SUBJECT: Certification**

**CATEGORY: Personnel**

**RESPONSIBLE OFFICE(S): Human Resources Department**

**EFFECTIVE: 3/14/2017**

**REVIEWED: 2/15/2017**

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. In accordance with the collective bargaining agreement and the district budget, the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program.

(cf. 4161.3 - Professional Leaves)

### **Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of his/her certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)





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# Santa Ana Unified School District

BOARD POLICY NO: 4112.2

SUBJECT: Certification

EFFECTIVE: 3/14/2017

CATEGORY: Personnel

REVIEWED: 2/15/2017

RESPONSIBLE OFFICE(S): Human Resources Department

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

### Legal Reference:

#### EDUCATION CODE

8360-8370	Qualifications for child care personnel
32340-32341	Unlawful issuance of a credential
35186	Complaints regarding teacher vacancy or misassignment
44066	Limitations on certification requirements
44200-44399.1	Teacher credentialing, especially:
44250-44277	Credential types; minimum requirements
44300-44302	Emergency permit
44325-44328	District interns
44330-44355	Certificates and credentials
44330-44355	Certificates and credentials
44420-44440	Revocation and suspension of credentials
44450-44468	University intern program
44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
56060-56063	Substitute teachers in special education

#### CODE OF REGULATIONS, TITLE 5

80001-80674.6 Commission on Teacher Credentialing

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.61 Parent notification regarding teacher qualifications

#### COURT DECISIONS

Association of Mexican-American Educators, et. Al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F. Supp. 1534



# **Santa Ana Unified School District**

**BOARD POLICY NO: 4112.2**

SUBJECT: **Certification**  
CATEGORY: **Personnel**  
RESPONSIBLE OFFICE(S): **Human Resources Department**

EFFECTIVE: 3/14/2017  
REVIEWED: 2/15/2017

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

13-01 Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

## **WEB SITES:**

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, Credential Information Guide (for employers' use only):

<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

U.S. Department of Education: <http://www.ed.gov>

## **DESIRED OUTCOME:**

Through this policy, the District shall comply with applicable State and federal laws.

Adopted: (10/96) 10/05

Santa Ana, CA



# Santa Ana Unified School District

**BOARD POLICY NO: 4115**

**SUBJECT:** Evaluation/Supervision  
**CATEGORY:** Personnel  
**RESPONSIBLE OFFICE(S):** Human Resources Department

**EFFECTIVE:** 3/14/2017

**REVIEWED:** 2/15/2017

## SCOPE:

The Board recognizes its primary responsibility is to comply with applicable State and federal laws.

## POLICY:

The Governing Board believes that regular, comprehensive evaluations designed to hold instructional staff accountable for their performance are key to improving their teaching skills and raising students' levels of achievement.

(cf. [4141/4241](#) - Collective Bargaining Agreement)

(cf. [4315](#) - Evaluation/Supervision)

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance and encourages them to take initiative to request assistance as necessary, including participation in appropriate staff development and/or individualized teacher support and guidance programs.

(cf. [4117.6](#) - Decision Not to Rehire)

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4131](#) - Staff Development)

(cf. [4131.1](#) - Teacher Support and Guidance)

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments

(cf. [6011](#) - Academic Standards)

(cf. [6162.5](#) - Student Assessment)

(cf. [6162.51](#) - State Academic Achievement Tests)

2. The instructional techniques and strategies used by the employee

3. The employee's adherence to curricular objectives



# Santa Ana Unified School District

**BOARD POLICY NO: 4115**
**SUBJECT: Evaluation/Supervision**
**CATEGORY: Personnel**
**RESPONSIBLE OFFICE(S): Human Resources Department**
**EFFECTIVE: 3/14/2017**
**REVIEWED: 2/15/2017**

4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.

With the agreement of the exclusive representative of the certificated staff when applicable, the Superintendent or designee may incorporate objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession into district evaluation standards.

(cf. [4119.21/4219.21/4319.21](#) - Professional Standards)

(cf. [4140/4240/4340](#) - Bargaining Units)

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code [44662](#))

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code [44662](#))

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning and are uniformly applied throughout the district

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

### Legal Reference:

#### EDUCATION CODE

33039	State guidelines for teacher evaluation procedures
35171	Availability of rules and regulations for evaluation of performance
44660-44665	Evaluation and assessment of performance of certificated employees (the Stull Act)

#### GOVERNMENT CODE

3543.2	Scope of representation
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### Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS  
California Standards for the Teaching Profession, 2009



# Santa Ana Unified School District

BOARD POLICY NO: 4115

SUBJECT: Evaluation/Supervision

CATEGORY: Personnel

RESPONSIBLE OFFICE(S): Human Resources Department

EFFECTIVE: 3/14/2017

REVIEWED: 2/15/2017

## WEB SITES:

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

California Department of Education: <http://www.cde.ca.gov/>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov/>

National Board for Professional Teaching Standards: <http://www.nbpts.org/>

## DESIRED OUTCOME:

Through this policy, the District shall comply with applicable State and federal laws.



# **Santa Ana Unified School District**

**BOARD POLICY NO: 4315**

**SUBJECT: Evaluation/Supervision**

**CATEGORY: Personnel**

**RESPONSIBLE OFFICE(S): Human Resources Department**

**EFFECTIVE: 3/14/2017**

**REVIEWED: 2/15/2017**

## **SCOPE:**

The Board recognizes its primary responsibility is to comply with applicable State and federal laws.

## **POLICY:**

The Governing Board believes that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the district's vision and goals and school improvement plans.

(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 0500 - Accountability)  
(cf. 2140 - Evaluation of the Superintendent)  
(cf. 4300 - Administrative and Supervisory Personnel)

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

(cf. 4331 - Staff Development)

Administrative and supervisory employees shall be evaluated in accordance with provisions of employee contracts and/or applicable collective bargaining agreements as appropriate.

(cf. 4140/4240/4340 - Bargaining Units)  
(cf. 4312.1 - Contracts)

The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.

(cf. 4112.9 - Employee Notifications)

Administration and supervisory employees shall be evaluated annually, unless otherwise provided for in an employee contract or collective bargaining agreement. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.



# **Santa Ana Unified School District**

**BOARD POLICY NO: 4315**

**SUBJECT: Evaluation/Supervision**

**EFFECTIVE: 3/14/2017**

**CATEGORY: Personnel**

**REVIEWED: 2/15/2017**

**RESPONSIBLE OFFICE(S): Human Resources Department**

The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.

Evaluation criteria for certificated school site administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)

1. Academic growth of students, based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time

Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6141.5 - Advanced Placement)

2. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities
3. Culturally responsive instructional strategies to address and eliminate the achievement gap
4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement
5. High expectations for all students and leadership to ensure active student engagement and learning
6. Collaborative professional practices for improving instructional strategies
7. Effective school management, including personnel and resource management, organizational Leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior





# Santa Ana Unified School District

**BOARD POLICY NO: 4315**
**SUBJECT: Evaluation/Supervision**
**EFFECTIVE: 3/14/2017**
**CATEGORY: Personnel**
**REVIEWED: 2/15/2017**
**RESPONSIBLE OFFICE(S): Human Resources Department**

8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth
9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

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

## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

### **Legal Reference:**

#### **EDUCATION CODE**

- |             |  |
|-------------|--|
| 35171       | Availability of rules and regulations for evaluation of performance                              |
| 44660-44665 | Evaluation and assessment of performance of certificated employees                               |
| 44670-44671 | Principal evaluation   |
| 45113       | Rules and regulations for the classified service in districts not incorporating the merit system |

#### **GOVERNMENT CODE**

- |        |   |
|--------|---|
| 3540.1 | Meeting and negotiating in public educational employment, definitions |
| 3543.2 | Scope of representation (reevaluation procedures)                     |
| 3545   | Determination of bargaining units                                     |

### **Management Resources:**

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS  
California Professional Standards for Educational Leaders





# **Santa Ana Unified School District**

**BOARD POLICY NO: 4315**

**SUBJECT: Evaluation/Supervision**

**CATEGORY: Personnel**

**RESPONSIBLE OFFICE(S): Human Resources Department**

**EFFECTIVE: 3/14/2017**

**REVIEWED: 2/15/2017**

## **WEB SITES:**

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

## **DESIRED OUTCOME:**

Through this policy, the District shall comply with applicable State and federal laws.



# Santa Ana Unified School District

**BOARD POLICY NO: 6161.1****SUBJECT: Selection and Evaluation of Instructional Materials****CATEGORY: Instruction****EFFECTIVE: 03/14/2017****RESPONSIBLE OFFICE(S): Educational Services****REVIEWED: 02/15/2017****SCOPE:**

The Governing board believes that instructional materials should be selected and evaluated with great care so that they will effectively support the adopted course of study and meet current curricular goals. The review of instructional materials shall be coordinated with the overall development and evaluation of the District curriculum. Taken as a whole, instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies.

**POLICY:**

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards. The Board shall adopt instructional materials for grade 9 – 12 upon determining that the materials meet the criteria specified in law and administrative regulation.

**Review Process**

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend materials.

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. In addition, the instructional materials review committee may include administrators and other staff who have subject-matter expertise, and students as appropriate.

The majority of the participants in the instructional review committee shall be teachers who have experience teaching that the subject area or grade level of the materials.

Individuals who participate in selecting and evaluating the instructional materials shall not have financial interest in the material being reviewed, recommended, or approved. Incompatible activities and conflicts of interest related to the selection and evaluation of instructional materials shall be clearly identified in administrative regulations.

Recommendations for the adoption and/or withdrawal of instructional materials shall be presented to the Board by the Superintendent or designee and shall include documentation supporting the recommendation. All instructional materials recommended to the Board for adoption shall be available for public inspection at the district office.

**Complaints**

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

**Public Hearing on Sufficiency of Instructional Materials**



# Santa Ana Unified School District

**BOARD POLICY NO: 6161.1**
**SUBJECT: Selection and Evaluation of Instructional Materials**
**CATEGORY: Instruction**
**EFFECTIVE: 03/14/2017**
**RESPONSIBLE OFFICE(S): Educational Services**
**REVIEWED: 02/15/2017**

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials.

## DESIRED OUTCOME:

Through this policy the District shall provide all students with instructional materials that are aligned with academic content standards and that support the district's adopted courses of study.

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

### **District Policies and Procedures:**

AR 6161.1(a) – Selection and Evaluation of Instructional Materials

### **Legal Reference:**

1720-1723 – Preparation of courses of study  
 6141 – Curriculum Development and Evaluation  
 3315 – Relations with Vendors  
 9270 – Conflict of Interest  
 3270 – Sale and Disposal of Books, Equipment and Supplies  
 1312.2 – Complaints Concerning Instructional Materials

### **California Government Code**

35272 – Education and athletic materials  
 44805 - Enforcement of course of studies; use of textbooks, rules and regulations  
 51501 – Subject matter reflecting on race, color etc.  
 60010 – Definitions  
 60040 – 60047 – Instructional requirements and materials  
 60070 – 60076 – Prohibited acts (re instructional materials)  
 60110 – 60111 – Instructional materials on drug education  
 60200 – 60206 – Elementary school materials  
 60400 – 60411 – High school textbooks

### **Other Regulatory Authority**

CDE Program Advisories

10021.09 – Selection of Instructional Materials, CIL: 90/91 – 02



# **Santa Ana Unified School District**

## **BOARD POLICY NO. 7100.1**

**SUBJECT: AS-BUILT CONSTRUCTION DRAWINGS**

**CATEGORY: Facilities**

**Effective: 3/14/2017**

**RESPONSIBLE OFFICE(S): Facilities & Governmental Relations**

**Revised: 2/15/2017**

### **SCOPE:**

Upon completion of work, all contractors will be required to provide one complete set of corrected "as-built" plans and specifications showing all changes from original plans, regardless of how minor the change may be. The final set of drawings and specifications shall be furnished to the District both as a hard copy and as a PDF file, and shall become permanent property of the District. The furnishing of the final corrected set of plans and specifications shall be a condition to the final payments to the architect and to the contractor.

### **POLICY:**

Upon the completion of work by District personnel, one corrected set of "as-built" plans and specifications or a mark-up showing construction changes on a former accurate record set of building drawings showing all changes from original plans, however minor, shall be completed and retained in the Building Services/Construction files.

### **DESIRED OUTCOME:**

This policy will allow the District to ensure all record drawings and specifications are received and maintained from contractors and architects for use on future construction projects.

### **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

#### **District Policies and Procedures:**

Administrative Regulation 7100.1

#### **Legal Reference:**

##### **Education Code**

35275 New school planning and design

39148 Prepares of plans, specifications and estimates; qualifications; observation of construction

39152 Rules and regulations; building standards



# Santa Ana Unified School District

## BOARD POLICY BP 7110

**SUBJECT: Facilities Master Plan**

**CATEGORY: Facilities**

**RESPONSIBLE OFFICE(S): Facilities & Governmental Relations**

**Effective: 3/14/2017**

**Revised: 2/15/2017**

### **SCOPE:**

Superintendent or designee shall develop and maintain a master plan for District facilities. This plan shall describe the District's anticipated school facilities needs and priorities. It shall also identify funding sources and timelines for building. The plan shall be reviewed at regular intervals specified within the plan.

### **POLICY:**

The plan shall be based on an assessment of the District's short-and long-term facility needs, giving consideration to:

1. Current and projected school enrollments for each grade level based on residential housing growth patterns in accordance with city/county general plans and other demographic factors.
2. The District's educational goals. (cf. 0200 Goals for the School District)
3. Current and projected educational program requirements.
4. Current and projected instructional technology needs.
5. Student safety and welfare.
6. An evaluation of existing buildings and needs for modernization and renovation.  
(cf. 7111 Evaluating Existing Buildings)
7. State planning standards and local zoning requirements.
8. The community's social, economic and political characteristics.
9. Estimated costs associated with meeting the District's facility needs.

The Superintendent or designee shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for facilities construction or modernization via the District's website. Regarding the expenditure of District bond funds, the Superintendent or designee shall also establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process. (cf. 1220 Citizen Advisory Committees)

In addition, the Superintendent or designee shall establish a principals' advisory committee to provide input on additional facilities-related issues throughout the District.



# **Santa Ana Unified School District**

## **BOARD POLICY BP 7110**

**SUBJECT: Facilities Master Plan**

**CATEGORY: Facilities**

**RESPONSIBLE OFFICE(S): Facilities & Governmental Relations**

**Effective: 3/14/2017**

**Revised: 2/15/2017**

To ensure that proposed facilities conform with all State planning standards and local zoning requirements, the Superintendent or designee shall consult architectural and engineering firms, utility companies, local governmental and planning agencies, the Orange County Department of Education, the California Department of Education, the Division of the State Architect and the Office of Public School Construction. Assistance from colleges and universities, planning laboratories and private consulting firms shall be authorized when necessary to augment District staff resources.

### **DESIRED OUTCOME:**

To align the current stakeholder outreach methods and programmatic needs of the District.

### **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

**District Policies and Procedures:**

Board Policy 7110

### **Legal Reference:**

Education Code

Parking

Adopted: (7-02 10-16) 2-17

Santa Ana, CA