

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

MINUTES

REGULAR MEETING
SANTA ANA BOARD OF EDUCATION

March 25, 2014

CALL TO ORDER

The meeting was called to order at 5:19 p.m. by Board Vice President Hernández. Other members in attendance were Mr. Richardson, Mr. Palacio and Ms. Iglesias.

Cabinet members present were Dr. Miller, Dr. Phillips, Dr. Haglund, Mr. McKinney, Ms. Lohnes, Mr. Dixon, Ms. Miller, and Dr. Rodriguez.

CLOSED SESSION PRESENTATIONS

Mr. Hernández 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 5:20 p.m. to consider legal issues, negotiations, and personnel matters.

Dr. Yamagata-Noji arrived during Closed Session.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:22 p.m.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Flor Nieto, 12th grade student at Valley High School.

RECOGNITIONS / ACKNOWLEDGMENTS

Valley High School Associated Student Body

Dr. Yamagata-Noji asked students' Flor Nieto, Lou Gascon, Rafael Dominguez, Marilyn Avina, Jayden Duong, Alondra Solis, and Leilani McDaniel to step to the lectern. They represented Valley High School and shared video highlights of the various activities and programs at their school.

Godinez Fundamental High School's Presentation of West Side Story

Dr. Yamagata-Noji called Ms. Cindy Landsiedel, Godinez Fundamental High School Principal to step to the lectern. She introduced Ms. Jeanette McMahon, VAPA Chair. Ms. McMahon introduced Gabriel Andrade who performed solo. In addition, Eric Rodriguez, Isaiah Acevedo, Brian Tovar, Gus Castro, and Josue Diaz performed a musical number from the musical "West Side Story".

Segerstrom High School Girls Water Polo CIF Champions

Dr. Yamagata-Noji called Mr. Duncan McCulloch, Segerstrom High School Principal to step to the lectern. He introduced Nick Canzone, Athletic Director. Mr. Canzone introduced head coach Tim Frederickson, and assistant coaches Andrew Salway, Herb Kimmons, Daneyra Ortega, and introduced the students: Karina Anaya, Brooke Branum, Sarah Chavez, Nathania Cuevas, Paige Fountain, Deyaneira Garcia, Michelle Gonzalez, Rebecca Gutierrez, Andrea Hernandez, Stephanie Hernandez, Diana Jimenez, Justine Mills, Aurora Ocegueda, Judith Quintanilla, Gillian Robles, Elizabeth Robles, Ana Tellez, and Margie Vera.

Carr Intermediate School Holds Fifth Annual St. Baldrick's Foundation Fundraising Event

Dr. Yamagata-Noji called Mr. Ed Bustamante, Carr Intermediate Principal to step to the lectern. He introduced students and staff who participated in the head-shaving fundraising event.

Customer Service Employee of the Month for March 2014, Omar Diaz

Dr. Yamagata-Noji called Mr. McKinney, Associate Superintendent, Human Resources to step to the lectern. He introduced Ms. Marjorie Cochran, Principal at Davis Elementary School, and Mr. Omar Diaz, Lead Custodian. Mr. Diaz was selected as the Customer Service Employee of the Month for March 2014 for his willingness and eager to lend a helping hand whenever he can. He is a contributing member of the Davis staff and feels it is his responsibility to serve, lead, and be a role model to others.

Presentation of Carlston Family Foundation Award for Outstanding Teacher Susan Groff

Dr. Yamagata-Noji called Dr. Kathy Apps, Principal at Middle College High School to step to the lectern. She introduced Mr. Timothy Allen, Executive Director of the Carlston Family Foundation. He recognized and honored Ms. Susan Groff, Biology teacher at Middle College High School for her impact in providing inspiration, motivation, and academic skills to former student Heriberto Bryan Olive.

SUPERINTENDENT'S REPORT

Dr. Miller introduced Mr. Kevin Tonai, Assistant Principal and Board member of the Kevin Armstrong, M.D., Memorial Sports Foundation. Mr. Tonai provided a presentation on the summer of 2014 fundraising event, "Healthnuts & Handlebars". He introduced Aileen Bui, Anthony Bui, and Hannah Pham. All three will be riding their bikes on the TransAmerica Trail, which begins in Astoria, Oregon and ends in Yorktown, Virginia. The bicycle journey will embark approximately 4,300 miles.

PUBLIC PRESENTATIONS

Dr. Yamagata-Noji asked those wishing to address the Board on matters related to agenda items to step to the lectern. Paul Zive, teacher at Willard Intermediate School addressed the Board related to Action Item 2.0 - Approval of Instructional Calendars for 2014-15, 2015-16, and 2016-17 school years.

1.0 APPROVAL OF CONSENT CALENDAR

The following items were removed from the Consent Calendar for discussion and separate action:

- 1.14 Authorization to Award Contract for Bid Package No. 13 Parking Lot ADA Upgrades at Greenville Fundamental Elementary School Under Modernization Program

It was moved by Mr. Hernández, seconded by Mr. Richardson, and carried 5-0, to approve the remaining items on the Consent Calendar as follows:

- 1.1 Approval of Minutes of Regular Board Meeting - March 11, 2014
- 1.2 Orange County Department of Education Second Quarter Site Review Report on Williams Settlement Legislation for Fiscal Year 2013-14
- 1.3 Approval of Extended Field Trips(s) in Accordance with Board Policy (BP) 6153 - School-Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School- Sponsored Trips
- 1.4 Approval of Memorandum of Understanding Between College Board and Santa Ana Unified School District for 2014-2019 School Years
- 1.5 Approval of Script Writing for Stage and Screen Course for High School Students

- 1.6 Approval of Expulsion of Students 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

330158 - Mendez

For the violation of Education Code Section 48900, paragraph A, B that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after March 25, 2015.

333071 - Mendez

For the violation of Education Code Section 48900, paragraph B that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after June 19, 2014.

345690 - Santa Ana

For the violation of Education Code Section 48900, paragraph C, D that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after June 19, 2014.

316493 - Santa Ana

For the violation of Education Code Section 48900, paragraph C, J that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after January 30, 2015.

- 1.7 Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of February 26, 2014 through March 11, 2014
- 1.8 Ratification of Expenditure Summary and Warrant Listing for Period of February 26, 2014 through March 11, 2014
- 1.9 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of February 26, 2014 through March 11, 2014
- 1.10 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-15025 MH
- 1.11 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-15193 JT
- 1.12 Acceptance of Completion of Contract for Lease-Leaseback Construction Project at Garfield Elementary School
- 1.13 Authorization to Approve the District's Option to Purchase Facilities Lease on the Garfield Elementary School Construction Project Pursuant to Lease-Leaseback Contract
- 1.15 Approval of Personnel Calendar
- 1.16 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests

ITEM REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION:

- 1.14 Authorization to Award Contract for Bid Package No. 13 Parking Lot ADA Upgrades at Greenville Fundamental Elementary School Under Modernization Program

It was moved by Mr. Hernández, seconded by Mr. Richardson, and carried 4-1, Ms. Iglesias dissenting, to authorize staff to award a contract to Horizons Construction Company International, Inc. for Bid Package No. 13 Parking Lot ADA Upgrades at Greenville Fundamental Elementary in the amount of \$34,000 under the Modernization Program.

ANNOUNCEMENT

Dr. Yamagata-Noji acknowledged District retirees and highlighted gift received.

PRESENTATIONS

Fundamental School Lottery Update for 2014-15 School Year

Dr. Yamagata-Noji called Ms. Dawn Miller, Assistant Superintendent, Secondary Education to step to the lectern. She provided the Board with data on the number of student enrollment and projected enrollment at the fundamental schools. In addition, current classroom capacities and potential classroom capacities were provided.

Transition from 8th to 9th Grade

Dr. Yamagata-Noji called Ms. Dawn Miller, Assistant Superintendent, Secondary Education to step to the lectern. She provided the Board with information on District programs and activities for eighth grade students transitioning to ninth grade.

Benefits of Early Education on Student Learning

Dr. Yamagata-Noji called Dr. Michelle Rodriguez, Assistant Superintendent, Elementary Education to step to the lectern. She provided the Board with information on the impact preschool programs have on the social, language and literacy, English language, and mathematical development of students.

REGULAR AGENDA - ACTION ITEMS

2.0 APPROVAL OF INSTRUCTIONAL CALENDARS FOR 2014-15, 2015-16, AND 2016-17 SCHOOL YEARS

It was moved by Mr. Hernández, seconded by Mr. Richardson, and carried 5-0, to approve the instructional calendars for the 2014-15, 2015-16, and 2016-17 school years with a September start date, three-year calendar, and two-week winter break.

3.0 RATIFICATION OF SUBMISSION OF FEDERAL SCHOOL IMPROVEMENT GRANT APPLICATION FOR VALLEY HIGH SCHOOL TO CALIFORNIA DEPARTMENT OF EDUCATION

It was moved by Mr. Richardson, seconded by Mr. Hernández, and carried 4-1, Dr. Yamagata-Noji dissenting, to ratify the submission of the School Improvement Grant on behalf of Valley High School to the California Department of Education on March 14, 2014.

4.0 APPROVAL OF AGREEMENT WITH WESTED IMPLEMENTING RESEARCH PROJECT, VALIDATION OF EFFECTIVENESS OF AN INNOVATIVE EARLY MATHEMATICS INTERVENTION FOR HIGH-NEEDS STUDENTS FOR 2014-17 SCHOOL YEARS

It was moved by Mr. Hernández, seconded by Mr. Richardson, and carried 4-0, Mr. Hernández excused himself from the Board meeting at 10:22 p.m., to approve the agreement with WestEd for implementing the research project, validation of an innovative early mathematics intervention for high-needs students for 2014-17 school years.

5.0 ADOPTION OF RESOLUTION NO. 13/14-3010 - PROCLAIMING MAY 2014 AS ASIAN PACIFIC AMERICAN HERITAGE MONTH

It was moved by Dr. Yamagata-Noji, seconded by Mr. Richardson, and carried 4-0, to adopt Resolution No. 13/14-3010 proclaiming May 2014 as Santa Ana Unified School District's Asian Pacific American Heritage Month.

6.0 ADOPTION OF RESOLUTION 13/14-3008 - PROCLAIMING APRIL 29, 2014, AS PARENTS' DAY

It was moved by Mr. Palacio, seconded by Ms. Iglesias, and carried 4-0, to adopt Resolution No. 13/14-3008 proclaiming April 29, 2014, as Santa Ana Unified School District Parents' Day.

7.0 ADOPTION OF RESOLUTION NO. 13/14-3009 - CERTIFICATION OF UNHOUSED PUPILS AS RELATED TO CHARTER SCHOOL APPLICATIONS FOR FACILITIES FUNDING

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 4-0, to adopt Resolution No. 13/14-3009 to certify the number of unhoused pupils as related to charter school applications for facilities funding.

REVISION OF EXISTING BOARD BYLAWS, POLICIES, AND ADMINISTRATIVE REGULATIONS

8.0 BOARD POLICY 1330 - USE OF SCHOOL FACILITIES (REVISED: FOR ADOPTION)

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 4-0, to adopt Board Policy 1330 - Use of School Facilities.

9.0 ADMINISTRATIVE REGULATION 1330.1 - FACILITIES USE GUIDELINES AND RATE SCHEDULES (REVISED: FOR IMPLEMENTATION)

No action required to implement Administrative Regulation 1330.1 - Facilities Use Guidelines and Rate Schedules.

10.0 ADMINISTRATIVE REGULATION 3310.1 - REQUESTING GOODS AND SERVICES (REVISION)

No action required to implement Administrative Regulation 3310.1 - Requesting Goods and Services.

11.0 ADMINISTRATIVE REGULATION 3311 - BIDS (REVISION)

No action required to implement Administrative Regulation 3311 - Bids.

12.0 BOARD POLICY AND ADMINISTRATIVE REGULATION 3580 - DISTRICT RECORDS (REVISION)

It was moved by Mr. Richardson, seconded by Dr. Yamagata-Noji, and carried 4-0, to adopt and implement Board Policy and Administrative Regulation 3580 - District Records.

BOARD AND STAFF REPORTS/ACTIVITIES

Ms. Iglesias

- Participated in Principal for Day at Taft Elementary School; it was a great experience.

Mr. Palacio

- Attended the District PTA Dinner; excellent representation.
- Announced that over 900 applications were received for the Hispanic Education Endowment Fund Scholarships; many of them are from SAUSD students.
- Mentioned that Jose Vargas, deceased Santa Ana police officer, will be honored with a bust to be displayed.
- Stated that Coach Scott Glabb will be honored for National Wrestling Hall of Fame.
- Attended the Santa Ana North Rotary luncheon; opportunities available for softball and baseball programs at no cost to students.

Mr. Richardson

- Attended the WASC meeting at Century High School; positive meeting.
- Enjoyed being Principal for a Day at Santa Ana High School.
- Looking forward to his site visit at Davis Elementary School.
- Attended the Orange County Dream Makers reception; positive to hear testimonials from students who have participated in High School Inc.
- Mentioned Robert Dodge passed away; funeral services will be held Wednesday, March 26th; requested to adjourn meeting in his memory.

Dr. Yamagata-Noji

- Announced the Annual Armstrong Foundation Golf Tournament on Monday, April 7th at the Fountain Valley Golf Course.
- Reminded administration of the CSBA Conference; proposal deadline is April 4, 2014.
- Stated that the Santa Ana Public Schools Foundation has scholarships available; due date March 31, 2014.

REPORT OF ACTION TAKEN IN CLOSED SESSION

By a vote of 4-0, the Board took action to approve Workers' Compensation Stipulated Award for former classified welder, as named in Closed Session, Claim No. SUS-006792, in the amount of \$34,960.00


Moved: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio X Iglesias _____
Seconded: Yamagata-Noji _____ Hernández _____ Richardson X Palacio _____ Iglesias _____
Ayes: Yamagata-Noji _____ Hernández X Richardson X Palacio X Iglesias X
Noes: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio _____ Iglesias _____
Final Vote: Ayes 4 Noes 0 Abstain _____ Absent 1

ADJOURNMENT

There being no further business to come before the Board, Dr. Yamagata-Noji adjourned the meeting at 10:48 p.m. in memory of Bob Dodge.

The next Regular Meeting will be held on Tuesday, April 22, 2014, at 6:00 p.m.

ATTEST:



Rick Miller, Ph.D.
Secretary
Santa Ana Board of Education

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - March 25, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENTS					
Bahner, Bryce	Teacher	Lathrop	June 20, 2014		Retirement - 12 years
Bolanos, Dorian	Teacher	Santa Ana	June 20, 2014		Retirement - 17 years
Ehrler, Kathleen	Teacher	Willard	April 18, 2014		Retirement - 17 years
Farless, Katherine	Teacher	MacArthur	June 20, 2014		Retirement - 17 years
Gray-Cerillo, Toni	Teacher	Carr	June 30, 2014		Retirement - 18 years
Jacobs, Paulina	Principal	Monte Vista	June 27, 2014		Retirement - 15 years
Kazanji, Catherine	Teacher	Washington	June 20, 2014		Retirement - 15 years
Lammers, Christine	Teacher	Godinez	June 20, 2014		Retirement - 37 years
		K-12 Curriculum Instruction/Staff Development			
Lippe, Barbara	Teacher		June 26, 2014		Retirement - 25 years
Nakamura, Elaine	Teacher	Greenville	June 18, 2014		Retirement - 24 years
Oliver, Everlena	Teacher	Santa Ana	June 20, 2014		Retirement - 16 years
Rockwell, Bruce	Teacher	Lorin Griset	June 20, 2014		Retirement - 34 years

Mark A. McKinney, Associate Superintendent, Human Resources

**Personnel Calendar
Board Meeting - March 25, 2014**

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENTS (Continued)					
Skill, Sharon	Psychologist	Psychological Services	June 20, 2014		Retirement - 31 years
RESIGNATIONS					
Crough, Deborah	Teacher	Saddleback	June 20, 2014		Moving - 29 years
Gardea, Jesenia	Teacher	Villa	June 20, 2014		Personal - 1 year
Mc Creadie, Jennifer	Teacher	Fremont	June 20, 2014		Family Responsibilities - 10 years
Millan, Victor	Teacher	Davis	June 20, 2014		Accepted another position - 13 years
Stimson, Marian	Teacher	Lorin Griset	April 16, 2014		Moving - 1 year
NEW HIRES/RE-HIRES					
Crawford, Scott	Teacher	Willard	March 5, 2014		Rehire - Permanent (Returning within 39-Month)
Galdamez, Edgar	Teacher	McFadden	March 3, 2014		New Hire - Temporary 44920
Tapia, Vanessa	Counselor	Carr	March 6, 2014		Rehire - Temporary 44920
Wambaugh, Kelly	Teacher	Willard	March 14, 2014		New Hire - Temporary 44920

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS					
	Speech and Language Pathologist				
Asker, Hebatalla		Speech Department	January 2, 2014		From Waiver 44911 to Probationary I
CHANGE IN STATUS 2013-14					
Alvarez, Elizabeth	Teacher	King			From Temporary 44909 to Probationary I
Arredondo, Eliana	Teacher	Godinez			From Temporary 44909 to Probationary I
Bastida, Luz	Teacher	Jackson			From Temporary 44909 to Probationary I
Beltran, Ammy	Teacher	Willard			From Temporary 44909 to Probationary 2
Benavente, Viridiana	Teacher	Carr			From Temporary 44909 to Probationary 2
Bravo, Alexandra	Teacher	Saddleback			From Temporary 44920 to Probationary I

Mark A. McKinney, Associate Superintendent, Human Resources

**Personnel Calendar
Board Meeting - March 25, 2014**

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Buttke, Theresa	Teacher	Lowell			From Temporary 44909 to Probationary I
Cabrera, Cassandra	Teacher	Mendez			From Temporary 44909 to Probationary I
Cante, Maria	Teacher	Santa Ana			From Temporary 44909 to Probationary I
Cantu, Malissa	Teacher	Carr			From Temporary 44909 to Probationary 2
Castaneda Alvarez, Paul	Teacher	Valley			From Temporary 44909 to Probationary I
Castro, Laura C.	Teacher	Century			From Temporary 44909 to Probationary 2
Cavazos, Teresa	Teacher	Valley			From Temporary 44909 to Probationary 2
Chavarela, Sarah	Teacher	Carver			From Temporary 44909 to Probationary 2

Mark A. McKinney, Associate Superintendent, Human Resources

Personnel Calendar
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CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Chavez, Jessica A.	Teacher	Willard			From Temporary 44920 to Probationary I
Conover, Matthew	Teacher	Valley			From Temporary 44909 to Probationary 2
Contreras, Daisy	Teacher	Valley			From Temporary 44909 to Probationary I
Delgadillo, Jose	Teacher	Sepulveda			From Temporary 44909 to Probationary 2
DeMent, Russell	Teacher	Valley			From Temporary 44909 to Probationary I
Dodge, Patti	Teacher	Esqueda			From Temporary 44909 to Probationary I
Dominguez, Erika	Teacher	Jefferson			From Temporary 44909 to Probationary I
Eastly, Nicole	Teacher	Lathrop			From Temporary 44909 to Probationary 2

Mark A. McKinney, Associate Superintendent, Human Resources

**Personnel Calendar
Board Meeting - March 25, 2014**

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Elmasry, Fareed	Teacher	Santa Ana			From Temporary 44909 to Probationary 2
Esaki, Aimee	Teacher	Valley			From Temporary 44909 to Probationary 2
Esquivel Gonzalez, Jessica	Teacher	Jefferson			From Temporary 44909 to Probationary I
Fausto, David	Teacher	Valley			From Temporary 44920 to Probationary I
Fierle, Nicole	Teacher	Greenville			From Temporary 44909 to Probationary I
Ford, Tiffany	Teacher	Santa Ana			From Temporary 44920 to Probationary I
Gassner, Nicole	Teacher	McFadden			From Temporary 44909 to Probationary I
George, Karah	Teacher	Martin			From Temporary 44909 to Probationary I

Mark A. McKinney, Associate Superintendent, Human Resources

**Personnel Calendar
Board Meeting - March 25, 2014**

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Gonzales, Aaron	Teacher	Hoover			From Temporary 44909 to Probationary I
Gutierrez, Karina	Teacher	Jefferson			From Temporary 44909 to Probationary 2
Harvey, Ana	Teacher	Remington			From Temporary 44909 to Probationary I
Hernandez, Livier	Teacher	Heroes			From Temporary 44909 to Probationary I
Hoffmann, Alan	Teacher	Century			From Temporary 44909 to Probationary 2
Houghton, Heather	Teacher	Carr			From Temporary 44909 to Probationary I
Howard, Nicol	Teacher	Monte Vista			From Temporary 44909 to Probationary 2
Jack, Jedediah	Teacher	Carr			From Temporary 44909 to Probationary I

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Jackson, Kori	Teacher	Davis			From Temporary 44909 to Probationary I
Juarez, Crystal	Teacher	Wilson			From Temporary 44909 to Probationary 2
Kim, Hannah	Teacher	Greenville			From Temporary 44909 to Probationary I
Knobbe, Christine	Teacher	Valley			From Temporary 44909 to Probationary 2
Lee, Torrence	Teacher	Esqueda			From Temporary 44909 to Probationary I
Lopez, Marcela	Teacher	Heroes			From Temporary 44909 to Probationary I
Lukoschek, Patricia	Teacher	Monte Vista			From Temporary 44909 to Probationary I
Lutack, Ian	Teacher	Valley			From Temporary 44909 to Probationary 2

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
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NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Macias, Carlos	Teacher	Spurgeon			From Temporary 44909 to Probationary I
Magdaleno, Saray	Teacher	Kennedy			From Temporary 44920 to Probationary I
Martinez, Elise	Teacher	Sepulveda			From Temporary 44909 to Probationary I
Martinez, Maria D.	Teacher	Jackson			From Temporary 44909 to Probationary I
McClelland, Christina	Teacher	Taft			From Temporary 44909 to Probationary I
Medina, Anthony	Teacher	Lathrop			From Temporary 44909 to Probationary 2
Mendoza, Stephanie	Teacher	Lincoln			From Temporary 44909 to Probationary I
Merritt, Alma	Teacher	Diamond			From Temporary 44909 to Probationary I

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
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NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Minko, Jennifer	Teacher	Esqueda			From Temporary 44909 to Probationary I
Morris, Matthew	Teacher	Valley			From Temporary 44909 to Probationary 2
Morten, Jessica	Teacher	Martin			From Temporary 44909 to Probationary 2
Navarro, Oscar	Teacher	Heninger			From Temporary 44909 to Probationary 2
Neufeld, Sara	Teacher	Segerstrom			From Temporary 44909 to Probationary I
Norman, Kathleen	Teacher	Lorin Grisct			From Temporary 44909 to Probationary I
Nunez, Miguel Jr.	Teacher	Hoover			From Temporary 44909 to Probationary I
Nutter, Tyler	Teacher	Lathrop			From Temporary 44909 to Probationary I

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
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NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Ochoa Ceja, Maritza	Teacher	McFadden			From Temporary 44909 to Probationary 2
Oliver, Lisa	Teacher	Seegerstrom			From Temporary 44909 to Probationary 1
Palomino, Carina	Teacher	Thorpe			From Temporary 44909 to Probationary 1
Peng, Hsin-Jan	Teacher	Villa			From Temporary 44909 to Probationary 1
Penman, Jennifer	Teacher	Davis			From Temporary 44909 to Probationary 2
Probeus, Beth	Teacher	Century			From Temporary 44909 to Probationary 1
Putros, Danial	Teacher	Chavez			From Temporary 44909 to Probationary 2
Quintero, Rebecca	Teacher	Lincoln			From Temporary 44909 to Probationary 2

Mark A. McKinney, Associate Superintendent, Human Resources

**Personnel Calendar
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CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Renderos, Sara	Teacher	King			From Temporary 44909 to Probationary I
Romeo, Angelica	Teacher	Wilson			From Temporary 44909 to Probationary I
Romo, Maria	Teacher	McFadden			From Temporary 44909 to Probationary 2
Ruvalcaba, Jorge	Teacher	Spurgeon			From Temporary 44909 to Probationary I
Salas, April	Teacher	Mendez			From Temporary 44909 to Probationary 2
Sandquist, Brian	Teacher	Saddleback			From Temporary 44909 to Probationary I
Shapar, Abdul	Teacher	Esqueda			From Temporary 44909 to Probationary I
Simmons, Cassandra	Teacher	Middle College			From Temporary 44909 to Probationary I

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
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NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Smith, Kathryn	Teacher	Diamond			From Temporary 44909 to Probationary I
Solorzano, Carlene	Teacher	Lathrop			From Temporary 44909 to Probationary I
Su, Jennifer	Teacher	Valley			From Temporary 44909 to Probationary 2
Tawfik, Hermine	Teacher	Kennedy			From Temporary 44909 to Probationary I
Terich, Michael Jr.	Teacher	Carr			From Temporary 44909 to Probationary 2
Torres, Brenda	Teacher	Valley			From Temporary 44920 to Probationary I
Valencia, Gisela	Teacher	Sepulveda			From Temporary 44909 to Probationary I
Villa, Carla	Teacher	Davis			From Temporary 44909 to Probationary I

**Personnel Calendar
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CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS 2013-14 (Continued)					
Wakely, Alyssa	Teacher	Carver			From Temporary 44909 to Probationary I
Zamora, Esmeralda	Teacher	Fremont			From Temporary 44909 to Probationary I
Zavala, Nidia	Teacher	Pio Pico			From Temporary 44909 to Probationary I
EXTRA DUTY 2013-14					
Dalton, Monica	Teacher	Saddleback	February 3, 2014	June 19, 2014	Extra Period
Elway, Mark	Teacher	Century	February 3, 2014	June 19, 2014	Extra Period
Head, William	Teacher	Carr	February 3, 2014	June 19, 2014	Extra Period
Jackson, Annette	ELD Coordinator	Godinez	February 3, 2014	June 19, 2014	Hourly Rate
Johnson, Constance	Retired Substitute				Retired Speech and Language Pathologist Daily Rate
Morookian, Jerrold	Teacher	Speech Department	February 3, 2014	June 20, 2014	Extra Period
Pena, Maricela	Teacher	Saddleback	February 3, 2014	June 19, 2014	Extra Period
Ward, Deborah	Teacher	Independent Study Program	January 13, 2014	June 19, 2014	Extra Period
	Teacher	Sierra	February 2, 2014	June 19, 2014	Extra Period

Mark A. McKinney, Associate Superintendent, Human Resources

Personnel Calendar
Board Meeting - March 25, 2014
CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
ABSENCE (3 to 20 duty days) - Without Pay with Benefits					
Domingo, Crystal	Teacher	Martin	March 17, 2014	April 18, 2014	Child Care
Hall, Jannette	Teacher	Roosevelt	February 28, 2014	April 4, 2014	Child Care
CALIFORNIA FAMILY RIGHTS ACT (21 duty days or more) - Paid with Benefits					
Crego, Ted	Teacher	Century	March 5, 2014	April 4, 2014	Statutory
CALIFORNIA FAMILY RIGHTS ACT (21 duty days or more) - Without Pay with Benefits					
Eneriz, Celeste	Teacher	Kennedy	February 6, 2014	April 4, 2014	Statutory
Gregrow, Stacey	Teacher	Special Education	February 27, 2014	April 4, 2014	Statutory
FAMILY CARE AND MEDICAL LEAVE ABSENCE (21 duty days or more) - Without Pay with Benefits					
Eneriz, Celeste	Teacher	Kennedy	February 6, 2014	April 4, 2014	Statutory
Gregrow, Stacey	Teacher	Special Education	February 27, 2014	April 4, 2014	Statutory
FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits					
Cohick, Nancy	Teacher	Taft	March 3, 2014	April 21, 2014	Statutory
Crego, Ted	Teacher	Century	March 5, 2014	April 4, 2014	Statutory
Kretzschmar, Jeanne	Teacher	Madison	March 10, 2014	May 14, 2014	Statutory

**Personnel Calendar
Board Meeting - March 25, 2014**

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
EXTENSION ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits					
Garcia, Teresa D.	Teacher	Mendez	February 24, 2014	March 14, 2014	Statutory
Martinez, Luz	Teacher	King	March 24, 2014	March 31, 2014	Statutory
CORRECTION ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits					
Aguilar, Monica C.	Teacher	ROP	March 3, 2014	March 31, 2014	Statutory
Eneriz, Celeste	Teacher	Kennedy	January 29, 2014	February 5, 2014	Statutory
Harshman, Shannon	Teacher	Carr	February 25, 2014	March 18, 2014	Statutory
CORRECTION ON END DATE ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits					
				From March 3, 2014 to February 26, 2014	Statutory
Gregrow, Stacey	Teacher	Special Education	January 13, 2014		
SPRING SPORTS 2013-14					
Bookataub, Sullivan	Assistant Coach	Godinez	2013-14		Baseball (Boys)
Brito, Lucio	Head Coach	Godinez	2013-14		Track (Co-Ed)
C'De Baca, Cooper	Assistant Coach	Godinez	2013-14		Track (Co-Ed)
Cortez, Heriberto	Head Coach	Godinez	2013-14		Tennis (Boys)
Fedeles, Stephen	Assistant Coach	Godinez	2013-14		Baseball (Boys)
Koeler, James	Head Coach	Godinez	2013-14		Volleyball (Boys)
Lee, Torrence	Assistant Coach	Godinez	2013-14		Swimming
Mac Lennan, Luke	Head Coach	Godinez	2013-14		Baseball (Boys)

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - March 25, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
SPRING SPORTS 2013-14 (Continued)					
Morris, Jessica	Head Coach	Godinez	2013-14		Swimming
Parga, Regina	Assistant Coach	Godinez	2013-14		Tennis (Boys)
Pola, Kevin	Assistant Coach	Godinez	2013-14		Track (Co-Ed)
Rogers, Brandon	Assistant Coach	Godinez	2013-14		Baseball (Boys)
Vazquez, Roberto	Assistant Coach	Godinez	2013-14		Baseball (Boys)
Erikson, Tom	Assistant Coach	Santa Ana	2013-14		Tennis (Boys)
Lillie, Brian	Assistant Coach	Santa Ana	2013-14		Volleyball (Boys)
Mitchell, Glenn	Head Coach	Santa Ana	2013-14		Softball (Girls)
Nguyen, Michael	Assistant Coach	Santa Ana	2013-14		Tennis (Boys)
Ramirez, Robert	Head Coach	Santa Ana	2013-14		Tennis (Boys)
Swanstrom, Carl	Assistant Coach/ Head Coach	Santa Ana	2013-14		Track (Co-Ed), Football
Tayco, Lance	Assistant Coach	Santa Ana	2013-14		Softball (Girls)
Alonzo, Yvonne	Head Coach	Segerstrom	2013-14		Softball (Girls)
Brigman, Keith	Assistant Coach	Segerstrom	2013-14		Softball (Girls)
Canzone, Nick	Assistant Coach	Segerstrom	2013-14		Football
Cohen, Jason	Head Coach	Segerstrom	2013-14		Volleyball (Boys)
Kimmons, Herbert III	Head Coach	Segerstrom	2013-14		Swimming
Koeler, David	Head Coach	Segerstrom	2013-14		Tennis (Boys)
Maceranka, Michael	Head Coach	Segerstrom	2013-14		Football
Martin, Erica	Assistant Coach	Segerstrom	2013-14		Tennis (Boys)
Stevenson, Neil	Assistant Coach	Segerstrom	2013-14		Track (Co-Ed)
Steward, Eddie	Assistant Coach	Segerstrom	2013-14		Track (Co-Ed)

Mark A. McKinney, Associate Superintendent, Human Resources

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CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RETIREMENTS						
Barry, Martha	Sch. Off. Asst. Elem.	Jackson	June 30, 2014			31 years, 4 months
Lenhoff, Deborah	Payroll Specialist	Payroll	June 30, 2014			16 years, 3 months
Oviedo, Frankie	DSO	Valley	March 21, 2014			21 years, 10 months
Turrey, Linda	Sch. Off. Asst. Elem.	Lincoln	June 30, 2014			25 years, 6 months
Zuniga, Araceli	Activity Supervisor	Valley	March 3, 2014			12 years, 6 months
RESIGNATIONS						
Herp, Christina	Preschool Teacher	ECE	February 6, 2014			Personal 4 years, 3 months
Ladd, Francie	Activity Supervisor	Saddleback	February 6, 2014			Personal - 2 years, 4 months
Rosenfield, Jessica	SSP Special Ed.	Saddleback	March 20, 2014			Personal - 2 months
Zuniga, Araceli	Activity Supervisor	Valley	March 3, 2014			Personal 12 years, 6 months

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TERMINATIONS						
ID # 28061	Activity Supervisor	Santa Ana	March 6, 2014			Article 20.9.1 of CSEA CBA
ID # 26386	District Safety Officer	School Police	February 24, 2014			Did not pass probation.
39 MONTH REEMPLOYMENT (100 Day Differential Ended)						
Barnes, Christina	Library Media Tech.	Madison	February 21, 2014			
ABSENCES (3 to 20 duty days) - Without Pay						
Dominguez, Nallely	Instr. Asst. Visual Impaired	Speech Dept.	March 6, 2014	March 20, 2014		Personal
Fargier, Diana	Preschool Teacher	ECE	February 27, 2014	March 4, 2014		Personal
FAMILY CARE & MEDICAL LEAVE (21 duty days or more) - Paid						
Dominguez, Michelle	Admin Secretary Superintendent/ Deputy Supt.	Supt's Office	March 17, 2014	May 21, 2014		Statutory Leave
FAMILY CARE & MEDICAL LEAVE/CFRA (California Family Rights Act) (3 to 20 duty day) - Paid						
Gomez, Priscilla	Preschool Teacher	ECE	April 21, 2014	May 2, 2014		Statutory Leave

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
FAMILY CARE & MEDICAL LEAVE/CFRA (California Family Rights Act) (3 to 20 duty day) - Paid (Continuation)						
Mejia, Jose	Custodian	Lorin Grisot	March 11, 2014	March 14, 2014		Statutory Leave
Ponce, Patricia	Payroll Clerk	Payroll Dept.	February 24, 2014	March 18, 2014		Statutory Leave
FAMILY CARE & MEDICAL LEAVE/CFRA (California Family Rights Act) (21 duty days or more) - Paid						
						Statutory Leave/ Intermittent/As Needed Basis
Maldonado, Melissa	Personnel Technician	Nutrition Svcs.	February 18, 2014	March 18, 2014		
PROBATIONARY APPOINTMENTS						
Alexandex, Lisa	SSP Sp. Ed.	Valley	March 24, 2014		19/1	
Beltran, Lizette	SSP Sp. Ed.	Century	March 4, 2014		19/1	
	Autism					
Hass, Lindsey	Paraprofessional	Mitchell	March 10, 2014		24/1	
Loera, Michelle	Library Media Tech.	Jefferson	March 3, 2014		25/1	
Phabsomphou, Christina	SSP Sp. Ed.	Santa Ana	March 4, 2014		19/1	
	Autism					
Salgado, Jazmine	Paraprofessional	Mitchell	March 17, 2014		24/1	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
PROMOTIONAL APPOINTMENT						
	Autism					
Nguyen, Hang	Paraprofessional	Special Ed.	March 3, 2014		24/2	
ADJUSTMENT OF WORKING ASSIGNMENT						
						From 11 months to 12 months
Labouchere, Valeria	Community Worker	ECE	March 10, 2014		20/6	
TEMPORARY ASSIGNMENTS - Out of Class Compensation						
	Admin Secretary					
Amador, Josie	Superintendent/				29/6 +	
	Deputy Supt.	Supt's Office	March 17, 2014	June 30, 2014	Conf. + Bil.	
Bazurto, Bobby	Plant Cust. Elem.	Bldg. Svcs.	March 3, 2014	March 11, 2014	28/1	
Barrett, Shawn	Plant Cust. Inter.	Bldg. Svcs.	March 10, 2014	March 14, 2014	32/1	
Colin Cardenas,		Nutrition				
Jessica	Sr. Fd. Svc. Wkr.	Svcs.	February 26, 2014	June 19, 2014	11/5	
Hernandez, Michele	Instr. Asst. Sev. Dis.	Century	March 3, 2014	March 14, 2014	20/3	
	Risk Management	Risk				
Lopez, Esteban	Tech.	Management	March 3, 2014	April 30, 2014	33/1	
Marroquin, Saydee	Admin. Secretary	PIO	March 17, 2014	June 30, 2014	30/2 + Bil.	
Navarrette, Mario	Sr. Groundskeeper	Bldg. Svcs.	March 5, 2014	March 25, 2014	30/5	
	ROP Operations					
Nguyen, Ha	Spec.	ROP	February 3, 2014	June 30, 2014	40/5	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TEMPORARY ASSIGNMENTS - Out of Class Compensation (Continuation)						
Olivares, Adriana	Sr. Executive Secretary	Deputy Supt's Office	February 11, 2014	February 28, 2014	37/1	
	Sr. Executive Secretary	Business Svcs.	February 24, 2014	March 7, 2014	37/3 + Bil.	
Pantoja, Guadalupe	Secretary	Bldg. Svcs.	February 25, 2014	February 28, 2014	28/5 + Diff.	
Silbas, Jaime	Rv. Ld. Custodian	Bldg. Svcs.	March 3, 2014	March 31, 2014	29/6	
Torres, Mauricio	Tree Trimmer					
ACTIVITY SUPERVISORS						
Castro de Nieves, Celina	Activity Supervisor	Adams	March 4, 2014		10/1	
	Activity Supervisor	Villa	March 13, 2014		10/1	
	Activity Supervisor	Santa Ana	March 6, 2014		10/1	
	Activity Supervisor	Century	March 10, 2014		10/1	
HOURLY APPOINTMENTS						
Rivera, Felix	Instr. Provider	Saddleback	March 6, 2014		16/1	
	Instr. Provider	Santa Ana	March 7, 2014		16/1	
SUBSTITUTES						
Borodo, Chris	SSP Sp. Ed.		March 3, 2014		19/1	
Martinez-Balderas, Raul	Custodian		March 10, 2014		23/1	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ATHLETIC SPECIALIST						
Alcala Orozco, Jorge	Asst. Track Coach	Godinez	February 17, 2014		\$18.98	
Alaman, Alvin Jr.	Asst. Track Coach	Godinez	February 17, 2014		\$18.98	
Alvarado, Frank	Head Coach Cross Country	Segerstrom	February 17, 2014		\$23.73	
Baca, Alfredo	Asst. Baseball Coach	Santa Ana	March 5, 2014		\$18.98	
Berumen, Lino	Head Coach Volleyball	Santa Ana	February 17, 2014		\$23.73	
Buenrostro, Enrique Jr.	Head Coach Baseball	Santa Ana	February 17, 2014		\$23.73	
Cruz, Joel	Head Coach Track	Santa Ana	February 17, 2014		\$23.73	
Cruz, Joel	Asst. Track	Santa Ana	February 17, 2014		\$18.98	
Cruz, Maer	Head Coach Swimming	Santa Ana	February 17, 2014		\$23.73	
Daniels, William	Asst. Softball Coach	Santa Ana	February 17, 2014		\$18.98	
Davalos, Lizzeth	Asst. Softball Coach	Godinez	February 17, 2014		\$18.98	
Dubon, William	Asst. Track Coach	Godinez	February 18, 2014		\$18.98	
Fonseca, Yesenia	Asst. Track Coach	Santa Ana	February 17, 2014		\$18.98	
Fredericksen, Tim	Asst. Swimming Coach	Segerstrom	February 17, 2014		\$18.98	
Fuentes, Jazmin	Asst. Volleyball Coach	Godinez	February 17, 2014		\$18.98	
Fulford, Tracy	Asst. Track Coach	Segerstrom	February 17, 2014		\$18.98	
Garcia, Juan	Asst. Baseball Coach	Godinez	February 17, 2014		\$18.98	

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ATHLETIC SPECIALIST (Continuation)						
Gaufman, Michelle	Asst. Volleyball Coach	Santa Ana	February 17, 2014		\$18.98	
Gonzalez, Stephen	Asst. Baseball Coach	Santa Ana	February 17, 2014		\$18.98	
Haney, Victor Jr.	Asst. Baseball Coach	Santa Ana	February 17, 2014		\$18.98	
Heiland, Danielle	Asst. Swimming Coach	Santa Ana	February 17, 2014		\$18.98	
Isais, Orlando	Asst. Volleyball Coach	Godinez	February 17, 2014		\$18.98	
Kaye, Lauren	Asst. Swim Coach	Godinez	February 17, 2014		\$18.98	
Logue, William	Asst. Volleyball Coach	Godinez	February 17, 2014		\$18.98	
Medina, Abel	Asst. Baseball Coach	Godinez	February 17, 2014		\$18.98	
Medina, Edward	Head Coach Softball	Godinez	February 17, 2014		\$23.73	
Medina, Thomas	Asst. Volleyball Coach	Segerstrom	February 17, 2014		\$18.98	
Muratalla, Juan	Asst. Baseball Coach	Santa Ana	February 17, 2014		\$18.98	
Nava, Carlos	Asst. Track Coach	Santa Ana	February 17, 2014		\$18.98	
Newton, Arlene	Asst. Softball Coach	Segerstrom	February 17, 2014		\$18.98	
Ortega, Daneyra	Asst. Swimming Coach	Segerstrom	February 17, 2014		\$18.98	
Parga, Clarissa	Asst. Softball Coach	Godinez	February 17, 2014		\$18.98	
Ramirez, Erasmo	Head Coach Baseball	Segerstrom	February 17, 2014		\$23.73	
Ramirez, Ivan	Asst. Baseball Coach	Segerstrom	March 5, 2014		\$18.98	
Ramirez, John	Asst. Softball Coach	Santa Ana	February 17, 2014		\$18.98	
Ramirez, Roberto	Head Coach Tennis	Century	February 17, 2014		\$23.73	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ATHLETIC SPECIALIST (Continuation)						
Ramirez, Rolando	Asst. Baseball Coach	Segerstrom	February 17, 2014		\$18.98	
Rodriguez, Stephen	Head Coach Spring Football	Segerstrom	May 29, 2014		\$23.73	
Salcido Sales, Carlos Jr.	Asst. Baseball Coach	Segerstrom	February 17, 2014		\$18.98	
Silva, Miguel	Asst. Track Coach	Santa Ana	February 17, 2014		\$18.98	
Silvas, Alexis	Asst. Track Coach	Godinez	February 17, 2014		\$18.98	
Silvas, Alfonso	Asst. Track Coach	Segerstrom	February 17, 2014		\$18.98	
Sok, Johnny	Asst. Softball	Godinez	February 17, 2014		\$18.98	
Stuart, Paul	Asst. Tennis	Segerstrom	February 18, 2014		\$18.98	
Vallejo, Jose	Asst. Baseball Coach	Segerstrom	February 17, 2014		\$18.98	
Villegas, Sergio	Asst. Baseball Coach	Santa Ana	February 17, 2014		\$18.98	

**AGENDA ITEMS REQUESTS
CLASSIFIED
2013-14 School Year**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
After School Intervention Imagine Learning - Classified (Ratification)	Diamond Elementary	Core Set Aside Funds	\$3,000	February 24, 2014
Classified Extra Duty - Imagine Learning (Ratification)	Diamond Elementary	Core Set Aside Funds	\$500	February 26, 2014
Computer Classes for Parents - Classified	Willard Intermediate	EIA/SCE	\$1,000	April 1, 2014
Computer Classes for Parents - Community	Willard Intermediate	EIA/LEP	\$1,000	April 1, 2014
Computer Class for Parents - Computer Technician	Willard Intermediate	EIA/SCE	\$2,000	April 1, 2014
District Safety Officer - LCAP Extra Duty Compensation (Ratification)	School Police Services	Local Control Accountability Plan	\$7,500	March 1, 2014
EL Literacy Support	Garfield Elementary	EIA-LEP	\$1,000	March 26, 2014
Extra Help - Computer Technician (Ratification)	English Learner Programs & Student Achievement Department	Title I	\$3,500	February 17, 2014
Imagine Learning (Ratification)	Walker Elementary	Core Set Aside Funds	\$1,500	March 12, 2014
LCAP - Activity Supervisors (Ratification)	Communications Office	Local Control Accountability Plan	\$7,500	March 3, 2014
LCAP - Instruction/Educational Technology Services (Ratification)	Communications Office	Local Control Accountability Plan	\$7,500	March 3, 2014
LCAP - Office Assistants/Clerical Support (Ratification)	Communications Office	Local Control Accountability Plan	\$7,500	March 3, 2014
LCAP - Translators/Interpreters (Ratification)	Communications Office	Local Control Accountability Plan	\$7,500	March 3, 2014
Translating Support Classified - Pittman	Garfield Elementary	EIA Funds	\$200	April 23, 2014
Translation	Walker Elementary	EIA-LEP	\$2,000	March 26, 2014

**Board Meeting
March 25, 2014**

SANTA ANA UNIFIED SCHOOL DISTRICT
GIFTS RECOMMENDED FOR ACCEPTANCE - March 25, 2014

School:	Gift:	Amount:	Donor:	Used for:
Esqueda Elementary		\$1,170	Esqueda PTA Ms. Patty Mendez President Santa Ana	Science equipment
Lincoln Elementary		\$2,497	Lincoln PTA Mrs. Leslie Horta President Santa Ana	Field trips, instructional materials, and incentives
Santiago Elementary		\$601	Santiago PTA Mrs. Monique Cadwell President Santa Ana	Student incentives
Thorpe Fundamental		\$2,035	Box Tops for Education Young America, MN	Library books
Mendez Fundamental Intermediate		\$2,000	Orange County Community Foundation Ms. Shelley Hoss President Newport Beach	Teacher Grant Award from Fedco Teacher Grant Fund to purchase Nspire software
Century High School		\$1,500	Pacific Life Foundation Mr. Tennyson S. Oyler President Newport Beach	Digital Media Arts and Engineering and Design Academies
Godinez Fundamental High School		\$2,500	Angels Baseball Foundation Ms. Chrissy Vaughn Anaheim	Baseball and Softball teams
Godinez Fundamental High School		\$700	Target Scholarship America Ms. Kim Rice Saint Peter, MN	Field trips
Santa Ana High School		\$500	College Board New York, NY	Support for the Advanced Placement Program and any needed material
Segerstrom High School		\$2,500	Pacific Life Foundation 3T's of Education Grant Newport Beach	CUE (Computer-Using Educators, Inc.) teacher conference
March 25, 2014 donations		\$16,003		
2014 Total donations	\$37,819	\$53,822		

For purposes of determining the estimated value of a gift, the District does not perform an appraisal or other such valuation, rather simply reports the value of the gift as provided by the donor.

DH:lr

JULY 2014							AUGUST 2014							SEPTEMBER 2014							OCTOBER 2014																														
M	T	W	Th	F	M	T	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F																									
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7	8	9	10	11	4			5	6	7	8	8	9	10	11	12	17	18	19	20	21	10	11	12	13	14																									
14	15	16	17	18	11		12	13	14	15	15	15	16	17	18	19	17	18	19	20	21	13	14	15	16	17																									
21	22	23	24	25	18		19	20	21	22	22	22	23	24	25	26	23	24	25	26	27	20	21	22	23	24																									
28	29	30	31		25		26	27	28	29	29	29	30				30					27	28	29	30	31																									
4	Holiday - Independence Day						29	Duty Day - Student Free Day Professional Development Day *Refer to bottom right of calendar						1	Holiday - Labor Day First Day of Instruction High School (HS) Back to School Night Intermediate School (IS) Back to School Night Modified Day (IS/HS)						3	Modified Day (ES) Elementary School (ES) Back to School Night Progress Reports Duty Day - Student Free Day/Parent Conference Day (IS)																													
Instructional Days: 0							Instructional Days: 0							Instructional Days: 21							Instructional Days: 18																														
NOVEMBER 2014							DECEMBER 2014							JANUARY 2015							FEBRUARY 2015																														
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17	18	19	20	21	22		23	24	25	26	26	22	23	24	25	26	23	24	25	26	27	23	24	25	26	27																									
24	25	26	27	28	29		30	31			30	27	28	29																																					
10	Non-Instruction Holiday - Veteran's Day Progress Reports Non-Instruction - Thanksgiving Recess Holiday - Thanksgiving Recess						3	End of Trimester (ES-60 Days)/Modified Day (ES/IS) Duty Day - Student Free Day/Parent Conference Day (ES) Modified Day: ES: 12/16, 12/17, 12/18, 12/19 Non-Instruction - Winter Recess Holiday - Winter Recess						1	Holiday - Winter Recess Holiday - Martin Luther King, Jr. Day End of Semester/Modified Day (IS/HS) Duty Day - Student Free Day (HS) Non-Instruction - Winter Recess Modified Day: IS/HS: 1/27, ES/IS/HS: 1/28						13	Holiday - Lincoln Day Holiday - Washington Day																													
Instructional Days: 13							Instructional Days: ES: 14, IS/HS: 15							Instructional Days: HS: 18, ES/IS: 19							Instructional Days: 18																														
MARCH 2015							APRIL 2015							MAY 2015																																					

Santa Ana Unified School District **2015-2016** Academic School Calendar **DRAFT**

JULY 2015							AUGUST 2015							SEPTEMBER 2015							OCTOBER 2015																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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11	Holiday - Veteran's Day													2	Holiday - Winter Recess													
	Non-Instruction - Thanksgiving Recess													16	Holiday - Martin Luther King, Jr. Day													
	Holiday - Thanksgiving Recess															Non-Instruction - Winter Recess												

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6	End of Trimester (ES-60 Days)													29	Holiday - Memorial Day													
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RESOLUTION NO. 13/14-3010

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

ASIAN PACIFIC AMERICAN HERITAGE MONTH

MAY 2014

WHEREAS, the State of California is home to more than 700,000 students of Asian and Pacific Islander descent, from kindergarten through grade 12; and,

WHEREAS, the Santa Ana Unified School District is home to over 1,700 students of Asian Pacific Islander descent, representing 27 different languages; and,

WHEREAS, these students reflect the great diversity of culture and heritage of the many countries of Asia and the Pacific Islands; and,

WHEREAS, the people of Asia and the Pacific Islands who came to this country and their descendants have made substantial contributions to California's growth and development and have woven clear, distinct threads into this nation's social fabric; and,

WHEREAS, Asian Pacific Islanders serve to enrich the quality of our society through their daily contributions; and,

WHEREAS, the Santa Ana Unified School District is committed to honoring and respecting the many contributions made by the local Asian Pacific American community, including the parents and students of the District; and,

WHEREAS, the Santa Ana Unified School District is committed to educating our teachers, staff, and administrators about the educational needs and concerns about the Asian Pacific Islander students enrolled in the District;

WHEREAS, the Santa Ana Unified School District will continue to provide opportunities for Asian Pacific Islander parents to participate in educational programs;

NOW, THEREFORE, BE IT RESOLVED: That the Santa Ana Board of Education proclaims the month of May 2014 as Asian Pacific American Heritage Month and encourages all schools community organizations, businesses, and the City of Santa Ana to commemorate this occasion with appropriate instructional and celebration activities.

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

AYES: Audrey Yamagata-Noji, Rob Richardson, John Palacio,
and Cecilia Iglesias


NOES: N/A

ABSENT N/A

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Audrey Yamagata-Noji, Ph.D., President 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 25 day of March, 2014, and passed by a vote of 4-0 of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 26 day of March, 2014.



Audrey Yamagata-Noji, Ph.D.
President, Board of Education
Santa Ana Unified School District

RESOLUTION NO.13/14-3008

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

Parents' Day Resolution

WHEREAS, parent participation and involvement increase student achievement;
and,

WHEREAS, All families can, and do, contribute to their children's success;
and,

WHEREAS, the home environment is a powerful influence, not only on how
children perform, but also on how far they go in their schooling; and,

WHEREAS, the Board of Education of the Santa Ana Unified School District
recognizes that parents are critical contributors to student achievement; and,

WHEREAS: Sunday, July 27, 2014 has been designated as National Parents' Day.

NOW, THEREFORE, BE IT RESOLVED: That the Santa Ana Unified School District's
Board of Education proclaims Tuesday, April 29, 2014, as Santa Ana Unified School
District's Parents' Day and encourages the community to celebrate this occasion.

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

AYES: Audrey Yamagata-Noji, Rob Richardson, John Palacio, and Cecilia
Iglesias

NOES:

ABSENT: José A. Hernández

STATE OF CALIFORNIA)

COUNTY OF ORANGE)

I, Dr. Rick Miller, Secretary 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 25 day of March, 2014, and passed by a vote of 4-0 of
said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 26 day of March, 2014.


Audrey Yamagata-Noji, Ph.D.

President, Board of Education

Santa Ana Unified School District

RESOLUTION NO. 13/14-3009
BOARD OF EDUCATION
SANTA ANA UNIFIED SCHOOL DISTRICT
ORANGE COUNTY, CALIFORNIA
CERTIFICATION OF UNHOUSED PUPILS AS RELATED TO
CHARTER SCHOOL APPLICATIONS FOR FACILITIES FUNDING

WHEREAS, the Charter Schools listed below have requested that the Santa Ana Unified School District Board of Education discuss and certify the number of projected unhoused pupils, if any, that will be served by the proposed Charter School projects, pursuant to School Facility Program (SFP) Regulation Section 1859.162.1(a); and

WHEREAS, a condition of processing the Charter School applications under the Charter School Facilities Program is a resolution from the Governing Board of Education of the School District in which the Charter School is physically located, which certifies to the number of District projected unhoused pupils, if any, that will be served by the proposed Charter School project; and

WHEREAS, pursuant to SFP Regulation Section 1859.162.1(a), the Santa Ana Unified School District Board of Education is required to discuss this issue as an action item at a regularly scheduled, publicly held board meeting; and

WHEREAS, the proposed Charter School projects are anticipated to be physically located within the boundaries of the Santa Ana Unified School District:

Proposed Charter School Project
El Sol Science and Arts Academy

WHEREAS, the above referenced proposed projects will provide facilities for existing Charter School Programs currently housed in Santa Ana Unified School District; and

WHEREAS, Exhibit A, attached, outlines the methodology utilized to determine the unhoused pupils that would be served by the proposed project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE SANTA ANA UNIFIED SCHOOL DISTRICT AS FOLLOWS:

1. The Board of Education certifies the following projected unhoused pupils that will be served by the proposed Charter School project:


El Sol Science and Arts Academy 0 Unhoused K-8 Pupils
2. That the District's Superintendent, or the Superintendent's designee, is authorized pursuant to this Resolution to take any action that is necessary to complete the procedures necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.
3. This Resolution shall take effect upon its adoption.

1
2 **PASSED AND ADOPTED**, by the Governing Board on March 25, 2014, upon motion of member
3 4-0 and duly seconded, the foregoing Resolution was adopted by the
4 following vote:

5
6 AYES: Audrey Yamagata-Noji, Rob Richardson, John Palacio, Cecilia
7 Iglesias
8 ABSENT Jose Hernandez
9

10 STATE OF CALIFORNIA)
11) ss:
12 COUNTY OF Orange)
13
14

15 I, Audrey Yamagata-Noji, Ph.D., President of the Board of Education of the Santa
16 Ana Unified School District of Orange County, California, hereby certify that the
17 above and foregoing Resolution was duly adopted by the said Board at a regular
18 meeting thereof held on the 25th day of March, 2014 and passed by a vote of
19 4-0 of said Board.
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24 _____
25 Audrey Yamagata-Noji, Ph.D.
26 President of the Governing Board
27 Santa Ana Unified School District
28

29 I, Rob Richardson, Clerk of the Board of Education of the Santa Ana Unified School
30 District of Orange County, California, hereby certify that the above and foregoing
31 Resolution was duly adopted by the said Board at a regular meeting thereof held on
32 the 25th day of March, 2014, and passed by a vote of _____ of said Board.
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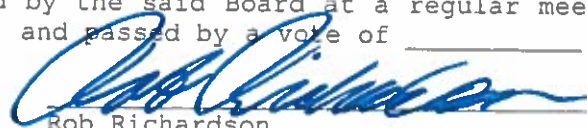
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37 Rob Richardson
38 Clerk of the Governing Board
39 Santa Ana Unified School District
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EXHIBIT A
CALCULATION OF UNHOUSED PUPILS

El Sol Science and Arts Academy

The Charter Schools plans to request 600 K-8 pupil grants.

	K-8
El Sol Pupil Grant Request	600
El Sol Current Enrollment (2013-14 CBEDS)	799
Additional Projected Pupils (Not Currently Housed at El Sol)	0
Unhoused Pupils	0

The El Sol Science and Arts Academy project plans to request up to 600 K-8 pupils. However, as 799 K-8 pupils are already housed at the site, this project will not house any additional unhoused pupils.

SANTA ANA UNIFIED SCHOOL DISTRICT**BP 1330(a)****Community Relations****Use of School Facilities**

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. (cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act.

California law permits the governing board of a school district to grant the use of school buildings or grounds for public use. The Board may also establish such terms and conditions of usage as it deems proper, subject to the limitations, requirements, and restrictions set forth in the Education Code of the State of California.

Civic Center activities will be scheduled during non-school hours. All facility use outside the normal school day must have approved permits; these include all school-sponsored activities conducted after regular school hours.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary.
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

Fees

The Board believes that the use of school facilities or grounds should not result in costs to the District. The Board shall charge Usage Fees to ensure that the District is (i) recovering the costs for making facilities available and (ii) charging fees that do not exceed the cost incurred by the District.

BP 1330 (b)

The District shall base Usage Fees on recommendations made through conducting a facilities usage fee justification study. The District shall periodically review the study and determine if the cost assumptions reflect the actual costs incurred by the District at that time of the study. If necessary, the District shall update the calculations through application of current cost information that takes into account the current cost impact.

Revenues From the Use of Facilities

1. Will be placed in a designated civic center account for the specific school site.
2. Once expenditures are met, remaining revenue will be assigned for repairs and maintenance of District facilities.
3. All revenue and expenditures will be tracked by specific use at each designated school site.

(Legal Reference next page)

SANTA ANA UNIFIED SCHOOL DISTRICT

Community Relations

Facilities Use Guidelines and Rate Schedules

Guidelines for the Use of Facilities

Four categories of use of facilities exist:

1. School Use - Any school-sponsored activity.

Qualified school groups such as PTA, Boosters, and CIF-sanctioned athletics are exempt from any use fees unless otherwise noted. *Any funds collected must be deposited into District-approved account.*

2. Group A - Non-Profit youth-serving groups- Where a non-profit organization established for youth is not charging admission applies for the use of a facility and such use directly benefits the educational or recreational needs of youth. Group A shall apply to those organizations that qualify under the Civic Center Act, and which are organized for general character building and welfare purposes.

3. Group B - Other Non-Profit Groups- Where a non-profit, community-based organization charging or not charging admission, for the purpose of conducting public, literary, scientific, recreational, educational, or public agency meetings; the discussion of matters of general or public interest; the conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place to conduct their services; child care or day care programs to provide supervision and activities for children of preschool and elementary school age; the administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies; Supervised recreational activities including, but not limited to, sports league activities for youths or adults that are arranged for and supervised by entities, including religious organizations or churches, and in which persons may participate regardless of religious belief or denomination; a community youth center; a ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization; or other purposes deemed appropriate by the Governing Board.

a. Group B - Other Non-Profit Groups shall apply to those non-profit youth organizations that qualify under the provisions of the Civic Center Act but who charge admission fees or solicit contributions for that event.

b. A "non-profit" organization shall provide documents verifying non-profit status 501(c)(3) with the federal and state government.

c. A "community-based" organization is a group open to participation by all members of the community and in which at least seventy-five percent (75%) of the participants reside within the boundaries of the Santa Ana Unified School District.

4. Group C - Commercial or For Profit Groups

Applies to organizations and individuals where admission fees are charged or contributions are solicited or do not qualify under the non-profit youth or other non-profit groups.

Calendar and Priority of Usage Reservations

1. The calendar for use of school facilities will commence the first day of the fiscal year (July 1 - June 30). Priorities for use shall be in the following order:

- a. School activities
- b. Non-profit youth serving groups
- c. Other non-profit groups
- d. Commercial

Note: Due to the needs of school programs, outside user groups may be displaced by school programs/events.

2. Applications shall be accepted no sooner than May 1 for the upcoming fiscal year. In the event of conflict where two or more groups desire to use the same facility, a lottery will be held on or about June 15. Lottery date will be posted on the Civic Center website two weeks in advance.
3. At no time will an application be accepted if not submitted 21 days prior to the beginning date of use.
4. Facilities not used for more than three (3) scheduled days will be reassigned and permit revoked.
5. Registrar of Voters may request dates two years in advance for General, Primary, and Special Elections.
6. Hours of Use for Fields - No field can be set up or utilized prior to 8:00 a.m. All field use must end by dusk (with the exception of lighted fields).
7. The District reserves the right to close fields for maintenance, reseeding and/or rehabilitation.

Facility Use Infractions:

Groups and organizations found to be in violation of District guidelines will be immediately suspended from using District facilities and any future permitted dates will be revoked.

1. No structures may be erected or assembled on school premises, nor may any electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the Director of Building Services issuing the permit. Groups using facilities must remove all equipment on a daily basis. No storage will be permitted.
2. Any use of school facilities shall comply with all state and local fire, health and safety laws.
3. Use of facility permits shall be issued for appropriate use of District property, e.g., baseball fields will be authorized for baseball only.

AR 1330.1(c)

4. Subletting of any District facility will not be permitted and District use permit will be revoked upon confirmation of subletting any District facility.
5. Valid Civic Center permit is required for use of all District facilities.
6. Facility users shall ensure that no profane language or other disorderly or inappropriate conduct is allowed.
7. Any violation of the rules or regulations included in the District's "Guidelines for Use of Facilities," as attached, will result in the permit being revoked.

Insurance:

1. All non-school related applications are subject to Certificate of Liability Insurance with a separate additional insured endorsement page attached.
2. Certificate of Liability Insurance requires coverage not less than \$1,000,000.00 General Liability. The District, at its discretion, may require a higher level of insurance on some activities.
3. A separate additional insured endorsement page must be attached to the Certificate of Insurance naming Santa Ana Unified School District, its officers, agents, employees, and volunteers as additionally insured.
4. All outside vendors must provide Certificate of Liability Insurance with separate additional insured endorsement page per requirements mentioned above.

Usage Fees:

All use fees shall be paid for entire period requested and at least 12 days prior to the beginning date of use.

1. All staffing required for an event, i.e., security, supervision, custodial, etc., is at the discretion of District staff. Generally, rules for assigning staff for events shall be:
 - a) 1 staff person per 500.
 - b) Certain events may require additional staffing.
2. City of Santa Ana - Regular scheduled neighborhood meeting scheduled by the City will be charged for required staffing only.
3. Registrar of Voters - Facilities used by the Registrar of Voters for general, primary and special elections will not be charged a facility use fee.
4. When a maintenance, tradesperson, or grounds person is required, District prevailing rates will be charged.
5. Kitchen equipment will be used only under the supervision of cafeteria personnel at a fee based upon the current salary schedule.
6. All fees include use of restroom facilities with the exception of sports fields. Organizations using sports fields will be required to provide

adequate restroom facilities for their participants. District will provide portable restrooms at cost to the group.

7. The applicant will be responsible for any extraordinary cleanup caused by the organization's activity (i.e., furniture not replaced in its original configuration, left in an untidy condition). Organizations will be billed for actual clean-up time (two hour minimum)

Facility Usage Fee Schedule:

Facility Type	Group A Rate	Group B Rate	Group C Rate
Indoor Facility Fees - Per Hour			
Classroom	\$0.86	\$3.55	\$9.11
K Classroom	\$1.19	\$4.90	\$12.56
Multipurpose	\$2.83	\$11.64	\$29.84
Library - Small	\$1.94	\$7.96	\$20.42
Library - Large	\$8.14	\$33.45	\$85.78
Theatre - Small	\$2.19	\$8.99	\$24.42
Theatre - Medium	\$12.49	\$51.34	\$133.01
Theatre - Large	\$14.22	\$58.46	\$151.27
Science Lab	\$3.18	\$13.05	\$33.47
Gym - Small	\$11.52	\$47.36	\$121.45
Gym - Large	\$18.90	\$77.70	\$199.25
Locker Room	\$5.44	\$22.36	\$57.33
Cafetorium	\$1.15	\$4.74	\$12.15
Staff Lounge	\$1.16	\$4.78	\$12.26
Restroom	\$0.49	\$2.03	\$5.20
Conference Room	\$0.08	\$0.33	\$0.84
Outdoor Facility Fees - Per Hour			
Hard Court/Playground	\$0.00	\$2.83	\$13.12
Lunch Table Area	\$0.00	\$0.67	\$4.19
Parking Lot - Elementary	\$0.00	\$1.74	\$5.27
Parking Lot - Intermediate	\$0.00	\$3.00	\$9.08
Parking Lot - High School	\$0.00	\$9.80	\$29.67
Tennis Court (per court)	\$0.00	\$0.47	\$3.70
Baseball Field	\$3.25	\$11.50	\$25.56
Softball Field	\$1.48	\$5.23	\$11.62
Track/Soccer/Football Natural	\$1.26	\$4.46	\$14.00
Track/Soccer/Football Synthetic	\$4.02	\$14.21	\$106.77
Stadium - Natural	\$5.69	\$20.10	\$119.00
Stadium - Synthetic	\$5.69	\$20.10	\$159.00
Pool Complex - 25 M	\$0.94	\$24.91	\$40.55
Pool Complex - 50 M	\$1.88	\$31.57	\$51.47

[1] Room only; does not include specialized equipment.

AR 1330.1 (e)

Approved:

(4-76 7-78 3-83 6-88 7-90 8-90 7-00 8-01 10-05 04-07 11-09 08-12) 03-14

Santa Ana, CA



Guidelines for Use of Facilities

Violation of these guidelines will result in immediate suspension from using District facilities and any future permitted dates will be revoked.

1. Groups are not permitted to enter the facilities before requested start time, and may not remain in the facilities past their scheduled end time.
2. A valid civic center permit is required for use of all District facilities.
3. Subletting of any District facility will not be permitted and District use permit will be terminated upon confirmation of subletting any District facility.
4. Parking is restricted to designated parking areas only.
5. Alcohol, tobacco products, candles, firearms, fireworks, and open flame cooking are not permitted on District property at any time. Barbeque use with written permission of Director of Building Services.
6. Facility users shall ensure that no profane language or other disorderly or inappropriate conduct is allowed.
7. Food trucks are required to obtain a separate Civic Center permit.
8. Facility users are responsible for placing trash in the trash receptacles. Any clean-up of excessive trash left behind will be billed to the group.
9. The facility must be left in the condition it was found. Any repairs required due to damage caused during facility use will be billed to the registered group and may be suspended from future use of facilities.
10. Groups using the auditoriums or stages may not disturb, move or change any of the existing equipment except with the permission of the Director of Building Services and must be done under the supervision of the stage manager or plant manager of the facility.

I acknowledge receipt and understand the Guidelines for Use of Facilities.

Signature: _____

Date: _____

Approved: 03/25/14

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 796-9076

BOARD OF EDUCATION

Audrey Yamagata-Noji, Ph.D., President • José Alfredo Hernández, J.D., Vice President
Rob Richardson, Clerk • John Palacio, Member • Cecilia "Ceci" Iglesias, Member



Rules for Use of Synthetic Fields

- No Animals (except to assist persons of disabilities)
- Soccer goals must have turf wheels attached
- No Motor Vehicles allowed
- No Chairs, Tables or Canopies
- No Food or Drink, except Water
- No Sunflower Seeds or Gum allowed
- No Tobacco products allowed
- No golfing, shot putting, javelin, or discus throwing
- No Metal cleats may be worn on the field – only formed rubber cleats allowed
- No Painting, Chalking, or other adhesive materials are to be placed
- No Stakes, spikes, or other pointed materials may be used for anchoring anything on the field or track surface
- Fields may be closed at anytime
- Failure to comply with these rules will result in immediate cancellation of reservations

I acknowledge receipt and understand the Use of Synthetic Fields

Signature: _____

Date: _____

Approved: 03/25/14

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 796-9076

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Santa Ana Unified School District

Facilities & Governmental Relations
Joe Dixon, Assistant Superintendent

Richard L. Miller, Ph.D.
Superintendent

Additional Guidelines for Field Use:

1. Do not attempt to manually bleed sprinkler lines or adjust water schedule. Any broken pipes or sprinkler heads caused by a group will be billed to the users.
2. Groups may mark fields with chalk or sport marking paint - no burning of lines with pesticides is allowed.
3. Playing on wet fields is not permitted. Groups shall call the City of Santa Ana Mud line prior to use during rainy weather. If mud line shows City fields closed, then SAUSD fields are also closed. The Mud line is 714-571-4201.
4. Notify Building Services immediately of any hazardous conditions found on the fields at 714-796-9079.
5. No structures may be erected or assembled on District facilities. No storage of equipment is permitted.
6. Groups using synthetic fields must follow all synthetic field rules and regulations that are posted at the field. Failure to comply with rules and regulations shall result in immediate suspension of use of synthetic fields.
7. When submitting an application for competitions, all groups must be identified on the permit, provide insurance, and be approved by the District prior to use of the field. Violation will be considered subletting of the fields and may result in permits being revoked for all groups.
8. Team credentials must match the group name the Civic Center permit issued. Credentials and permit must be on-site at all times during use.
9. Field user groups having more than one affiliated group are treated as separate groups. Fields cannot be shared between the affiliated groups.

I acknowledge receipt and understand the Additional Guidelines for Field Use.

Signature: _____

Date: _____

Approved: 03/25/14

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SANTA ANA UNIFIED SCHOOL DISTRICT

AR 3310.1(a)

Business and Noninstructional Services

Requesting Goods and Services

Non Catalog/Normal Buyout Requisition

1. School or department shall enter the request for goods or services in the District's Enterprise Business Requisitioning System and provide the following information to the Purchasing Department Staff:
 - a. Suggested Vendors Only one vendor is permitted on a requisition
 - b. Quantity and Unit of Issue.
 - c. Description and Category. Include manufacturer's model/part number if applicable and known.
 - d. Unit Price. If available, however, this is not required, as the buyers will verify the price prior to purchase order preparation.
 - e. Account Number. Account numbers are to be assigned to each individual line item on the requisition, multiple accounts can be used on one requisition.
 - f. Date delivery to be completed. This date should be realistic, since purchasing may pay a higher price and/or authorize premium transportation costs to ensure delivery is made by this date. If no date is entered, the lowest price will govern regardless of delivery date.
 - g. Ordered by/Requestor. Name of the person submitting the requisition or requesting the goods must be included on all requisitions.
 - h. Sales Tax. The District is not exempt from paying sales tax on the purchase of goods, standard California Sales Tax should be included on all requisitions.
2. The District's Enterprise Business System will encumber the full purchase amount of the Requisition. If the account cited is invalid, or does not have sufficient funds, the requisition will not be approved.
3. Once approved the requisition will be electronically forwarded to purchasing for purchase order creation and submission to the vendor.
4. If a purchase order is rejected because of an invalid account number or insufficient funds in account, Purchasing will contact the school/department, explain the problem, and request action desired. This may be a change of accounts, transfer of funds, reduction of quantities, or cancellation of some of the items.
5. All items ordered will be shipped to the District's main warehouse for distribution to the ordering site.

AR 3310.1(b)

Open (not to exceed) Purchase Orders

1. The following restrictions/conditions are part of the not to exceed purchase orders:
 - a. Individuals authorized to pick up material must be specified by name in the requisition, and will be so listed on the purchase order.
 - b. When supplies are picked up, a priced, itemized receipt, in duplicate, must be obtained by the person accepting the merchandise, certified as having been received, and forwarded to the Accounting Department, District Office. For foodstuffs, a cash register receipt, plus a listing of each item purchased (in duplicate) must be forwarded to the Accounting Department, District Office.
 - c. When the purchase order is prepared, the entire amount of the order will be encumbered.
2. The school/department will prepare a requisition in accordance with the instructions in paragraph 1.0 above. The name and address of the vendor will be completed. The body of requisition should read "Term Order for the Period of _____ through _____ not to exceed \$_____."
3. Purchasing will process the requisition in accordance with the instructions above, and will include on the purchase order the names of the personnel authorized to accept material against the purchase order.

Will-Call/Pick up Purchase Orders

1. Upon occasion, emergency conditions may require immediate pickup of material. The following procedures will be followed:
 - a. The school/department will prepare a requisition in accordance with procedures above, and submit the requisition for approval prior to pickup of material. The school/department will contact the assigned buyer and a PO number will be given to the individual picking up the material.
 - b. When the material is picked up, the vendor will be requested to call the Purchasing Office. The Purchasing Office will verify the price, and issue a purchase order number to the vendor. A confirming purchase order will be issued to the vendor. The individual picking up the material will obtain an original and duplicate delivery ticket from the vendor, certify them as "Received and Accepted," date and sign, and forward them to the Accounting Department, District Office.
 - c. Will Call/Pickup requisitions in excess of \$2000.00 shall be cleared with the Purchasing Office for quotations prior to vendor selection.

Emergency Requirements for Items Which Cannot Be Obtained Locally

1. Upon occasion, emergencies may arise which require special handling. Each case will be handled as its circumstances dictate. For example, it may be possible to expedite a portion of an existing order, accept a partial delivery, procure a substitute item, or place an order by telephone and specify air shipment.

AR 3310.1(c)

2. The goal of the Purchasing Department is to process requisitions (less than \$2,000.00 in value) for locally available items in 5 to 7 working days from receipt of Requisition through notification to the requisitioner as indicated above. Emergency processing is very disruptive to the routine requisition processing and should be carefully reviewed by the principal/vice-principal or administrator before requesting emergency processing. The request should be made to the Director of Purchasing or, in his/her absence, their designee, who will take the necessary and appropriate action required.

SANTA ANA UNIFIED SCHOOL DISTRICT**AR 3311 (a)**Business and Noninstructional OperationsBids**Advertised Bids**

The District shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. (Public Contract Code 20111)

"Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a District-owned, leased or operated facility. (Public Contract Code 22002)

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding the allowable limit established in Public Contract Code 20111 for the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, material or supplies to be furnished, sold or leased to the District.
2. Services, not including construction services, or special services and advice such as accounting, financial, legal or administrative matters.
3. Repairs, including maintenance that is not a public project.

"Maintenance" means routine, recurring and usual work for preserving, protecting and keeping a District facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touch-up. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

AR 3311(b)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally-owned transit system or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111 20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by advertising in a local newspaper of general circulation published in the District, circulated in the county, or if no such paper exists then in some newspaper of general circulation, at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date and location of any mandatory prebid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the paper products offered, and both the postconsumer and secondary waste content. (Public Contract Code 12169, 12213)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
 - a. Cash.
 - b. A cashier's check made payable to the District.

AR 3311(c)

- c. A certified check made payable to the District.
- d. A bidder's bond executed by an admitted surety insurer and made payable to the District.

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded.
(Public Contract Code 20111)

- 3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time.
(Public Contract Code 20112)
- 4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
- 5. If the District requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.
 - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.
- 6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

AR 3311(d)

7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation. (cf. 1340 Access to District Records)

Bids Not Required

Upon a determination that it is in the best interest of the District, the Board may authorize the purchase, lease or contract for data processing equipment, purchase materials, supplies, equipment, through a public corporation or agency ("piggyback") without advertising for bids. (Public Contract Code 20118) (cf. 3310 Purchasing Procedures)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodical(s) may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

The district may, upon a case-by-case determination of the Board, purchase, lease or contract for equipment and supplies through a public corporation without advertised bids to the extent permitted by state law. (Public Contract Code 20118)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on District preference. (Education Code 38083) (cf. 3551 Food Service Operations/Cafeteria Fund)

In an emergency when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (Public Contract Code 20113) (cf. 9323.3 Actions by the Board)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings. Whenever the total number of hours on the job does not exceed 750 hours or when the cost of material does not exceed \$21,000, day labor may be used for the following purposes: (Public Contract Code 20114)

1. School building repairs, alterations, additions.
2. Painting, repainting or decorating of school buildings.

AR 3311(e)

3. Repair or building of apparatus or equipment.
4. Improvements on school grounds.
5. Maintenance work as defined above.

Sole Sourcing

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality or utility and follow the description with the words "or equal." (Public Contract Code 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (Public Contract Code 3400)

1. The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion;
2. One product has a unique application required to be used in the public interest;
3. Only one brand or trade name is known; or
4. Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the District at least one day before the fixed bid opening date. (Public Contract Code 20111.5)

AR 3311(f)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

The District may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

SANTA ANA UNIFIED SCHOOL DISTRICT**AR 3580 (a)**Business and Noninstructional OperationsDistrict Records

The Superintendent or the Record Management Department shall ensure that appropriate computer software is used to safeguard any data stored on computers, including computers connected to networks. To further prevent the damage or theft of data, computers and related equipment, he/she shall maintain complete and accurate inventories, specify user responsibilities for damages, and provide appropriate supervision in areas where computers are used. Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

Classification of Records

Before January 1, the Superintendent or designee shall review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (cf. 3440 - Inventories) A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (Title 5, Section 16022) (cf. 5125 - Student Records) When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Record (Title 5, Section 16023)

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with the Code or Regulations, Title 5, Section 16022: (5 CCR 16023)

1. Annual Reports
 - a. Official budget.
 - b. Financial reports of all funds, including cafeteria and student body funds.
 - c. Audit of all funds.

AR 3580 (b)

- d. Average daily attendance, including Period 1 and Period 2 reports.
- e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition or transactions.
 - (2) Those declared by Governing Board minutes to be permanent.
 - (cf. 3100 - Budget)
 - (cf. 3452 - Student Activity Funds)
 - (cf. 3460 - Financial Reports and Accountability)
 - (cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only.
- b. The call for and the result of any elections called, conducted or canvassed by the Board.
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization. (cf. 7214 - General Obligation Bonds) (cf. 9324 - Minutes and Recordings)

3. Personnel Records

a. Employees

All detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process. (cf. 4112.6/4212.6/4312.6 - Personnel Files) (cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

b. Student Records

The records of enrollment and scholarship for each student required by Title 5, Section 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has expired. (cf. 5111.1 - District Residency) (cf. 5141 - Health Care and Emergencies) (cf. 5143 - Insurance)

4. Property Records

All detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of. (cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records (Title 5, Section 16024)

Any record considered worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 (Optional) until they are classified as required by Title 5, Section 16022. Such classification must occur within one year. (5 CCR 16024)

Class 3 - Disposable Records (Title 5, Section 16025, 16026, 16027)

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by Title 5, Section 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

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All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027) (cf. 5113.2 - Work Permits)

Electronically Stored Information

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time. (cf. 4040 - Employee Use of Technology)

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device. (cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Approved: (5-76) (8-98) 03-14

Santa Ana, CA

SANTA ANA UNIFIED SCHOOL DISTRICT**BP 3580 (a)**Business and Noninstructional OperationsDistrict Records

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation. (cf. 1340 - Access to District Records) (cf. 3440 - Inventories)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency. (cf. 0440 - District Technology Plan) (cf. 3516 - Emergencies and Disaster Preparedness Plan)(cf. 4040 - Employee Use of Technology) (cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft. (cf. 4112.6/4212.6/4312.6 - Personnel Files)(cf. 5125 - Student Records)(cf. 5125.1 - Release of Directory Information)

In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel. (cf. 4131 - Staff Development)(cf. 4231 - Staff Development)(cf. 4331 - Staff Development)

SAFE AT HOME PROGRAM

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

BP 3580 (b)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes. (cf. 5111.1 - District Residency) (cf. 5141 - Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts
49069 Absolute right to access

CODE OF CIVIL PROCEDURE

1985.8 Electronic Discovery Act
2031.010-2031.060 Civil Discovery Act, scope of discovery demand
2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
6252-6265 Inspection of public records
12946 Retention of employment applications and records for two years

PENAL CODE

11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

430 Individual student records; definition
432 Varieties of student records
16020-16022 Records, general provisions
16023-16027 Retention of records

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:

WEB SITES

California Secretary of State: <http://www.sos.ca.gov/safeathome>