

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

MINUTES

REGULAR MEETING  
SANTA ANA BOARD OF EDUCATION

March 28, 2017

CALL TO ORDER

The meeting was called to order at 5:02 p.m. by Board President Palacio. Other members in attendance were Ms. Amezcua, Ms. Iglesias, Dr. Alvarez and Dr. Rodriguez.

CLOSED SESSION PRESENTATIONS

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

There were no individuals wishing to address the Board.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:02 p.m. to consider negotiations and existing litigation.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:07 p.m.

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

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Samantha Lopez 8<sup>th</sup> grade student at Sierra Preparatory Academy.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

By a vote of 5-0, the Board took action to approve the Workers' Compensation Compromise and Release for former classified employee, as named in Closed Session, Claim No. SUSJ-00842 in the amount of \$25,000.

Motion: Dr. Rodriguez                      Second: Ms. Amezcua

Vote: Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

HIGH SCHOOL STUDENT AMBASSADORS

Century - Nallely Perez; Godinez Fundamental - Teddy Moreno; Lorin Griset Academy - Lidia Garcia; Middle College - Alberto Cruz; Santa Ana - Cesar Baranda

Nallely, Alberto, and Cesar provided highlights to the Board of current events, information, and activities at their respective high schools.

RECOGNITIONS / ACKNOWLEDGMENTS

2017 Association of California School Administrators (ACSA) Region 17 Every Student Succeeding Award

Ms. Lohnes, Assistant Superintendent, Special Education-SELPA introduced Josue Luis, 5<sup>th</sup> grade student at Martin Elementary for receiving the 2017 Every Student Succeeding Award.

CIF Sports Recognitions

Dr. Haglund, Deputy Superintendent, Educational Services, CAO introduced the Santa Ana High School Wrestling Team, the Santa Ana High School Soccer Team and the Godinez Fundamental High School Soccer Team. They were all recognized for their success.

Certificated Employee of the Month for March 2017, Antonio Magana

Antonio Magana, teacher at Martin Elementary was recognized for being dedicated, calm, reassuring, and a positive role model.

Classified Employee of the Month for March 2017, Cuca Fernandez

Cuca Fernandez, Site Clerk at Madison Elementary was recognized for her warm and caring nature.

**SUPERINTENDENT'S REPORT**

Superintendent Phillips opened by congratulating Saddleback High School for becoming an International Baccalaureate World School. Dr. Phillips recognized 85 Sierra Preparatory Academy students who are part of the 4.0 GPA or higher Letterman Sweater Club. She mentioned the Santa Ana College KinderCaminata and the Santa Ana Promise Breakfast. She also mentioned the Truth2Power student discussion event at Saddleback High School. Dr. Phillips thanked the Santa Ana Public Schools Foundation for another successful Artspiration annual event. She acknowledged many members of the community for participating in Principal for a Day and concluded her report by acknowledging and commending the SAUSD crisis team for their assistance with recent community tragedies.

PUBLIC PRESENTATIONS

Jedediah Jack, Shayna Lathus, Tanya Guzman, Alicia Salgado, Irais Arteaga, Scott Burnett, Gina Aranda, Vanessa Sausedo, Mariana Juarez, Barbara Pearson, Rosario Galeana, and Susana Padilla addressed the Board related to reduction in force. Andrea Schartz addressed the Board related to the 2017-18 Academic Calendar and school uniform policy. Margarita Gonzalez addressed the Board related Roosevelt Elementary/Head Start.

**1.0 APPROVAL OF CONSENT CALENDAR**

It was moved by Dr. Alvarez, seconded by Ms. Amezcua, and carried 4-0, Ms. Iglesias not present, to approve the items on the Consent Calendar as follows:

- 1.1 Approval of Board Study Session Minutes - February 28, 2017, Special Board Meeting Minutes - March 7, 2017, and Regular Board Meeting Minutes - March 14, 2017
- 1.2 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests
- 1.3 Approval of Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 - School- Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School-Sponsored Trips
- 1.4 Approval of Master Contract and/or Individual Service Agreement with Nonpublic School and Agency for Student with Disabilities for 2016-17 School Year
- 1.5 Approval of Payment and Reimbursement of Costs Incurred for Related Services for Students with Disabilities for 2016-17 School Year
- 1.6 Approval of Increase for Behavior Consultation Services by Leigh Perales for 2016-17 School Year
- 1.7 Approval of Increase for Mental Health Services by Tara Lowe for 2016-17 School Year
- 1.8 Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of March 1, 2017 through March 14, 2017
- 1.9 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of March 1, 2017 through March 14, 2017
- 1.10 Approval to Amend the Agreement with School Services of California
- 1.11 Approval of Deductive Change Order No. 1 for Bid Package No. 2 - New Playground Equipment and Resurfacing at Kennedy, Lincoln, Madison, and Washington Elementary Schools

- 1.12 Acceptance of Completion of Contract for Bid Package No. 2 - New Playground Equipment and Resurfacing at Kennedy, Lincoln, Madison, and Washington Elementary Schools
- 1.13 Approval of Deductive Change Order No. 1 for Bid Package No. 3802 - Bleacher Replacement at Century High School Under the State Emergency Repair Program
- 1.14 Acceptance of Completion of Contract for Bid Package No. 3802 - Bleacher Replacement at Century High School Under the State Emergency Repair Program
- 1.15 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

**REGULAR AGENDA - ACTION ITEMS**

- 2.0 APPROVAL OF SUBMISSION OF REFUNDING APPLICATION FOR HEAD START FUNDING FOR 2017-18 PROGRAM YEAR

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 4-0, Ms. Iglesias not present, to approve the submission of the refunding application for Head Start funding for the 2017-18 program year.

- 3.0 ADOPTION OF RESOLUTION NO. 16/17-3175 - DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES FOR DISASTER ASSISTANCE

It was moved by Ms. Iglesias, seconded by Dr. Rodriguez, and carried 5-0, to adopt Resolution No. 16/17-3175 authorizing the Designation of Applicant's Agent Resolution for Non-State Agencies for Disaster Assistance.

- 4.0 AUTHORIZATION TO AMEND THE AGREEMENT WITH ORBACH, HUFF, SUAREZ & HENDERSON, LLP

It was moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 5-0, to authorize staff to amend the agreement with Orbach, Huff, Suarez & Henderson, LLP, and increase the contract amount by \$35,000.

- 5.0 APPROVAL OF CHANGE ORDER NO. 1 FOR BID PACKAGE NO. 1 - CLASSROOM BUILDINGS AT VALLEY HIGH SCHOOL

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve change order No. 1 for Bid Package No. 1 - Classroom Buildings at Valley High School.

NEW AND REVISION OF EXISTING BOARD POLICIES

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

6.0 BOARD POLICY (BP) 0410 - NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES  
(NEW: FOR ADOPTION)

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-0, Ms. Iglesias not present, to adopt the new Board Policy (BP) 0410 - Nondiscrimination in District Programs and Activities.

7.0 BOARD POLICY (BP) 3514.2 INTEGRATED PEST MANAGEMENT (NEW: FOR ADOPTION)

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-0, Ms. Iglesias not present, to adopt the new Board Policy (BP) 3511.1 - Integrated Pest Management.

8.0 BOARD POLICY (BP) 3544 - DISTRICT OWNED VEHICLES (NEW: FOR ADOPTION)

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-0, Ms. Iglesias not present, to adopt the new Board Policy (BP) 3544 - District-Owned Vehicles.

9.0 BOARD POLICY (BP) 4030 - NONDISCRIMINATION IN EMPLOYMENT (REVISED: FOR ADOPTION)

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-0, Ms. Iglesias not present, to adopt the revised Board Policy (BP) 3544 - Nondiscrimination in Employment.

10.0 BOARD POLICY (BP) 4119.11/4219.11/4319.11 - SEXUAL HARASSMENT (REVISED: FOR ADOPTION)

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-0, Ms. Iglesias not present, to adopt the revised Board Policy (BP) 4119.11/4219.11/4319.11 - Sexual Harassment.

11.0 BOARD POLICY (BP) 4154/4254/4354 - EMPLOYEE HEALTH & WELFARE BENEFITS (NEW: FOR ADOPTION)

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-0, Ms. Iglesias not present, to adopt the new Board Policy (BP) 4154/4254/4354 - Employee Health & Welfare Benefits.

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

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

12.0 BOARD POLICY (BP) 4313.2 - PROMOTION/DEMOTION/REASSIGNMENT (REVISED: FIRST READING)

Presented for first reading; No action required.

13.0 BOARD POLICY (BP) 5145.3 - NONDISCRIMINATION/HARASSMENT (REVISED: FIRST READING)

Presented for first reading; No action required.

14.0 BOARD POLICY (BP) 5145.7 - SEXUAL HARASSMENT (REVISED: FIRST READING)

Presented for first reading; No action required.

15.0 BOARD POLICY (BP) 6145 - EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES (REVISED: FIRST READING)

Presented for first reading; No action required.

16.0 BOARD POLICY (BP) 6164.2 - GUIDANCE/COUNSELING SERVICES, SUPPLEMENTAL SCHOOL COUNSELING PROGRAM (REVISED: FIRST READING)

Presented for first reading; No action required.

#### **BOARD AND STAFF REPORTS/ACTIVITIES**

##### Dr. Rodriguez

- Extended condolences to families who lost loved ones.

##### Dr. Alvarez

- Acknowledged Mental Health Professionals;
- Extended condolences to families who lost loved ones.

##### Ms. Iglesias

- Attended the College Promise Breakfast;
- Attended KinderCaminata;
- Attended Artspiration;
- Participated in Principal for a Day.

##### Ms. Amezcua

- Announced the upcoming Santa Ana Youth Leadership Conference April;
- Announced the UCI Jam Exchange on Saturday;
- Thanked all staff who have volunteered at the Neighborhood Canvassing;
- Thanked Chief Rodriguez for his service with SAUSD;
- Thanked all Mental Health providers.

Mr. Palacio

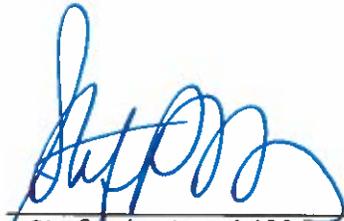
- Thanked Chief Rodriguez for his service with SAUSD;
- Attended the Truth2Power;
- Participated in Principal for a Day;
- Participated in the Santa Ana High School NJROTC Educational Trip on the USS Zumwalt at the Naval Base San Diego;
- Participated in the Wilson, Carr, and Heroes Neighborhood Canvassing;
- Participated in KinderCaminata;
- Congratulated Saddleback for becoming an International Baccalaureate School;
- Thanked Santa Ana Public Schools Foundation for Artspiration.

ADJOURNMENT

There being no further business to come before the Board, the Board meeting was adjourned at 8:49 p.m. in memory of Julianna "Juddy" Vasil, Isaac Gonzalez, Eduardo Estrada-Luevano, Pedro Franco Martinez, Tom Baldwin, and Isela Ramirez by Board President Palacio.

The next Regular Meeting will be held on Tuesday, April 18, 2017, at 6:00 p.m.

ATTEST:



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

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENTS 2016-17</b>					
Johnson, Craig	Assistant Principal	MacArthur	June 30, 2017		Retirement - 24 years
Nares Pueblos, Lucinda	Assistant Superintendent of School Performance and Culture	K-12 School Performance and Culture	June 30, 2017		Retirement - 25 years
Wallstedt, Marleen	Teacher	Jackson	June 22, 2017		Retirement - 20 years
<b>RESIGNATIONS 2016-17</b>					
Alvarez, Lorena	Teacher	Special Education	March 16, 2017		Other - 11 years
Ferullo, Nicole	Teacher	Carr	June 22, 2017		Family Responsibilities - 1 year
MacLeod, Olivia	Teacher	Mitchell	June 22, 2017		Personal - 3 years
O'Neil, Kathleen	Teacher	Mendez	June 22, 2017		Family Responsibilities - 6 years
Shenkman, Michael	Teacher	Lathrop	March 16, 2017		Other - 15 years
<b>ABSENCE (3 to 20 duty days) - Without Pay with Benefits</b>					
Mejia, Lilia	Teacher	Lowell	March 13, 2017	April 14, 2017	Child Care

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTENSION OF LEAVE (21 duty days or more) - Without Pay and Without Benefits</b>					
Larkins Silva, Karen	Teacher	Taft	August 11, 2017	June 1, 2018	Family Responsibilities
Leingang, Caryn	Teacher	Taft	August 11, 2017	June 1, 2018	Family Responsibilities
Palomino, Carina	Teacher	Advanced Learning Academy	August 11, 2017	June 1, 2018	Personal
Pickrell, Laura	Teacher	Carver	August 11, 2017	June 1, 2018	Family Responsibilities
Quintana, Wendy	Teacher	Muir	August 11, 2017	June 1, 2018	Personal
Tenney-Yu, Michelle	Teacher	Monte Vista	August 11, 2017	June 1, 2018	Child Care
Wilson, Shelana	Psychologist	Psychological Services	August 9, 2017	June 1, 2018	Child Care
<b>SPRING SPORTS 2016-17</b>					
Cortes, Teodoro	Head Coach	Century	2016-17		Baseball
Dallas, Thomas	Head Coach	Century	2016-17		Track
Govier, Robert	Assistant Coach	Century	2016-17		Track
Lapic, Andrew	Head Coach	Century	2016-17		Football
Lapic, Andrew	Assistant Coach	Century	2016-17		Track
Marzilli, Gregory	Head Coach	Century	2016-17		Softball
Molina, Fausto Jr.	Assistant Coach	Century	2016-17		Baseball
Munoz, Liana	Head Coach (Varsity)	Century	2016-17		Volleyball (Boys)

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



**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RETIREMENTS</b>						
Heller, Curt	Ath. Equip. Attendant II	Segerstrom	March 13, 2017			16 years, 3 months
Nguyen, Ngoc	Fd. Svc. Wkr.	Nutrition Svcs.	December 31, 2016			17 years
Ochoa, Gabriela	Instr. Asst. Sp. Ed.	Thorpe	March 13, 2017			17 years, 5 months
<b>RESIGNATIONS</b>						
Bitun, Rialou	Licensed Vocation Nurse	PSS	March 30, 2017			Personal - 3 years, 3 months
Borcelis, Kashmyrrh	SSP Sp. Ed.	Carr	March 20, 2017			Personal - 2 months
Garcia, Victor	After School IP	After School Programs	March 17, 2017			Personal - 1 year, 6 months
Gersten, Madison	Activity Supervisor	Century	December 15, 2016			Personal - 1 year, 11 months
Nuñez, Jesse	Custodian	Spurgeon	March 9, 2017			Personal - 17 years, 2 months
Perez, Evangelina	After School IP	After School Programs	March 24, 2017			Personal - 1 year, 6 months
Reach, Chenda	Licensed Vocational Nurse	PSS	February 7, 2017			Personal - 3 months

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS (Continuation)</b>						
Rodriguez de Hernandez, Martha	Fd. Svc. Wkr.	Nutrition Services	February 27, 2017			Personal - 8 years, 6 months
Sandoval, Veronica	Activity Supervisor	Santiago	January 1, 2017			Personal - 4 weeks
<b>ABSENCE (3 to 20 duty days) - Without Pay</b>						
Lopez, Sandra	Fd. Svc. Wkr.	Segerstrom	March 14, 2017	March 29, 2017		Personal
<b>LEAVE (21 duty days or more) - Without Pay</b>						
Morales, Brenda	Autism Paraprofessional	Special Ed.	March 2, 2017	April 1, 2017		Personal
<b>NEW HIRES</b>						
Aguilar, Hephzibah	Licensed Vocational Nurse	Health Services	March 3, 2017		24/1	Probationary
Arriola, Jonathan	After School IP	After School Programs	March 10, 2017		16/1	Probationary
Buron, Donna	SSP Sp. Ed.	Franklin	March 13, 2017		19/3	Probationary
Ceja, Maria	Activity Supervisor	Heroes	March 3, 2017		10/1	
Cervantes, Stephanie	After School IP	After School Programs	March 13, 2017		16/1	Probationary

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>NEW HIRES (Continuation)</b>						
Chavez, Vanessa	After School IP	After School Programs	March 8, 2017		16/1	Probationary
Chavez Cruz, Keila	Site Clerk	Civic Center	February 23, 2017		24/1	Probationary
Feil, Sydney	After School IP	After School Programs	February 27, 2017		16/1	Probationary
Ferguson, Regina	Site Coordinator	After School Programs	April 10, 2017		\$25	Probationary
Gutierrez, Edward	Custodian	Head Start	May 1, 2017		23/1 + Diff.	Probationary
Gutierrez, Maria	Activity Supervisor	Garfield	March 3, 2017		10/1	
Kasalian, Milina	Preschool Teacher	ECE	March 1, 2017		IIIC/1	Probationary
Loken, Nicole	SSP Sp. Ed.	Spurgeon	March 13, 2017		19/1	Probationary
Martin, Diego	SSP Sp. Ed.	Davis	March 21, 2017		19/3	Probationary
Martinez, Carlos	Activity Supervisor	Wilson	March 9, 2017		10/1	
Quiñones Hernandez, Banessa	Activity Supervisor	Lowell	March 3, 2017		10/1	
Ruiz Gonzalez, Maria	Site Coordinator	After School IP	March 20, 2017		\$25	Probationary
Sanchez, Mariana	Activity Supervisor	Kennedy	March 9, 2017		10/1	
Sanchez, Marlen	Activity Supervisor	Kennedy	March 9, 2017		10/1	
Vallejo, Sonia	Library Media Tech.	Harvey	March 13, 2017		25/1	Probationary
Yagham, Patricia	Preschool Teacher	ECE	March 3, 2017		IIIC/1	Probationary

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**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TEMPORARY ASSIGNMENTS</b>						
Ambriz, Fabiola	Interpreter/Translator Sp. Ed.	Special Ed.	February 14, 2017	April 30, 2017	32/6 + Bil.	
Cordon, Avely	From Site Clerk to Sch. Off. Asst. Sec.	Spurgeon	August 11, 2016	December 22, 2016	24/6	
Cordon, Avely	From Site Clerk to Sch. Off. Mgr. Int.	Spurgeon	December 23, 2016	February 17, 2017	28/5	
Garcia, Gilbert	From Custodian to Plant Custodian Int.	Bldg. Svcs.	February 24, 2017	March 3, 2017	32/3	
Goddard, Joshua	From Mgr. of Fd. Svcs. Operations to Asst. Dir. of Fd. Svcs.	Nutrition Services	February 27, 2017	April 28, 2017	Level 38/1	
Lopez, Priscilla	From Site Clerk to Sch. Off. Asst. Sec.	Century	March 13, 2017	April 2, 2017	24/2	
Martinez, Freddie	From Int. Ld. Custodian to Plant Custodian Int.	Bldg. Svcs.	February 21, 2017	February 23, 2017	32/3	
Plaza, Leonor	From Depart. Spec. to Admin. Secretary	Deputy Svcs. Office	January 30, 2017	March 24, 2017	30/6	
Torres, Elizabeth	From Site Clerk to Department Specialist	Curriculum Instr./Staff Development	February 1, 2017	March 24, 2017	28/1	
Trang, Meyly	From After School IP to Site Coordinator	After School Programs	March 15, 2017	March 17, 2017	\$25	
Valenzuela, Crystal	From After School IP to Site Coordinator	After School Programs	February 28, 2017	March 2, 2017	\$25	

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**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TEMPORARY ASSIGNMENTS (Continuation)</b>						
Visoso, Janet	From Fd. Svc. Spvr. Elem. to Fd. Svc. Spvr. Int.	Nutrition Services	February 6, 2017	February 28, 2017	27/1	
Yepez, Peggy	From Site Clerk to Registrar HS	Saddleback	March 7, 2017	March 13, 2017	26/6	
<b>HOURLY APPOINTMENTS</b>						
Alejandro, Alejandrina	Instr. Asst. Provider	Saddleback	March 2, 2017		16/1	
Ponce, Rodolfo	Instr. Asst. Provider	Valley	March 3, 2017		16/1	
Trujillo Osorio, Karla	Instr. Asst. Provider	Esqueda	March 3, 2017		16/1	
<b>SUBSTITUTES</b>						
Giron de Castro, Julia	Custodian		March 8, 2017		23/1	
Lopez, Alfredo	Custodian		March 8, 2017		23/1	
Martinez, Yvonne	Custodian		March 8, 2017		23/1	
Zuniga, Erik	Custodian		March 8, 2017		23/1	
<b>ATHLETIC SPECIALIST</b>						
Alaman, Alvin Jr.	Asst. Track Coach	Godinez	February 13, 2017		\$22.43	

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Avalos, Raymond	Asst. Spring Football Coach	Segerstrom	May 31, 2017		\$28.04	
Brown, Kristin	Asst. Spring Football Coach	Santa Ana	May 31, 2017		\$28.04	
Buenrostro,						
Enrique	Head Baseball Coach	Santa Ana	February 13, 2017		\$28.04	
Burkhardt, Mark	Head Baseball Coach	Santa Ana	February 13, 2017		\$28.04	
Casas, Guillermo	Asst. Softball Coach	Segerstrom	February 13, 2017		\$22.43	
Castellanos,						
Clarissa	Asst. Softball Coach	Godinez	February 13, 2017		\$22.43	
Conde, Arielly	Asst. Track Coach	Godinez	February 13, 2017		\$22.43	
Castro, Thomas	Asst. Track Coach	Santa Ana	February 13, 2017		\$22.43	
Castro Herrera,						
Juan	Asst. Volleyball Coach	Santa Ana	February 13, 2017		\$22.43	
Contreras, Andres	Asst. Tennis Coach	Santa Ana	February 13, 2017		\$22.43	
Cruz, Joel	Head Track Coach	Santa Ana	February 13, 2017		\$28.04	
	Head Swimming Coach					
Cruz, Maer	Coach	Santa Ana	February 13, 2017		\$28.04	
Davalos, Lizzeth	Asst. Softball Coach	Godinez	February 13, 2017		\$22.43	
Dobbs, Ian	Asst. Track Coach	Segerstrom	February 13, 2017		\$22.43	
Duenas, Evelyn	Asst. Softball Coach	Godinez	February 13, 2017		\$22.43	
Fulford, Tracy	Asst. Track Coach	Segerstrom	February 13, 2017		\$22.43	
Harrington, Alec	Asst. Lacrosse Coach	Segerstrom	February 29, 2017		\$22.43	
Heathington, Thomas	Asst. Track Coach	Godinez	February 13, 2017		\$22.43	

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

**CLASSIFIED PERSONNEL CALENDAR**

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**Board Meeting - March 28, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Heiland, Danielle	Asst. Swimming Coach	Santa Ana	February 13, 2017		\$22.43	
Lambert, Dakota	Asst. Spring Football	Santa Ana	May 31, 2017		\$28.04	
Lambert, Dakota	Asst. Track Coach	Santa Ana	February 13, 2017		\$22.43	
Logue, William	Asst. Volleyball Coach	Godinez	February 13, 2017		\$22.43	
Macias, Alfredo	Asst. Spring Football	Segerstrom	May 31, 2017		\$28.04	
Madrid, Nicholas	Asst. Baseball Coach	Segerstrom	February 13, 2017		\$22.43	
Mateo, Patricia	Asst. Track Coach	Santa Ana	February 13, 2017		\$22.43	
Mazariegos, Melissa	Asst. Lacrosse Coach	Segerstrom	February 20, 2017		\$22.43	
McClintock, Brandon	Asst. Lacrosse Coach	Segerstrom	March 7, 2016		\$22.43	
Medina, Abel	Asst. Baseball Coach	Godinez	February 13, 2017		\$22.43	
Medina, Edward	Head Softball Coach	Godinez	March 17, 2017		\$28.04	
Medina, Thomas	Asst. Volleyball Coach	Segerstrom	February 13, 2017		\$22.43	
Mejia, Miguel	Asst. Track Coach	Segerstrom	February 13, 2017		\$22.43	
Nava, Carlos	Asst. Track Coach	Santa Ana	February 13, 2017		\$22.43	
Nava, Imelda	Asst. Track Coach	Segerstrom	February 13, 2017		\$22.43	
Ocampo, Jose	Asst. Baseball Coach	Godinez	February 13, 2017		\$22.43	
Ramirez, Erasmo	Head Baseball Coach	Segerstrom	February 13, 2017		\$28.04	
Ramirez, Ivan	Asst. Baseball Coach	Segerstrom	February 13, 2017		\$22.43	
Razo Vargas, Jesus	Asst. Volleyball Coach	Santa Ana	February 13, 2017		\$22.43	
Saldana, Jonathan	Asst. Baseball Coach	Santa Ana	February 13, 2017		\$22.43	
Sanchez, Jose	Asst. Track Coach	Century	February 13, 2017		\$22.43	
Scott, Elyse	Asst. Volleyball Coach	Segerstrom	February 13, 2017		\$22.43	

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 28, 2017**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Sok, Johnny	Asst. Volleyball Coach	Godinez	February 13, 2017		\$22.43	
Teran, Diego	Asst. Tennis Coach	Santa Ana	February 13, 2017		\$22.43	
Tran, Joseph	Asst. Lacrosse Coach	Segerstrom	March 3, 2017		\$22.43	
Trinh, Daniel	Asst. Tennis Coach	Segerstrom	February 13, 2017		\$22.43	
Trinh, Jack	Asst. Tennis Coach	Segerstrom	February 13, 2017		\$22.43	
Tukia, John Jr.	Asst. Spring Football	Santa Ana	May 31, 2017		\$28.04	
Tukia, John Jr.	Asst. Track Coach	Santa Ana	February 13, 2017		\$22.04	
Vazquez, David	Asst. Baseball Coach	Segerstrom	February 13, 2017		\$22.43	
Wong, Stacey	Asst. Track Coach	Segerstrom	February 13, 2017		\$22.43	

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Education OF THE Santa Ana Unified School District  
(Governing Body) (Name of Applicant)

THAT Superintendent OR  
(Title of Authorized Agent)

Deputy Superintendent, Administrative Services OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Santa Ana Unified School District, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Santa Ana Unified School District, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 28 day of March, 2017

John Palacio, President

(Name and Title of Governing Body Representative)

Valerie Amezcua, Vice President

(Name and Title of Governing Body Representative)

Cecilia Iglesias, Clerk

(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Cecilia Iglesias, duly appointed and Clerk of the Board of Education of  
(Name) (Title)

Santa Ana Unified School District, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Education of the Santa Ana Unified School District  
(Governing Body) (Name of Applicant)

on the 28 day of March, 2017.

Cecilia Iglesias  
(Signature)

Clerk  
(Title)



# Santa Ana Unified School District

**BOARD POLICY NO: 0410**

**SUBJECT:** Nondiscrimination In District Programs and Activities  
**CATEGORY:** Philosophy  
**RESPONSIBLE OFFICE(S):** Human Resources Department

**EFFECTIVE:** 3/28/2017

**REVIEWED:** 3/14/2017

## SCOPE:

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

## POLICY:

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

- (cf. [1240](#) - Volunteer Assistance)
- (cf. [4030](#) - Nondiscrimination in Employment)
- (cf. [4032](#) - Reasonable Accommodation)
- (cf. [4033](#) - Lactation Accommodation)
- (cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)
- (cf. [4161.8/4261.8/4361.8](#) - Family Care and Medical Leave)
- (cf. [5131.2](#) - Bullying)
- (cf. [5145.3](#) - Nondiscrimination/Harassment)
- (cf. [5145.7](#) - Sexual Harassment)
- (cf. [5146](#) - Married/Pregnant/Parenting Students)
- (cf. [6145](#) - Extracurricular and Cocurricular Activities)
- (cf. [6145.2](#) - Athletic Competition)
- (cf. [6164.4](#) - Identification and Evaluation of Individuals for Special Education)
- (cf. [6164.6](#) - Identification and Education Under Section 504)
- (cf. [6178](#) - Career Technical Education)
- (cf. [6200](#) - Adult Education)

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

- (cf. [1330](#) - Use of Facilities)



# Santa Ana Unified School District

**BOARD POLICY NO: 0410**

**SUBJECT:** Nondiscrimination In District Programs and Activities  
**CATEGORY:** Philosophy  
**RESPONSIBLE OFFICE(S):** Human Resources Department

**EFFECTIVE:** 3/28/2017  
**REVIEWED:** 3/14/2017

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. [1312.3](#) - Uniform Complaint Procedures)

Pursuant to 34 CFR [104.8](#) and 34 CFR [106.9](#), the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

(cf. [1113](#) - District and School Web Sites)

(cf. [1114](#) - District-Sponsored Social Media)

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

(cf. [5145.6](#) - Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

## Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. [6163.2](#) - Animals at School)

(cf. [7110](#) - Facilities Master Plan)

(cf. [7111](#) - Evaluating Existing Buildings)



# Santa Ana Unified School District

**BOARD POLICY NO: 0410**

**SUBJECT:** Nondiscrimination In District Programs and Activities  
**CATEGORY:** Philosophy  
**RESPONSIBLE OFFICE(S):** Human Resources Department

**EFFECTIVE:** 3/28/2017

**REVIEWED:** 3/14/2017

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

(cf. [6020](#) - Parent Involvement)

(cf. [9320](#) - Meetings and Notices)

(cf. [9322](#) - Agenda/Meeting Materials)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

**Associate Superintendent, Human Resources**

(title or position)

**1601 E. Chestnut Avenue, Santa Ana, CA 92701**

(address)

**(714) 558-5860**

(telephone number)

**Legal Reference:**

**EDUCATION CODE**

**200-262.4** Prohibition of discrimination

**48985** Notices to parents in language other than English

**51007** Legislative intent: state policy

**GOVERNMENT CODE**

**11000** Definitions

**11135** Nondiscrimination in programs or activities funded by state

**11138** Rules and regulations

**12900-12996** Fair Employment and Housing Act

**54953.2** Brown Act compliance with Americans with Disabilities Act



# Santa Ana Unified School District

**BOARD POLICY NO: 0410**

**SUBJECT:** Nondiscrimination In District Programs and Activities  
**CATEGORY:** Philosophy  
**RESPONSIBLE OFFICE(S):** Human Resources Department

**EFFECTIVE:** 3/28/2017  
**REVIEWED:** 3/14/2017

## PENAL CODE

[422.55](#) Definition of hate crime

[422.6](#) Interference with constitutional right or privilege

## CODE OF REGULATIONS, TITLE 5

[4600-4687](#) Uniform complaint procedures

[4900-4965](#) Nondiscrimination in elementary and secondary education programs

## UNITED STATES CODE, TITLE 20

[1400-1482](#) Individuals with Disabilities in Education Act

[1681-1688](#) Discrimination based on sex or blindness, Title IX

[2301-2415](#) Carl D. Perkins Vocational and Applied Technology Act

[6311](#) State plans

[6312](#) Local education agency plans

## UNITED STATES CODE, TITLE 29

[794](#) Section 504 of the Rehabilitation Act of 1973

## UNITED STATES CODE, TITLE 42

[2000d-2000d-7](#) Title VI, Civil Rights Act of 1964

[2000e-2000e-17](#) Title VII, Civil Rights Act of 1964 as amended

[2000h-2000h-6](#) Title IX

[12101-12213](#) Americans with Disabilities Act

## CODE OF FEDERAL REGULATIONS, TITLE 28

[35.101-35.190](#) Americans with Disabilities Act

[36.303](#) Auxiliary aids and services

## CODE OF FEDERAL REGULATIONS, TITLE 34

[100.1-100.13](#) Nondiscrimination in federal programs, effectuating Title VI

[104.1-104.39](#) Section 504 of the Rehabilitation Act of 1973

[106.1-106.61](#) Discrimination on the basis of sex, effectuating Title IX, especially:

[106.9](#) Dissemination of policy



# Santa Ana Unified School District

**BOARD POLICY NO: 0410**

**SUBJECT:** Nondiscrimination In District Programs and Activities  
**CATEGORY:** Philosophy  
**RESPONSIBLE OFFICE(S):** Human Resources Department

**EFFECTIVE:** 3/28/2017  
**REVIEWED:** 3/14/2017

## Management Resources:

### CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

### CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

### U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

### WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

## Web Sites:

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

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov/>

Safe Schools Coalition: <http://www.casafeschools.org/>

Pacific ADA Center: <http://www.adapacific.org/>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: <http://www.ada.gov/>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov/>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

## DESIRED OUTCOME:

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



# Santa Ana Unified School District

**BOARD POLICY NO: 3514.2**

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

**EFFECTIVE:** 03/28/2017**REVIEWED:** 03/14/2017

## SCOPE:

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an integrated pest management (IPM) program that incorporates effective, least toxic pest management practices. The IPM coordinator shall prepare and regularly update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR)

## POLICY:

The Superintendent or designee shall designate a staff person to develop, implement, and coordinate an IPM program that incorporates effective, least toxic pest management practices. The district's program shall include all current State and Federal laws and guidelines. Strategies shall include, but are not limited to:

1. Carefully monitoring and identifying the pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.
2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazard that would indicate corrective action should be taken.
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazard to people and the environment.
5. Ensuring that persons applying pesticides follow label precautions and are trained in the principles and practices of IPM. (cf. 4231 - Staff Development)
6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and label directions registered with the U.S. Environmental Protection Agency (EPA) as well as any disposal requirements indicated on the product label. (cf. 3514.1 - Hazardous Substances)

## DESIRED OUTCOME:

Integrated Pest Management (IPM) means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Food and Agricultural Code 13181)



# Santa Ana Unified School District

**BOARD POLICY NO: 3514.2**

**SUBJECT: Integrated Pest Management**

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

**EFFECTIVE: 03/28/2017**

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

**REVIEWED: 03/14/2017**

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

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

- (cf. 3514 - Environmental Safety)
- (cf. 3514.1 - Hazardous Substances)
- (cf. 3580 - District Records)

### **Legal Reference:**

#### **Education Code**

- 17610.1 AB 405 (Ch. 566, Statutes of 2005)
- 17611 17366 Legislative intent (fitness of buildings for occupancy)
- 17608, 17613 Healthy Schools Act of 2000
- 48980 Notice at beginning of term
- 48980.3 Notification of pesticides

#### **Food and Agricultural Code**

- 11401-12408 Pest control operations and agricultural chemicals
- 13180-13188 Healthy Schools Act of 2000

#### **Government Code**

- 3543.2 cope of representation; right to negotiate safety conditions
- 6250-6270 California Public Records Act

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

- 340-340.2 Employer's obligation to provide safety information

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

- 136-136y Insecticide, Fungicide and Rodenticide Act

#### **Management Resources:**

#### **California Department of Pesticide Regulation Publications**

California School IPM Model Program Guidebook

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

Protecting Children in Schools from Pests and Pesticides, 2002

Pest Control in the School Environment: Adopting Integrated Pest Management, 1993

#### **Web Sites:**

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

California Department of Pesticide Regulation, School IPM: <http://www.cdpr.ca.gov/schoolipm>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools:

<http://www.epa.gov/pesticides/ipm>



# Santa Ana Unified School District

**BOARD POLICY NO: 3544**

**SUBJECT: District Owned Vehicles**

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

**EFFECTIVE: 03/28/2017**

**RESPONSIBLE OFFICE(S): Business Services, Transportation**

**REVIEWED: 03/14/17**

## **SCOPE:**

The Superintendent or designee may assign vehicles to certain employees, either solely for the use during normal working hours or as a conditional use vehicle to transport students or employees to authorized locations, consistent with the standards as provided. District-owned vehicles shall be exclusively used to conduct official school district business for purposes such as attending personal business, social engagements, going to lunch or unapproved commuting is strictly prohibited. The use of fleet vehicles is a privilege, not a right. Any use of the take home vehicle other than driving between the employees' residence and approved work center is prohibited. Unauthorized use of a District vehicle will be handled through employee discipline up to and including dismissal.

## **POLICY:**

### **District Owned Vehicles:**

The following represents the Santa Ana Unified School District (SAUSD) Board Policy regarding the use of District owned vehicles.

### **Definition of District (SAUSD) Vehicles:**

A District vehicle is defined as a motorized device for land, purchased, owned, leased, or rented by the District, including and not limited to automobiles, trucks, equipment, golf carts, utility carts, tractors, lawn mowers, etc.

### **Motorcycles & Bicycles:**

Motorcycles and bicycles shall not be used in carrying out District business except for police motorcycles and District Safety Officer bikes. Bicycles that are used solely on campus are contingent upon completion of P.O.S.T Certification Training provided by the SAUSD School Police Department. Use of a helmet is mandatory.

### **Definition of Authorized District (SAUSD) Employees:**

*"Authorized District Employees"* are defined as those persons who are employed full time, part time, or employees whom are recognized on Santa Ana Unified School Districts payroll, and must meet all of the District driving requirements. Drivers must have an acceptable driving record, clean from any gross vehicle violations or two point violations based on the DMV point system. Example: (DUI's in a 10-year period)

Persons who are not District employees, are not authorized to drive any District vehicle.

Permanent District employees who are authorized to drive a District vehicle for daily work, must familiarize themselves with and adhere to District policies, procedures, and responsibilities regarding the appropriate use of District-owned vehicles.



# Santa Ana Unified School District

**BOARD POLICY NO: 3544**

**SUBJECT:** District Owned Vehicles  
**CATEGORY:** Business and Non-Instructional Operations  
**RESPONSIBLE OFFICE(S):** Business Services, Transportation

**EFFECTIVE:** 03/28/2017  
**REVIEWED:** 03/14/17

Authorized employees may only use District-owned vehicles for official business and work related activities. Cars, vans, and trucks used to transport employees or students on District business may not be taken home.

No unauthorized passengers or pets.

### **Employees Assigned a Take Home Vehicle Fringe Benefit:**

Employees assigned a take home vehicle may only use those vehicles for commuting to and from work. The Internal Revenue Service (IRS) considers personal use of an employer's vehicle, including commuting to and from work, and fuel for commuting, a taxable fringe benefit. The IRS requires the provider of these fringe benefits (SAUSD) to report the value of the fringe benefits as additional compensation on form W-2. All travel logs must be completed daily.

### **Pre Employment/ Post Accident Drug and Alcohol Testing:**

The District's testing program for drivers shall include pre-employment drug testing and reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

### **Safety, and Driving Requirements:**

Every driver shall be familiar with and observe all State of California Vehicle Codes, and local traffic laws and ordinances, including traffic control signals, posted speed limits, parking restrictions, and other laws covering the operation of any motor vehicle. Seat belts must be worn at all times, and cell phones cannot be used when the vehicle is in motion.

Drivers must keep their Driving Record in good standing or they can lose their driving privileges, and be subjected to disciplinary action up to and including termination. See District Driving Requirements and Guidelines.

### **DESIRED OUTCOME:**

Safety of the students and employees shall be the prime factor in the establishment of any policy and procedure.



# Santa Ana Unified School District

**BOARD POLICY NO: 3544**
**SUBJECT: District Owned Vehicles**
**CATEGORY: Business and Non-Instructional Operations**
**EFFECTIVE: 03/28/2017**
**RESPONSIBLE OFFICE(S): Business Services, Transportation**
**REVIEWED: 03/14/17**

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

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

- BP 4218 – Dismissal/Suspension/Disciplinary Action
- BP 4020 – Drug and Alcohol Free Workplace
- BP 4112.41 – Drug and Alcohol Testing for Safety Sensitive Positions
- BP 4112.42 – Drug and Alcohol Testing for Commercial Drivers
- BP 3544.2 – Driving Qualifications/Point System
- BP 3544.1 – Vehicle Accident and Occurrence

- AR 4218 – Dismissal/Suspension/Disciplinary Action
- AR 4112.41 – Drug and Alcohol Testing for Safety Sensitive Positions
- AR 4112.42 – Drug and Alcohol Testing for Commercial Drivers

### **Legal Reference:**

#### **Education Code:**

- 35160 Authority of Governing Boards
- 38000 Transportation

#### **Government Code:**

- 8355 Drug-Free Workplace; Employee Notification

#### **Vehicle Code:**

- 13376 Driver Certificates; Revocation or Suspension
- 34500-34520.5 Safety Regulations

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

- 1200-1293 Motor Carrier Safety, especially:
- 1213.1 Placing drivers out-of-service

#### **United States Code, Title 41:**

- 8101-8106 Drug-Free Workplace Act

#### **United States Code, Title 49:**

- 31306 Alcohol and Drug Testing

#### **Code of Federal Regulations, Title 21:**

- 1308.11-1308.15 Controlled Substances

#### **Code of Federal Regulations, Title 49:**

- 40.1-40.413 Procedures for Transportation Workplace Drug and Alcohol Testing Programs
- 382.101-382.605 Drug and Alcohol use and Testing; Especially:
- 382.205 On-duty use
- 382.207 Pre-duty use
- 382.209 Use Following an Accident

Adopted: 3-17

Santa Ana, CA



# Santa Ana Unified School District

**BOARD POLICY NO: 4030**

**SUBJECT:** Nondiscrimination in Employment  
**CATEGORY:** Personnel  
**RESPONSIBLE OFFICE(S):** Human Resource Department

**EFFECTIVE:** 3/28/2017  
**REVIEWED:** 3/14/2017

**SCOPE:**

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

**POLICY:**

The Governing Board is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

(cf. [1240](#) - Volunteer Assistance)

(cf. [4111/4211/4311](#) - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment.
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training.

(cf. [4151/4251/4351](#) - Employee Compensation)

(cf. [4154/4254/4354](#) - Health and Welfare Benefits)

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.



# Santa Ana Unified School District

**BOARD POLICY NO: 4030**

**SUBJECT:** Nondiscrimination in Employment  
**CATEGORY:** Personnel  
**RESPONSIBLE OFFICE(S):** Human Resource Department

**EFFECTIVE:** 3/28/2017  
**REVIEWED:** 3/14/2017

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code [12940](#) or 2 CCR [11006-11086](#), such as:

a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. [4033](#) - Lactation Accommodation)

(cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement

c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. [4119.41/4219.41/4319.41](#) - Employees with Infectious Disease)

d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. [4032](#) - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code [12940](#))

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.



# Santa Ana Unified School District

**BOARD POLICY NO: 4030**

**SUBJECT:** Nondiscrimination in Employment  
**CATEGORY:** Personnel  
**RESPONSIBLE OFFICE(S):** Human Resource Department

**EFFECTIVE:** 3/28/2017  
**REVIEWED:** 3/14/2017

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR [11013](#).

The Board designates the following position(s) as Coordinator(s) for Nondiscrimination in Employment:

Associate Superintendent, Human Resource  
 1601 E. Chestnut, Santa Ana, CA 92701  
 (714) 558-5860

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

### **Legal Reference:**

#### **EDUCATION CODE**

200-262.4 Prohibition of discrimination

#### **CIVIL CODE**

51.7 Freedom from violence or intimidation

#### **GOVERNMENT CODE**

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

#### **PENAL CODE**

422.56 Definitions, hate crimes



# Santa Ana Unified School District

**BOARD POLICY NO: 4030**

**SUBJECT:** Nondiscrimination in Employment  
**CATEGORY:** Personnel  
**RESPONSIBLE OFFICE(S):** Human Resource Department

**EFFECTIVE:** 3/28/2017  
**REVIEWED:** 3/14/2017

## CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment  
 11013 Recordkeeping  
 11019 Terms, conditions and privileges of employment  
 11023 Harassment and discrimination prevention and correction  
 11024 Sexual harassment training and education

## CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

## UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

## UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act  
 794 Section 504 of the Rehabilitation Act of 1973

## UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended  
 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
 2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 6101-6107 Age discrimination in federally assisted programs  
 12101-12213 Americans with Disabilities Act

## CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 American with Disabilities Act

## CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information  
 104.7 Designation of responsible employee for Section 504  
 104.8 Notice  
 106.8 Designation of responsible employee and adoption of grievance procedures  
 106.9 Dissemination of policy

## COURT DECISIONS:

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863  
 Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

## Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014



# Santa Ana Unified School District

**BOARD POLICY NO: 4030**

**SUBJECT: Nondiscrimination in Employment**  
**CATEGORY: Personnel**  
**RESPONSIBLE OFFICE(S): Human Resource Department**

**EFFECTIVE: 3/28/2017**  
**REVIEWED: 3/14/2017**

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15: Race and Color Discrimination, April 2006

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

## WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov/>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov/>

## **DESIRED OUTCOME:**

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



# Santa Ana Unified School District

BOARD POLICY NO: 4119.11/4219.11/4319.11

SUBJECT: Sexual Harassment  
 CATEGORY: Personnel  
 RESPONSIBLE OFFICE(S): Human Resource Department

EFFECTIVE: 3/28/2017  
 REVIEWED: 3/14/2017

## SCOPE:

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

## POLICY:

The Governing Board prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [4030](#) - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation.
2. Publicizing and disseminating the district's sexual harassment policy to staff  
(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR [11023](#))

Any district employee who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, shall immediately report the incident contact his/her supervisor, the principal, district administrator, or the Superintendent.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.



# Santa Ana Unified School District

BOARD POLICY NO: 4119.11/4219.11/4319.11

SUBJECT: Sexual Harassment  
 CATEGORY: Personnel  
 RESPONSIBLE OFFICE(S): Human Resource Department

EFFECTIVE: 3/28/2017  
 REVIEWED: 3/14/2017

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy and is subject to disciplinary action, up to and including dismissal.

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

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

[12900-12996](#) Fair Employment and Housing Act, especially:

[12940](#) Prohibited discrimination

[12950.1](#) Sexual harassment training

LABOR CODE

[1101](#) Political activities of employees

[1102.1](#) Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

[11009](#) Employment discrimination

[11021](#) Retaliation

[11023](#) Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S. Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S. Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S. Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S. Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Minutes  
Meeting  
March 2017



# Santa Ana Unified School District

BOARD POLICY NO: 4119.11/4219.11/4319.11

SUBJECT: Sexual Harassment  
CATEGORY: Personnel  
RESPONSIBLE OFFICE(S): Human Resource Department

EFFECTIVE: 3/28/2017  
REVIEWED: 3/14/2017

## Management Resources:

### OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEY'S GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

### WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov/>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

## DESIRED OUTCOME:

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



# Santa Ana Unified School District

BOARD POLICY NO: 4154/4254/4354

SUBJECT: Employee Health & Welfare Benefits

CATEGORY: Personnel

EFFECTIVE: 03/28/2017

RESPONSIBLE OFFICE(S): Business Services, Benefits

REVIEWED: 03/14/17

## SCOPE:

The Governing Board recognizes that health and welfare benefits are essential to promote employee health and productivity and are an important part of the compensation offered to eligible employees. The district shall provide health and welfare benefits for eligible employees in accordance with state and federal law and/or pursuant to negotiated employee agreements.

## POLICY:

Certificated and Classified Management/Supervisory/Confidential/Police Command employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Contribution percentages will be negotiated. Superintendent and Cabinet Members will have the option to waive health benefits in lieu of the cash value of the District's contribution for medical and dental paid at the 2 party tier level.

Employees who are not in bargaining units shall receive health and welfare benefits as specified in Board Policy and Administrative Regulation.

For purposes of granting benefits, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child.

## **Patient Protection and Affordable Care Act**

The Federal Patient Protection and Affordable Care Act requires the District to offer full-time equivalent employees and their dependents (not including spouses) the opportunity to enroll in an affordable district-sponsored group health plan or health insurance coverage that provides minimum "essential coverage," as defined in Health and Safety Code. In addition, the district must ensure that the employee's contribution toward the cost of the coverage does not exceed 9.5 percent of his/her household income; see the accompanying administrative regulation for further information about the calculation of the employee's contribution.

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the district shall not discriminate in favor of employees who are among the highest paid 25 percent of all district employees.

## **Continuation of Coverage**

The District shall offer continued health and dental care benefits for retired certificated employees and their spouses/domestic partners at the Retirees' expense.



# Santa Ana Unified School District

**BOARD POLICY NO: 4154/4254/4354**

**SUBJECT: Employee Health & Welfare Benefits**

**CATEGORY: Personnel**

**EFFECTIVE: 03/28/2017**

**RESPONSIBLE OFFICE(S): Business Services, Benefits**

**REVIEWED: 03/14/17**

## Other Post Employment Benefits

Pursuant to Governmental Accounting and Standards Board Statement 45, "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other non pension benefits for retired employees) must be reported by the district as a current expense over the working years of an employee. To the extent that OPEBs are not prefunded in a designated fund or irrevocable trust, they must be reported as a liability on the district's financial statements. Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the district's group health and welfare benefits in accordance with state and federal law.

Covered employees and their qualified beneficiaries who elect continuation coverage are required to pay all costs of the insurance plan(s). Any district contribution to retired employee health costs is a negotiable item.

Unless otherwise provided for in the applicable collective bargaining agreement, covered employees and their qualified beneficiaries may receive continuation coverage by paying the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the district in administering the program.

## Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) specifies actions that a health plan, health care provider, or health care clearinghouse must take to protect the privacy of an individual's health information. Generally, entities covered by HIPAA may release or receive "protected health information" about an individual only if that individual gives permission or the Act expressly permits its release. It is the District's responsibility to maintain the confidentiality of medical information it receives.

The Superintendent or designee shall not use or disclose any employee's medical information the district possesses without the employee's authorization except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law or as requested as part of a criminal investigation.

## DESIRED OUTCOME:

Through this policy, the District shall establish procedures that documents the eligibility rules regarding health benefits for the District's active employees, retirees and post employment.



# Santa Ana Unified School District

**BOARD POLICY NO: 4154/4254/4354**

**SUBJECT: Employee Health & Welfare Benefits**

**CATEGORY: Personnel**

**EFFECTIVE: 03/28/2017**

**RESPONSIBLE OFFICE(S): Business Services, Benefits**

**REVIEWED: 03/14/17**

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

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

BP 3100 – Budget

BP 3460 – Financial Reports and Accountability

BP 4112.6/4212.6/4312.6 – Records/All Personnel

BP 4140/4240 – Certificated and Classified Personnel/Bargaining Units/Organizations

BP 4151/4251/4351 – All Personnel/Salary Guides

BP 4300 – Management Supervisory Confidential Personnel/Management Supervisory Confidential Personnel

AR 3100 – Budget

AR 3460 – Financial Reports and Accountability

AR 4151 – Certificated Personnel/Salary Guidelines

AR 4251 – Classified Personnel/Salary Guidelines

AR 4351 – Management/Supervisory and Confidential Personnel/Salary Guides

Collective Bargaining Agreements between the Santa Ana Unified School District and the following recognized bargaining units:

- Santa Ana Educators Association
- California School Employees Association Chapter 41
- Santa Ana School Police Officers Association

### **Legal Reference:**

#### **Education Code:**

7000-7008	Health and welfare benefits, retired certificated employees
17566	Self-insurance fund
35208	Liability insurance
35214	Liability insurance (self-insurance)
44041-44042	Payroll deductions for collection of premiums
44986	Leave of absence, state disability benefits
45136	Benefits for classified employees

#### **Civil Code:**

56.10-56.16	Disclosure of information by medical providers
56.20-56.245	Use and disclosure of medical information by employers

#### **Family Code:**

297-297.5	Rights, protections and benefits under law; registered domestic partners
300	Definition of marriage



# Santa Ana Unified School District

**BOARD POLICY NO: 4154/4254/4354**

**SUBJECT: Employee Health & Welfare Benefits**

**CATEGORY: Personnel**

**EFFECTIVE: 03/28/2017**

**RESPONSIBLE OFFICE(S): Business Services, Benefits**

**REVIEWED: 03/14/17**

**Government Code:**

- 12940 Discrimination in employment
- 22750-22944 Public Employees' Medical and Hospital Care Act
- 53200-53210 Group insurance

**Health and Safety Code:**

- 1366.20-1366.29 Cal-COBRA program, health insurance
- 1367.08 Disclosure of fees and commissions paid related to health care service plan
- 1373 Health services plan, coverage for dependent children who are full-time students
- 1373.621 Continuation coverage, age 60 or older after five years with district
- 1374.58 Coverage for registered domestic partners, health service plans and health insurers

**Insurance Code:**

- 10116.5 Continuation coverage, age 60 or older after five years with district
- 10128.50-10128.59 Cal-COBRA program, disability insurance
- 10277-10278 Group and individual health insurance, coverage for dependent children
- 10604.5 Annual disclosure of fees and commissions paid
- 12670-12692.5 Conversion coverage

**Labor Code:**

- 2800.2 Notification of conversion and continuation coverage
- 4856 Health benefits for spouse of peace officer killed in performance of duties

**Unemployment Insurance Code:**

- 2613 Education program; notice of rights and benefits

**United States Code, Title 1:**

- 7 Definition of marriage, spouse

**United States Code, Title 26:**

- 105 Self-insured medical reimbursement plan; definition of highly compensated individual
- 4980B COBRA continuation coverage
- 4980H Penalty for noncompliance with employer-provided health care requirements
- 5000A Minimum essential coverage
- 6056 Report of health coverage provided to employees

The Federal Patient Protection and Affordable Care Act (PPACA) (42 USC 300gg-300gg95; 26 USC 4980H; 26 CFR 54.4980H-1-54.4980H-6)

Adopted: 3-17

Santa Ana, CA