

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

MINUTES

REGULAR MEETING
SANTA ANA BOARD OF EDUCATION

April 28, 2015

CALL TO ORDER

The meeting was called to order at 5:13 p.m. by Board President Palacio. Other members in attendance were Ms. Iglesias, Ms. Amezcua and Mr. Richardson. Mr. Hernández was absent.

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. 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 5:13 p.m. to consider student discipline, existing litigation, personnel matters, and negotiations.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:18 p.m.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Marlen Buitron, Eighth-grade student at Mendez Fundamental Intermediate School.

HIGH SCHOOL STUDENT AMBASSADOR

Valley - Cindy Cuevas

Ambassador, Cindy Cuevas provided highlights to the Board of current events, information, and activities at Valley High School.

RECOGNITIONS / ACKNOWLEDGMENTS

Certificated Employee of the Month for April 2015, Vivian Hanson

Ms. Hanson, Teacher at Pio Pico, was selected as the Certificated Employee for the month of April 2015 because she not only promotes her students' academic achievement during the regular instructional day, she also provides additional tutoring on a volunteer basis.

Classified Employee of the Month for April 2015, Albar Velasco

Mr. Velasco, Technology Instructional Assistant at Romero Cruz, was selected as the Classified Employee for the Month of April 2015 because of his focus on student success and his commitment to ensure that all students have ample opportunities to access technology and develop digital literacy skills.

SUPERINTENDENT'S REPORT

Dr. Miller opened his report by mentioning that Ed Trust-West conducted an audit of student transcripts and a-g coursework requirements. He also mentioned the productive engagement of Chinese students and their visit to Heninger, Lowell Mendez, and Spurgeon schools. Dr. Miller stated the District has a partnership with actor/director Edward James Olmos and provided a three minute video on the great work taking place at Heninger Elementary with 4th and 5th grade students. He also mentioned the Honor orchestra Concert, Parent of the Year Celebration, McFadden's 50th Anniversary Celebration and Difference Makers Senior Luncheon. Dr. Miller concluded his report by announcing Artspiration, Thursday, April 30, at the Bowers Museum.

PUBLIC PRESENTATIONS

Maricela Bustos addressed the Board related to Dual Immersion at Carr Intermediate School. Karen Gallagher and Oliver Sicat addressed the Board related to Ednovate Charter School. Lou Correa addressed the Board related to Dual Immersion at Carr Intermediate School. Pablo Antonio, Juana Vela, Maria Gomez-Greenberg, Mirella Rodriguez, Blanca Landin, and Fernando Gutierrez addressed the Board related to a personnel matter.

1.0 APPROVAL OF CONSENT CALENDAR

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

- 1.5 Approval of Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 - School- Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School-Sponsored Trips
- 1.10 Approval of Orange County Department of Education Countywide Expulsion Plan for Providing Educational Services for Expelled Students in Orange County
- 1.11 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
- 1.13 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of March 10, 2015 through April 27, 2015
- 1.15 Approval of Agreement Between Agile Mind and Educational Services for April 29, 2015 through June 30, 2015
- 1.24 Ratification of Membership between National Academy Foundation and Century High School for 2014-15 School Year
- 1.25 Ratification of Consultant Agreement between Pearson and Santa Ana Unified School District for April 14, 2015 through April 15, 2015
- 1.26 Ratification of Agreement with Orange County Superintendent of Schools for the Period of December 10, 2014 through June 30, 2015
- 1.28 Ratification of Stipend Agreement with Partnership for Children and Youth for Period of March 23, 2015 through November 1, 2015
- 1.29 Approval of Memorandum of Understanding between Digital Promise and Santa Ana Unified School District for the Period of April 29, 2015 through December 31, 2015
- 1.30 Authorization to Utilize California Multiple Award Schedule Contract with Downtown Ford Sales, Elk Grove Auto Group, Hanford Toyota, Livermore Ford, Swift Jeep Chrysler Plymouth Dodge, Winner Chevrolet, and Wondries Fleet Group for Purchase of Vehicles Districtwide
- 1.31 Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of March 11, 2015 through April 14, 2015
- 1.40 Approval of Revised Job Descriptions: Computer Operations Analyst, Help Desk Analyst, Help Desk Technician, ITV Operations Specialist, ITV Systems Engineer, Network Technician, Television Systems Technician, User Services Analyst I, and Web Developer

It was moved by Mr. Richardson, seconded by Ms. Amezcua, and carried 4-0, to approve the remaining items on the Consent Calendar as follows:

- 1.1 Approval of Regular Board Minutes - March 24, 2015
- 1.2 Summarized Data of Williams Settlement Third Quarterly Report
- 1.3 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests
- 1.4 Approval of Adoption for High School Advanced Placement Biology Textbook
- 1.6 Approval of Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance Policies and Procedures for 2015-16 Program Year
- 1.7 Approval of Head Start Period One Monitoring Corrective Action Plan for 2014-15 Program Year
- 1.8 Approval of Head Start Self-Assessment Corrective Action Plan for 2014-15 Program Year
- 1.9 Approval of Second Assessment Child Outcomes and School Readiness Action Plan
- 1.12 Approval of Payment and Reimbursement of Costs Incurred for Related Services for Students with Disabilities for 2014-15 School Year
- 1.14 Approval of Agreement Between HighScope Foundation and Head Start Program for the Period of April 29, 2015 through June 30, 2015
- 1.16 Approval of Agreement with Orange County Superintendent of Schools for the Period of April 29, 2015 through June 24, 2015
- 1.17 Approval of Consultant Agreement between AVID Center and Santa Ana Unified School District for AVID College Readiness System for July 1, 2015 through June 30, 2016
- 1.18 Approval of Consultant Agreement between AVID Center and Santa Ana Unified School District for AVID STEM Math and Science Summer Bridge Program for July 1, 2015 through June 30, 2016
- 1.19 Approval of Consultant Agreement between Education Solutions and Results and Spurgeon Intermediate School for May 1, 2015 through June 30, 2015
- 1.20 Approval of Consultant Agreement for Dr. Robin Morris for Psycho-Educational Independent Educational Evaluation Services for 2014-15 School Year
- 1.21 Approval of Consultant Agreement with Achievement Equity, Inc., for Period of April 29, 2015 through June 30, 2015
- 1.22 Approval of Consultant Agreement Increase for School Services of California

- 1.23 Approval of Renewal of Service Agreement between Santa Ana Unified School District and SchoolsFirst Federal Credit Union for Automated Teller Machine
- 1.27 Ratification of Amendment to Service Agreement with The Regents of University of California Center for Educational Partnerships for 2013-14 School Year
- 1.32 Ratification of Expenditure Summary and Warrant Listing for Period of March 11, 2015 through April 14, 2015
- 1.33 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File Numbers: LBI 400269 RV, LBD 1500632 JT, LBN 1500690 RV, LBI 1400639 RV, and 2015-1
- 1.34 Acknowledgement of Receipt of Citrus Springs Charter School Charter Petition
- 1.35 Acknowledgement of Receipt of Ednovate Santa Ana College Prep Charter School Charter Petition
- 1.36 Approval of Substitute Subcontractor for Bid Package No. 1 New Building and Sitework - Painting at Wilson Elementary School Under Overcrowding Relief Grant Program
- 1.37 Approval of Deductive Change Order No. 1 for Bid Package Increment 1 Grading and Ground Utilities at SAUSD Sports Complex
- 1.38 Acceptance of Completion of Contract for Bid Package Increment 1 at Santa Ana Unified School District Sports Complex
- 1.39 Adoption of Resolution No. 14/15-3050 - Authorization of a Board Members' Absence from Board Meetings
- 1.41 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION:

- 1.5 Approval of Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 - School-Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School-Sponsored Trips

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 4-0, to approve the extended field trip(s) in accordance with Board Policy (BP) 6153 - School -Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School Sponsored Trips.

1.10 Approval of Orange County Department of Education Countywide Expulsion Plan for Providing Educational Services for Expelled Students in Orange County

It was moved by Ms. Amezcua, seconded by Ms. Iglesias, and carried 4-0, to approve the Triennial Countywide Expulsion Plan for providing educational services to all expelled students in Orange County.

1.11 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

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 4-0, to approve the expulsion of students for violation of California Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915© according to Board Policy 5144.1. Student No. 4, ID# 358477 change expulsion recommendation to Option 2, to expel for two semesters; Student No. 7, ID# 366718 change expulsion placement to Community Day School.

329489 - McFadden

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 January 30, 2016.

321329 - Valley

For the violation of Education Code Section 48900, paragraph C that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after June 18, 2015.

336525 - Spurgeon

For the violation of Education Code Section 48900, paragraph A, .7 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, 2016.

358477 - Spurgeon

For the violation of Education Code Section 48900, paragraph A, G 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, 2016.

344782 - Spurgeon

For the violation of Education Code Section 48900, paragraph A, G 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, 2016.

330446 - Willard

For the violation of Education Code Section 48900, paragraph A 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, 2016.

366718 - Willard

For the violation of Education Code Section 48900, paragraph C that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after April 28, 2016.

- 1.13 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of March 10, 2015 through April 27, 2015

It was moved by Ms. Iglesias, seconded by Ms. Amezcua, and carried 4-0, to approve/ratify the listing of agreements/contracts with the Santa Ana Unified School District and various consultants submitted for the period of March 10, 2015 through April 27, 2015.

- 1.15 Approval of Agreement Between Agile Mind and Educational Services for April 29, 2015 through June 30, 2015

It was moved by Ms. Iglesias, seconded by Ms. Amezcua, and carried 4-0, to approve the agreement between Agile mind and Educational Services for April 29, 2015 through June 30, 2015.

- 1.24 Ratification of Membership between National Academy Foundation and Century High School for 2014-15 School Year

It was moved by Ms. Iglesias, seconded by Mr. Richardson, and carried 4-0, to ratify the membership between the National Academy Foundation (NAF) and Century High School for the 2014-15 school year.

- 1.25 Ratification of Consultant Agreement between Pearson and Santa Ana Unified School District for April 14, 2015 through April 15, 2015

It was moved by Ms. Iglesias, seconded by Mr. Richardson, and carried 4-0, to ratify the consultant agreement between Pearson and the Santa Ana Unified School District for April 14, 2015 through April 15, 2015.

- 1.26 Ratification of Agreement with Orange County Superintendent of Schools for the Period of December 10, 2014 through June 30, 2015

It was moved by Ms. Iglesias, seconded by Mr. Richardson, and carried 4-0, to ratify the agreement with the Orange County Superintendent of Schools for the period of December 10, 2014 through June 30, 2015.

- 1.28 Ratification of Stipend Agreement with Partnership for Children and Youth for Period of March 23, 2015 through November 1, 2015

It was moved by Ms. Iglesias, seconded by Mr. Richardson, and carried 4-0, to ratify the stipend agreement with partnership for Children and Youth for the period of March 23, 2015 through November 1, 2015.

- 1.29 Approval of Memorandum of Understanding between Digital Promise and Santa Ana Unified School District for the Period of April 29, 2015 through December 31, 2015

It was moved by Ms. Amezcua, seconded by Ms. Iglesias, and carried 4-0, to approve the Memorandum of Understanding between Digital Promise and SAUSD for the period of April 29, 2015 through December 31, 2015.

- 1.30 Authorization to Utilize California Multiple Award Schedule Contract with Downtown Ford Sales, Elk Grove Auto Group, Hanford Toyota, Livermore Ford, Swift Jeep Chrysler Plymouth Dodge, Winner Chevrolet, and Wondries Fleet Group for Purchase of Vehicles Districtwide

It was moved by Ms. Iglesias, seconded by Mr. Richardson, and carried 4-0, to authorize staff to utilize the California Multiple Award Schedule Contract No. 1-14-23-23, with Downtown Ford Sales, Elk Grove Auto Group, Hanford Toyota, Livermore Ford, Swift Jeep Chrysler Plymouth Dodge, Winner Chevrolet, and Wondries Fleet Group for the purchase of Vehicles Districtwide.

- 1.31 Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of March 11, 2015 through April 14, 2015

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 4-0, to ratify Purchase Order Summary and Listing of Orders \$25,000 and over for the period of March 11, 2015 through April 14, 2015.

- 1.40 Approval of Revised Job Descriptions: Computer Operations Analyst, Help Desk Analyst, Help Desk Technician, ITV Operations Specialist, ITV Systems Engineer, Network Technician, Television Systems Technician, User Services Analyst I, and Web Developer

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 4-0, to approve the following revised job descriptions: Computer Operations Analyst (to Application Support Operations Analyst); Help Desk Analyst; Help Desk Technician; ITV Operations Specialist (to Media Operations Specialist); ITV Systems Engineer (to Media Systems Engineer); Network Technician; Television Systems Technician (to Media Systems Technician); User Services Analyst I (to Business Analyst I): Web Developer (to Web Infrastructure System Administrator)

PRESENTATION

Overview of Advancement Via Individual Determination Program

Terri Verhaegen, AP/AVID Program Specialist provided information to the Board related to the AVID school-wide college readiness system and its impact on students.

REGULAR AGENDA - ACTION ITEMS

- 2.0 AUTHORIZATION TO AWARD CONTRACT FOR AFTER-SCHOOL ENRICHMENT PROGRAM PROVIDER SERVICES FOR 2015-18 SCHOOL YEARS

Item Pulled / no action taken - tabled for May 26, 2015.

3.0 FACILITIES UPDATE: PRIORITIZATION OF PROJECTS

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 3-1, Ms. Iglesias dissenting, to approve the naming of the Sports Complex located at Valley High School as the Santa Ana Public Schools Sports Complex.

It was moved by Mr. Richardson, seconded by Ms. Amezcua, and carried 4-0, to approve the facility priorities up to an aggregate amount of \$15,000,000 as Priority 1 - Valley P2P; Priority 2 - Sports Complex-additional restroom/concession; Priority 3 - Sports Complex - all fields multi-purpose; Priority 4 - Sports Complex - all fields with scoreboard; Priority 5 - Segerstrom field; Priority 6 - Godinez field.

It was moved by Mr. Palacio, seconded by Mr. Richardson, and carried 4-0, to approve the tentative close-out of Measure G in fall 2015 - target date of October 1, 2015.

4.0 ADOPTION OF RESOLUTION NO. 14/15-3048 - PROCLAIMING MAY 2015 AS ASIAN PACIFIC AMERICAN HERITAGE MONTH

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 4-0, to adopt Resolution No. 14/15-3048 proclaiming May 2015 as Santa Ana Unified School District's Asian Pacific American Heritage Month.

5.0 ADOPTION OF RESOLUTION NO. 14/15-3040 - PROCLAIMING MAY 4-8, 2015, AS NATIONAL TEACHER/SUPPORT STAFF APPRECIATION WEEK AND MAY 18-22, 2015, AS CLASSIFIED SCHOOL EMPLOYEE WEEK

It was moved by Ms. Iglesias, seconded by Mr. Richardson, and carried 4-0, to adopt Resolution No. 14/15-3040 proclaiming May 4-8, 2015, as National Teacher/Support Staff Appreciation Week and May 18-22, 2015, as Classified School Employee Week.

6.0 ADOPTION OF RESOLUTION NO. 14/15-3041 - PROCLAIMING MAY 6-12, 2015, AS NATIONAL SCHOOL NURSES' WEEK

It was moved by Mr. Richardson, seconded by Ms. Iglesias, and carried 4-0, to adopt Resolution No. 14/15-3041 proclaiming May 6-12, 2015, as National School Nurses' Week.

7.0 ADOPTION OF RESOLUTION NO. 14/15-3042 - PROCLAIMING MAY 11-17, 2015 AS NATIONAL POLICE WEEK

It was moved by Ms. Amezcua, seconded by Ms. Iglesias, and carried 4-0, to adopt Resolution No. 14/15-3042 proclaiming May 11-17, 2015, as National Police Week.

BOARD AND STAFF REPORTS/ACTIVITIES

Mr. Richardson

- Announced the 3rd Annual Artspiration, hosted by the Santa Ana Public Schools Foundation on Thursday, April 30, 2015, at the Bowers Museum;
- Attended Parent of the Year event at Segerstrom High School;
- Attended the 50th Anniversary of McFadden Intermediate School.

Ms. Amezcua

- Attended in the Chinese Student-Delegate visit at Heninger Elementary School on April 15;
- Attended Parent of the Year;
- Attended the Santa Ana Chamber of Commerce-Difference Makers Senior Luncheon;
- Attended the LGBT Conference.

Mr. Iglesias

- Attended Parent of the Year recognition;
- Attended a parent meeting at Carr Intermediate School;
- Attended the 2015 AVID Senior Standout Recognition and Scholarship Presentation at the Irvine Barclay Theatre;
- Attended the 4th Annual Cooking-Up Change Competition event on April 23rd, Valley High School had two teams competing;
- Attended the Youth Financial Literacy Conference, sponsored by Templo Calvario and National Diversity Coalition at Santa Ana High School.

Mr. Palacio

- Announced the Classified School Employees of the Year Reception and Awards Ceremony, May 6th at Santa Ana High School;
- Announced the Educators of the Year Reception and Awards Ceremony, May 7th at Santa Ana High School;
- Had a tour of the Orange County Therapeutic program;
- Attended the Chinese Delegate visit at Heninger Elementary School;
- Attended the Youth Financial Literacy Conference;
- Attended the NJROTC Military Ball hosted by Saddleback High School Ball at Valley High;
- Attended the Valley High School Dance Concert;
- Attended the Mendez Fundamental Intermediate School 15th Anniversary, celebrated on Saturday, April 25th;
- Participated in the Santa Ana Youth Organization Panel;
- Attended Parent of the Year recognition;
- Attended the Santa Ana Chamber of Commerce-Difference Makers Senior Luncheon.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 9:58 p.m. to consider student discipline, personnel matters, and negotiations.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 11:16 p.m.

REPORT OF ACTION TAKEN IN CLOSED SESSION

By a vote of 4-0, the Board took action to approve the suspension without pay and dismissal of permanent certificated employee, as named in Closed Session - Employee ID# 15159, effective April 28, 2015.

Moved:	Palacio	_____	Iglesias	_____	Amezcu	<u> X </u>	Richardson	_____	Hernández	_____
Seconded:	Palacio	_____	Iglesias	_____	Amezcu	_____	Richardson	<u> X </u>	Hernández	_____
Ayes:	Palacio	<u> X </u>	Iglesias	<u> X </u>	Amezcu	<u> X </u>	Richardson	<u> X </u>	Hernández	_____
Noes:	Palacio	_____	Iglesias	_____	Amezcu	_____	Richardson	_____	Hernández	_____
Final Vote:	Ayes	<u> 4 </u>	Noes	<u> 0 </u>	Abstain	_____	Absent	<u> 1 </u>		

By a vote of 4-0, the Board took action to appoint Daniel Allen to the position of Executive Director of School Renewal.

Moved:	Palacio	_____	Iglesias	_____	Amezcu	<u> X </u>	Richardson	_____	Hernández	_____
Seconded:	Palacio	_____	Iglesias	_____	Amezcu	_____	Richardson	<u> X </u>	Hernández	_____
Ayes:	Palacio	<u> X </u>	Iglesias	<u> X </u>	Amezcu	<u> X </u>	Richardson	<u> X </u>	Hernández	_____
Noes:	Palacio	_____	Iglesias	_____	Amezcu	_____	Richardson	_____	Hernández	_____
Final Vote:	Ayes	<u> 4 </u>	Noes	<u> 0 </u>	Abstain	_____	Absent	<u> 1 </u>		

By a vote of 4-0, the Board took action to appoint Emil Ahangarzadeh, Ed.D. to the position of Coordinator of Technology Integration Services.

Moved:	Palacio	_____	Iglesias	_____	Amezcu	_____	Richardson	<u> X </u>	Hernández	_____
Seconded:	Palacio	_____	Iglesias	_____	Amezcu	<u> X </u>	Richardson	_____	Hernández	_____
Ayes:	Palacio	<u> X </u>	Iglesias	<u> X </u>	Amezcu	<u> X </u>	Richardson	<u> X </u>	Hernández	_____
Noes:	Palacio	_____	Iglesias	_____	Amezcu	_____	Richardson	_____	Hernández	_____
Final Vote:	Ayes	<u> 4 </u>	Noes	<u> 0 </u>	Abstain	_____	Absent	<u> 1 </u>		

By a vote of 4-0, the Board took action to appoint Melvin Cortez to the position of Hoover Elementary School, Principal.

Moved: Palacio X Iglesias Amezcua Richardson Hernández
 Seconded: Palacio Iglesias Amezcua Richardson X Hernández
 Ayes: Palacio X Iglesias X Amezcua X Richardson X Hernández
 Noes: Palacio Iglesias Amezcua Richardson Hernández
 Final Vote: Ayes 4 Noes 0 Abstain Absent 1

By a vote of 4-0, the Board took action to appoint Steve Kotsubo to the position of Kennedy Elementary School, Principal.

Moved: Palacio X Iglesias Amezcua Richardson Hernández
 Seconded: Palacio Iglesias Amezcua Richardson X Hernández
 Ayes: Palacio X Iglesias X Amezcua X Richardson X Hernández
 Noes: Palacio Iglesias Amezcua Richardson Hernández
 Final Vote: Ayes 4 Noes 0 Abstain Absent 1

By a vote of 3-1, the Board took action to appoint Laura Martin to the position of Muir Fundamental Elementary School, Principal.

Moved: Palacio X Iglesias Amezcua Richardson Hernández
 Seconded: Palacio Iglesias Amezcua Richardson X Hernández
 Ayes: Palacio X Iglesias Amezcua X Richardson X Hernández
 Noes: Palacio Iglesias X Amezcua Richardson Hernández
 Final Vote: Ayes 3 Noes 1 Abstain Absent 1

By a vote of 4-0, the Board took action to appoint Juan Jaime Ramirez to the position of Roosevelt Elementary School, Principal.

Moved: Palacio Iglesias X Amezcua Richardson Hernández
 Seconded: Palacio Iglesias Amezcua Richardson X Hernández
 Ayes: Palacio X Iglesias X Amezcua X Richardson X Hernández
 Noes: Palacio Iglesias Amezcua Richardson Hernández
 Final Vote: Ayes 4 Noes 0 Abstain Absent 1

By a vote of 4-0, the Board took action to appoint Maria Pimienta to the position of Esqueda Elementary (K-8 School), Principal.

Moved: Palacio _____ Iglesias _____ Amezcua X Richardson _____ Hernández _____

Seconded: Palacio _____ Iglesias _____ Amezcua _____ Richardson X Hernández _____

Ayes: Palacio X Iglesias X Amezcua X Richardson X Hernández _____

Noes: Palacio _____ Iglesias _____ Amezcua _____ Richardson _____ Hernández _____

Final Vote: Ayes 4 Noes 0 Abstain _____ Absent 1

By a vote of 4-0, the Board took action to appoint Norris Perez to the position of Santiago Elementary (K-8 School), Principal.

Moved: Palacio _____ Iglesias _____ Amezcua _____ Richardson X Hernández _____

Seconded: Palacio _____ Iglesias X Amezcua _____ Richardson _____ Hernández _____

Ayes: Palacio X Iglesias X Amezcua X Richardson X Hernández _____

Noes: Palacio _____ Iglesias _____ Amezcua _____ Richardson _____ Hernández _____

Final Vote: Ayes 4 Noes 0 Abstain _____ Absent 1

By a vote of 4-0, the Board took action to appoint Jose Luis Pedroza to the position of Carr Intermediate School, Principal.

Moved: Palacio _____ Iglesias X Amezcua _____ Richardson _____ Hernández _____

Seconded: Palacio _____ Iglesias _____ Amezcua X Richardson _____ Hernández _____

Ayes: Palacio X Iglesias X Amezcua X Richardson X Hernández _____

Noes: Palacio _____ Iglesias _____ Amezcua _____ Richardson _____ Hernández _____

Final Vote: Ayes 4 Noes 0 Abstain _____ Absent 1

By a vote of 4-0, the Board took action to appoint Jesse Church to the position of Sierra Preparatory Academy, Principal.

Moved: Palacio X Iglesias _____ Amezcua _____ Richardson _____ Hernández _____

Seconded: Palacio _____ Iglesias X Amezcua X Richardson _____ Hernández _____

Ayes: Palacio X Iglesias X Amezcua X Richardson X Hernández _____

Noes: Palacio _____ Iglesias _____ Amezcua _____ Richardson _____ Hernández _____

Final Vote: Ayes 4 Noes 0 Abstain _____ Absent 1


By a vote of 4-0, the Board took action to appoint Amy Scruton to the position of Willard Intermediate School, Principal.

Moved:	Palacio	_____	Iglesias	_____	Amezcu	<u> X </u>	Richardson	_____	Hernández	_____
Seconded:	Palacio	_____	Iglesias	_____	Amezcu	_____	Richardson	<u> X </u>	Hernández	_____
Ayes:	Palacio	<u> X </u>	Iglesias	<u> X </u>	Amezcu	<u> X </u>	Richardson	<u> X </u>	Hernández	_____
Noes:	Palacio	_____	Iglesias	_____	Amezcu	_____	Richardson	_____	Hernández	_____
Final Vote:	Ayes	<u> 4 </u>	Noes	<u> 0 </u>	Abstain	_____	Absent	<u> 1 </u>		

ADJOURNMENT

There being no further business to come before the Board, the Board meeting was adjourned by Board President Palacio at 11:20 p.m.

The next Regular Meeting will be held on Tuesday, May 12, 2015, at 6:00 p.m.

ATTEST: 

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

1 RESOLUTION NO. 14/15-3050

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5 Certification of a Board Members' Absence from Board Meetings

6 Cecilia Iglesias and José A. Hernández

7 **WHEREAS**, Education Code Section 35120(c) states that "a Board Member may be
8 paid for any meeting when absent if the Board by resolution duly adopted and
9 included in its minutes finds that at the time of the meeting he or she was
10 absent as deemed acceptable by the Board;" and

11 **WHEREAS**, The Board of Education does find that Board Member Cecilia Iglesias
12 was absent from Board meetings on March 17 and March 24, 2015 and Board Member José
13 A. Hernández was absent from Board meeting on March 24, 2015.

14 **NOW, THEREFORE, BE IT RESOLVED:** That the Board of Education authorizes
15 payments for Board Member Iglesias for the meetings of March 17 and March 24,
16 2015, and Board Member Hernández for March 24, 2015, from which they were absent.

17 Upon motion of Richardson and duly seconded, the foregoing Resolution
18 was adopted by the following vote:

19 **AYES:** John Palacio, Cecilia Iglesias, Valerie Amezcua, and Rob Richardson

20 **NOES:**

21 **ABSENT:** Jose A. Hernandez

22 **ABSTAIN:**

23 STATE OF CALIFORNIA)
24)SS:
COUNTY OF ORANGE)

25 / / /

26

1 I, Richard L. Miller, Secretary to the Board of Education of the Santa Ana
2 Unified School District of Orange County, California, hereby certify that the
3 above and foregoing Resolution was duly adopted by the said Board at a Regular
4 meeting properly noticed and held on the 28th day of April 2015 and passed by a
5 vote of 4-0 of said Board.

6 IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of April, 2015.

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10 Richard L. Miller, Ph.D.
11 Secretary Board of Education of the
12 Santa Ana Unified School District

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Personnel Calendar
 Board Meeting - April 28, 2015
 CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENTS					
Dalesandro, Jill	Teacher	Lowell	June 19, 2015		Retirement - 38 years
Jennings, Maria	Teacher	Kennedy	June 19, 2015		Retirement - 19 years
Jennings, Wayne	Teacher	Fremont	June 19, 2015		Retirement - 17 years
RETIREMENT - CORRECTION					
Markel, Michele	Teacher	Martin	April 10, 2015		Retirement - From 19 years to 21 years
RESIGNATIONS					
Ayala, Monica	Program Specialist	Educational Services Secondary Division	April 3, 2015		Returning to school, personal - 5 months
Blackburn, Kelly	Teacher	Willard	March 11, 2015		Resignation - 3 years
Fawcett, Tabatha	Teacher	Mendez	June 19, 2015		Family Responsibilities - 5 years
Gonzalez, Lisa	Teacher	Esqueda	June 19, 2015		Moving, other - 8 years

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RESIGNATIONS (Continued)					
Hayward, Kelly	Teacher	Sierra	March 11, 2015		Resignation - 3 years
Herbold, Kenna	Teacher	Godinez	June 19, 2015		Family Responsibility - 4 years
Juhasz, Mary	Teacher	Greenville	March 11, 2015		Resignation - 9 years
Kimbell, Jennifer	Teacher	Thorpe	March 11, 2015		Resignation - 10 years
Twitchell, Lara	Teacher	Hoover	March 11, 2015		Resignation - 19 years
Weissman, Ashleigh	Teacher	Godinez	June 19, 2015		Other - 3 years
NEW HIRES/RE-HIRES					
Mejia, Lisa	Teacher	Sepulveda	March 16, 2015		New Hire - Temporary 44920
Reyes Herrera, Rosendo	Teacher	Thorpe	April 13, 2015		New Hire - Probationary I
Tran, Ngoc	Literacy Coach	Valley	March 16, 2015		New Hire - Probationary I

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS					
Domingo, Crystal	Teacher	Roosevelt	February 23, 2015		From Intern to Probationary II
McGeeney, Heather	Teacher	Carr	February 11, 2015		From Intern to Probationary II
Norton, Julie	Speech and Language Pathologist	Speech Department	January 22, 2015		From Waiver 44911 to Probationary I
Smith, Carolann	Teacher	Adams	January 21, 2015		From Intern to Probationary II
ABSENCE (3 to 20 duty days) - Without Pay with Benefits					
Barton, Krista	Psychologist	Psychological Services	April 20, 2015	May 26, 2015	Child Care
Camiling, Judith	Speech and Language Pathologist	Speech Department	March 19, 2015	April 3, 2015	Personal
EXTENSION ON LEAVE (21 duty days or more) - Without Pay and Without Benefits					
Duerner, Carla	Teacher	Lorin Grisct	August 27, 2015	June 17, 2016	Personal
Ferullo, Nicole	Teacher	Carr	August 27, 2015	June 17, 2016	Child Care
Frederick, Carolyn	Teacher	Washington	August 27, 2015	June 17, 2016	Child Care

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
LEAVE (21 duty days or more) - Without Pay and Without Benefits					
Peshke, Christina	Teacher	Esqueda	April 2, 2015	June 19, 2015	Personal
EXTRA DUTY 2014-15					
Armstrong, Mark	Teacher	McFadden	March 3, 2015	June 18, 2015	Extra Period
Bainbridge, Victoria	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Butler, Merlo	Teacher	Century	February 26, 2015	June 18, 2015	Extra Period
Chronley, Karen	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Devine, Anne	Teacher	McFadden	March 3, 2015	June 18, 2015	Extra Period
Eberhardt, Jolaine	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Ellsberry, Gloria	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Elway, Mark	Teacher	Century	February 26, 2015	June 18, 2015	Extra Period
Gracia, Luis	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Greenwald, Leah	Retired Substitute	Godinez	April 14, 2015	May 22, 2015	Retired Flat Rate
Greer, William	Teacher	Century	February 26, 2015	June 18, 2015	Extra Period

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
 Board Meeting - April 28, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
EXTRA DUTY 2014-15 (Continued)					
Griffith, Rebecca	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Gutierrez, Rene	Teacher	McFadden	March 3, 2015	June 18, 2015	Extra Period
Higbie, Kerstin	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Licudine, Star	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Mc Lean, Gayle	Retired Substitute	Health Services	March 11, 2015	June 19, 2015	Flat Daily Rate
Miao, Glenda	Psychologist	Psychological Services	March 20, 2015	June 30, 2015	Regular Hourly Rate
Olsen, Susan	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Reiser, Victoria	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Robinson, Maria	Nurse	Pupil Support Services/ Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
EXTRA DUTY 2014-15 (Continued)					
Stefun, Maria	Nurse	Pupil Support Services/Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Tripp, Daryl	Teacher	McFadden	March 3, 2015	June 18, 2015	Extra Period
Vidaurre, Keilah	Nurse	Pupil Support Services/Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Yaeger, Jennifer	Teacher	Century	February 26, 2015	June 18, 2015	Extra Period
Ytuarte, Laurie	Nurse	Pupil Support Services/Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
Zermeno, Sommer	Nurse	Pupil Support Services/Health Services	March 11, 2015	June 19, 2015	Regular Hourly Rate
CONSENTS FOR THE 2014-15 SCHOOL YEAR - E.C. 44258.2					
Gutierrez, Rene	Teacher	McFadden			Language Arts
CONSENTS FOR THE 2014-15 SCHOOL YEAR - E.C. 44263					
Van Dusen, Kathy	Teacher	Middle College			Social Science

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
DEPARTMENT CHAIRPERSON 2014-15					
Garcia-Chau, Elsa		Lorin Griset	2014-15		English
CO-CURRICULAR 2014-15					
Prestinary, Irene		Sierra	2014-15		Tall Flags
SPRING SPORTS 2014-15					
Caetta, James	Head Coach	Century	2014-15		Volleyball (Boys)
Cortes, Teodoro	Head Coach	Century	2014-15		Baseball
Dallas, Thomas	Head Coach	Century	2014-15		Track
Devia, Marvin	Assistant Coach	Century	2014-15		Tennis (Boys)
Govier, Robert	Assistant Coach	Century	2014-15		Track
Greer, William	Head Coach	Century	2014-15		Tennis (Boys)
	Assistant Coach/				
Lapic, Andrew	Head Coach	Century	2014-15		Track, Football
Marzilli, Gregory	Head Coach	Century	2014-15		Softball
	Assistant Coach/				
Molina, Fausto Jr.	Head Coach	Century	2014-15		Baseball, Football
Munoz, Liana	Assistant Coach	Century	2014-15		Volleyball (Boys)
Pueblos, Daniel	Assistant Coach	Century	2014-15		Football
Silverman, Steven	Assistant Coach	Century	2014-15		Track
West, Jeffrey	Assistant Coach	Century	2014-15		Baseball
Young, Jeffrey	Assistant Coach	Century	2014-15		Track

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
SPRING SPORTS 2014-15 (Continued)					
Bratcher, Roger	Head Coach	Valley	2014-15		Tennis (Boys)
Carrillo, Ricardo	Assistant Coach	Valley	2014-15		Track (Girls)
Castaneda Alvarez, Paul	Head Coach	Valley	2014-15		Track (Boys)
Conover, Matthew	Head Coach	Valley	2014-15		Golf (Boys)
DeMent, Russell	Assistant Coach	Valley	2014-15		Baseball
Fausto, David	Assistant Coach	Valley	2014-15		Baseball
Kitagawa, Christine	Assistant Coach	Valley	2014-15		Softball
Lammers, Frederick	Head Coach	Valley	2014-15		Swimming (Girls)
Moore, Aimee	Assistant Coach	Valley	2014-15		Tennis (Boys)
Morris, Matthew	Head Coach	Valley	2014-15		Baseball
Orabona, Eda	Head Coach	Valley	2014-15		Volleyball (Boys)
Sanchez, Jose C.	Head Coach	Valley	2014-15		Track (Girls)
Terwilliger, Erik	Head Coach	Valley	2014-15		Swimming (Boys)
HOME TEACHER					
Mendoza, Eskayla	Home Teacher	Pupil Support Services	February 23, 2015	June 18, 2015	If and as needed basis

Mark A. McKinney, Associate Superintendent, Human Resources

**AGENDA ITEM REQUESTS
 CERTIFICATED
 2014-15**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
2014-15 After-School Grades 6-8 Intramural Sports Program - Certificated	Secondary Division/ Special Projects	ASES After School Program	\$130,000	April 29, 2015
After School Tutoring	Pio Pico	Title I Unrestricted Discretionary	\$3,000	April 29, 2015
Extra Duty - Certificated (Ratification)	Pupil Support Services	Account	\$10,000	March 11, 2015
Student Success Team (SST) Coordinator	Remington	Title I	\$2,500	April 29, 2015
Teen Community Emergency Response Team (CERT) Instruction (Ratification)	Santa Ana	General	\$2,000	March 28, 2015
Tutoring	Davis	Title I	\$15,000	April 29, 2015
What I Need (WIN) Saturday Attendance Recovery Program (Ratification)	Various School Sites/ Support Services	Saturday Attendance Recovery Program	\$780,696	April 25, 2015

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RETIREMENTS						
Chapman, Julie	Interpreter Hearing Impaired	Taft	June 18, 2015			41 years, 9 months
Mendoza, Edward	Activity Supervisor	Mendez	June 18, 2015			14 years, 2 months
Philleo, Susan	Library Media Tech.	Jackson	June 24, 2015			15 years, 7 months
RESIGNATIONS						
Acosta, Richard Jr.	Custodian	Segerstrom	April 3, 2015			Personal - 3 years
Alvarado, Jessica	Site Coordinator	After School Program	April 2, 2015			Personal - 7 months
Cortes, Krystal	After School IP	After School Program	January 15, 2015			Personal - 10 days
Jones, Raven	Site Coordinator	After School Program	March 10, 2015			Personal - 3 months
Lopez, Ernesto	Rv. Ld. Custodian	Bldg. Svcs.	February 28, 2015			Personal - 7 years, 8 months
Ramzan, Rashid	User Svcs. Analyst II	ITC	March 20, 2015			Personal 3 years, 5 months
Sanchez, Ma Juli	Activity Supervisor	Thorpe	March 20, 2015			Personal - 3 years, 3 months
Swaminathan, Ajay	After School IP	After School Program	April 14, 2015			Personal - 3 months

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RESIGNATIONS (Continuation)						
Zamora, Maria	Activity Supervisor	Davis	January 21, 2014			Personal - 5 years, 9 months
39 MONTH REEMPLOYMENT (100 Day Differential Ended)						
Fisser, Natalie	SSP Sp. Ed.	Taft	March 20, 2015			
ABSENCES (3 to 20 duty days) Without Pay						
Bruhl, Karla	Preschool Teacher	ECE	March 20, 2015	June 5, 2015		
Jones, Christina	Instr. Asst. Severely Disabled	Santa Ana	March 18, 2015	April 3, 2015		Correction of Date
Mazzone, Pilar	Instr. Asst. Sev. Dis.	Saddleback	April 15, 2015	May 12, 2015		
Navarro, Diane	Library Media Tech.	Roosevelt	March 23, 2015	April 3, 2015		
Quinones, Jannet	Instr. Asst. Sp. Ed.	Santa Ana	March 30, 2015	April 2, 2015		
Velazquez, Ana	Fd. Svc. Wkr.	Nutrition Svcs.	May 11, 2015	May 21, 2015		
PROBATIONARY APPOINTMENTS						
Adame, Al	Instr. Asst. Computer	Franklin	April 29, 2015		26/1	
Almendarez, Susana	Fd. Svc. Wkr.	Spurgeon	April 29, 2015		11/1	
Buckley, Karen	Site Clerk	Lincoln	April 29, 2015		24/1	
Campos, Ashley	School Police Officer	School Police	March 18, 2015		40/1	

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
PROBATIONARY APPOINTMENTS (Continuation)						
Cardenas, Vanessa	After School IP	After School Program	March 30, 2015		16/1	
Chen, Nicaela	Instr. Asst. Computer	Wilson	April 29, 2015		26/1	
Cortes, Krystal	After School IP	After School Program	January 3, 2015		16/1	
Covarrubias, Jessica	SSP Sp. Ed.	Monte Vista	April 16, 2015		19/1	
Cruz, Maria	SSP Sp. Ed.	Century	April 23, 2015		19/1	
Ferrari, Carolina	After School IP	After School Program	March 30, 2015		16/1	
Ferrari, Carolina	SSP Sp. Ed.	Heninger	April 1, 2015		19/1	
Garcia, Guadalupe	After School IP	After School Program	April 13, 2015		16/1	
Iglesias, Laura	Site Coordinator	After School Program	April 15, 2015		\$25	
Luisjuan, Maria	SSP Sp. Ed.	Carr	April 13, 2015		19/1	
Martinez, Cynthia	Payroll Technician	Payroll Dept.	April 30, 2015		32/1	
Murcia Barrios, Susana	Child Dev. Teacher	ECE	March 16, 2015		IIIA Step 1	
Nemati, Homa	Fd. Svc. Wkr.	Mendez	April 29, 2015		11/1	
Padilla, Lidia	Fd. Svc. Wkr.	Lowell	April 29, 2015		11/1	
Rios, Laura	Preschool Teacher	ECE	April 1, 2015		IIIC/1	
Salguero, Cynthia	After School IP	After School Program	March 10, 2015		16/1	
Salguero, Cynthia	SSP Sp. Ed.	Taft	March 30, 2015		19/1	
Shelton, Jill	SSP Sp. Ed.	Century	April 14, 2015		19/1	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
PROBATIONARY APPOINTMENTS (Continuation)						
Sims, Nathaly	SSP Sp. Ed. Classified	Valley	April 13, 2015		19/1	
Tzong, Karen	Educational Research Analyst	Research & Evaluation	April 13, 2015		53/4	
Velasco Lewis, Karen	SSP Sp. Ed.	Godinez	April 14, 2015		19/1	
Vo, Tram Bich	After School IP	After School Program	March 30, 2015		16/1	
PROMOTIONAL APPOINTMENTS						
Colin Cardenas, Jessica	Fd. Svc. Spvr. Elem.	Nutrition Svcs.	April 29, 2015		15/5	
Edwards, Jamie	Instr. Asst. Sev. Dis. Job Training Asst.	Adult Transition Program	April 13, 2015		20/3	
Justiniani, Erick	Sp. Ed. Autism	Transition Program	March 30, 2015		22/6	
Mata, Lucia	Paraprofessional	Mitchell	April 29, 2015		24/1	
Mendoza, Berenice	Fd. Svc. Spvr. Elem.	Nutrition Svcs.	April 29, 2015		15/2	
Pham, Viet	User Svcs. Analyst II Autism	Business Svcs.	April 29, 2015		51/6	
Pulido-Wycoff, Anna	Paraprofessional	Mitchell	April 13, 2015		24/4	

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - April 28, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
PROMOTIONAL APPOINTMENTS (Continuation)						
Saldana, Carmen	Fd. Svc. Spvr. Elem.	Nutrition Svcs.	April 29, 2015		15/5	
Tanious, Victor	User Svcs. Analyst II	ITC	April 29, 2015		51/6	
Yang, Don	User Svcs. Analyst II	ITC	April 29, 2015		51/6	
REAPPOINTMENT						
Cortes, Krystal	After School IP	After School Program	March 19, 2015		16/1	
REASSIGNMENTS (Change of work site)						
Anaya, Minerva	Fd. Svc. Wkr.	Godinez	April 29, 2015		11/2	From Saddleback to Godinez
Jacobo, Maricela	Fd. Svc. Wkr.	Godinez	April 29, 2015		11/2	From Carr to Godinez
Gaytan, Claudia	SSP Sp. Ed.	Special Ed./OCEAA	April 13, 2015		19/6	From Edison to Special Ed./OCEAA
Mendoza, Beremice	Fd. Svc. Wkr.	Segerstrom	September 19, 2014		11/2	From Century to Segerstrom
Najera, Gladys	Fd. Svc. Wkr.	Nutrition Svcs.	March 12, 2015		11/6	From Carr to Nutrition Svcs.

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
REASSIGNMENT (Voluntary Demotion)						
Noriega, Carla	Community Worker	ECE	April 29, 2015		20/5	From Site Clerk to Community Worker
TEMPORARY ASSIGNMENTS - Out of class Compensation						
Aguilar, Humberto	Plant Custodian Elem.	Bldg. Svcs.	March 31, 2015	April 3, 2015	28/2	
Alvarado, Angelica	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	April 1, 2015	April 30, 2015	13/6	
Alvarez, Manuel	Plant Custodian Elem.	Esqueda	March 10, 2015	April 3, 2015	28/2	
Bolaños Nieto, Alberto	Construction Admin. Tech.	Facilities Dept.	March 1, 2015	May 8, 2015	40/3	
Carranza, Eric	Plant Custodian Elem.	Bldg. Svcs.	February 20, 2015	March 19, 2015	28/1	
Chambers, Dermont	School Police Officer	School Police	January 1, 2015	June 30, 2015	40/6A + Graveyard	
Chesmore, Brian	School Police Officer	School Police	January 1, 2015	March 24, 2015	40/6I + Graveyard	
Chesmore, Brian	Svpr./Sergeant	School Police	January 1, 2015	March 24, 2015	46/5	
Davis, John	Plant Custodian Elem.	Bldg. Svcs.	April 2, 2015	April 17, 2015	28/4	

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TEMPORARY ASSIGNMENTS - Out of class Compensation (Continuation)						
Garcia, Jocelyn	Site Coordinator	After School Program	March 30, 2015	April 30, 2015	\$25	
Gonzalez, Maria	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	April 1, 2015	April 30, 2015	13/6	
Guerrero, Elizabeth	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	February 23, 2015	February 24, 2015	13/6	
Hernandez, Kathleen	Facilities Planning Tech.	Facilities Dept.	March 1, 2015	May 8, 2015	30/3	
Huizar, Renato	Fd. Svc. Spvr. Int.	Nutrition Svcs.	April 13, 2015	April 17, 2015	27/1	
Ibarra, Maria	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	March 18, 2015	April 15, 2015	13/6	
Kling, Anne	Training Spec. Instr. Tech.	K-12 Curriculum Instr./Staff Dev.	April 8, 2015	July 14, 2015	38/2	
Najera, Marisela	Community Family Outreach Liaison	Santa Ana	March 23, 2015	May 20, 2015	36/2 + Bil.	
Nieto, Cesar	Rv. Ld. Custodian	Bldg. Svcs.	May 1, 2015	June 30, 2015	28/5 + Diff.	
Nuñez, Nadine	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	April 1, 2015	April 22, 2015	13/6	
Olivares Cervantes, Armando	Sch. Off. Mgr. Elem.	Adams	March 12, 2015	June 30, 2015	28/3	
Perez, Juan	Plant Custodian H.S.	Bldg. Svcs.	May 1, 2015	June 30, 2015	35/2	
Preciado, Michelle	Attendance Tech.	Century	March 20, 2015	March 25, 2015	24/6	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
 Board Meeting - April 28, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TEMPORARY ASSIGNMENTS - Out of class Compensation (Continuation)						
Preciado, Michelle	Attendance Tech.	Century	March 30, 2015	April 3, 2015	24/6	
Quintero Rodelo, Roberto	Maintenance Wkr. I	Bldg. Svcs.	April 1, 2015	April 30, 2015	26/6	
Quiroz, Karina	SELPA Secretary	Special Ed.	April 14, 2015	April 30, 2015	32/4 + Bil.	
Rios, Mayra	Site Coordinator	After School Program	April 13, 2015	April 30, 2015	\$25	
Singer, Brian	School Police Officer	School Police	January 1, 2015	June 30, 2015	40/2B + Graveyard	
Sogsti, Stephen	School Police Officer	School Police	January 1, 2015	June 30, 2015	40/6A + Graveyard	
Solorio, Mary	Alarm Monitor/Dispatcher	School Police	January 1, 2015	June 30, 2015	22/6 + Bil. + Graveyard	
ACTIVITY SUPERVISORS						
Garcia Carrillo, Rosario	Activity Spvr.	Greenville	April 13, 2015		10/1	
Madera, Claudia	Activity Spvr.	Harvey	March 19, 2015		10/1	
Mejia, Ana	Activity Spvr.	Jackson	March 31, 2015		10/1	
Nguyen, Ana	Activity Spvr.	MacArthur	April 13, 2015		10/1	
Rodriguez, Ana	Activity Spvr.	Mendez	April 14, 2015		10/1	
Rodriguez, Nahibe	Activity Spvr.	Thorpe	April 13, 2015		10/1	
Ruiz Oregon, Jonathan	Activity Spvr.	Wilson	March 16, 2015		10/1	

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
HOURLY APPOINTMENTS						
Duarte, Rodolfo	Instr. Provider	Santa Ana	March 24, 2015		16/1	
Escobar Hernandez, Alejandro	Instr. Provider	Saddleback	March 24, 2015		16/1	
Herrera, Stephanie	Instr. Provider	Saddleback	March 24, 2015		16/1	
SUBSTITUTES						
Anguiano, Rocio	Payroll Technician		April 14, 2015		32/3	
Bruner, Luci	Clerical		April 2, 2015		20/1	
De Santis, Vivian	SLPA		March 11, 2015		19/1	
Gallini, Toni	Clerical		March 20, 2015		20/1	
Gonzalez, Lucy	Clerical		April 2, 2015		20/1	
Gonzalez, Olive	Clerical		March 6, 2015		20/1	
Kim, David	Instr. Asst. DHH		March 19, 2015		19/1	
Lee, Caitlin	Instr. Asst.		April 3, 2015		19/1	
Michel, Edward	Clerical		March 23, 2015		20/1	
Nguyen, Lisa	Clerical		March 23, 2015		20/1	
Nguyen, Lisa	Instr. Asst.		March 23, 2015		19/1	
Rios, Laura	Child Dev. Teacher		March 6, 2015		\$105	
Tapia, Daisy	Clerical		April 2, 2015		20/1	
Vega, Theresa	Clerical		March 23, 2015		20/1	
Young, Michael	DSO		April 1, 2015		31/1	

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - April 28, 2015

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
EXTRA SERVICE ASSIGNMENTS						
Aquino, Richard	Field Training Officers	School Police	December 10, 2014		\$1000	
Johnson, Michael	Field Training Officers	School Police	December 10, 2014		\$1000	
Nadeau, Jean-Pierre	Field Training Officers	School Police	December 10, 2014		\$1000	
Ashbaugh, Timothy	Field Training Officers	School Police	December 10, 2014		\$1000	
Sogsti, Stephen Jr.	Field Training Officers	School Police	December 10, 2014		\$1000	

**AGENDA ITEMS REQUESTS
CLASSIFIED
2014-15 School Year**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
2014-15 After School Grades 6-8 Intramural Sports Boys/Girls Track and Field - Classified	Secondary Division - Special Projects	ASES - After School Program	\$14,000	April 29, 2015
2014-15 Intermediate After School Sports Program for Tournaments - Classified	Secondary Division - Special Projects	ASES - After School Program	\$2,500	May 30, 2015
CAHSEE Clerical	Chavez	General Fund	\$350	May 5, 2015
CAHSEE Clerical	Godinez	General Fund	\$350	May 8, 2015
CAHSEE Clerical	Independent Studies Program	General Fund	\$250	May 11, 2015
CAHSEE Clerical	Lorin Grisnet	General Fund	\$450	May 7, 2015
CAHSEE Clerical	Saddleback	General Fund	\$350	May 8, 2015
CAHSEE Clerical	Santa Ana	General Fund	\$750	May 12, 2015
Child Care	Sepulveda	Discretionary Funds	\$500	April 29, 2015
Computer Technician (Ratification)	CTE/ROP	ROP	\$3,000	February 2, 2015
Custodial Extra Duty (Ratification)	Lorin Grisnet	Unrestricted Discretionary Account - General Fund	\$450	March 28, 2015
Custodial Extra Duty	Lorin Grisnet	Unrestricted Discretionary Account - General Fund	\$450	April 28, 2015
Extra Duty Assignment	Davis	Title I	\$614	April 29, 2015
Extra Duty Assignment	Special Education Transition Services	Extra-duty for JTA's & Job Coaches	\$9,000	July 1, 2015
Extra Help: Computer Instructional Assistant	Edison	Title I Funds	\$1,500	April 29, 2015
Extra Help Librarian	Edison	Title I Funds	\$200	April 29, 2015
Math Field Day	Educational Services	Bechtel	\$700	June 6, 2015

**AGENDA ITEMS REQUESTS
CLASSIFIED
2014-15 School Year**

Board of Education
Minutes
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TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
Math Field Day	Educational Services	Bechtel	\$400	June 6, 2015
PEP Data Collection (Ratification)	Special Projects/Wellness	Physical Education Program Grant	\$410	December 1, 2014
WIN (What I need) Saturday Attendance Recovery Program (Ratification)	Various School Sites/Support Services	Custodian- Extra Duty	\$102,600	April 25, 2015
Work Project for Completion of SBAC, VoIP Installation, and District Office Network Upgrade (Ratification)	Technology Innovation Services	Maintenance - Extra Duty	\$30,000	April 4, 2015



SANTA ANA UNIFIED SCHOOL DISTRICT

APPLICATION SUPPORT OPERATIONS ANALYST

JOB SUMMARY:

Under the direction of the Assistant Director, Technology Innovation Services, position is responsible for creating, refining and implementing functional processes and systems requirements in student and business systems to address operational needs for the information technology to support instructional, student services, administrative, and operational programs district wide; serve as an active member of the department by contributing to decisions relating to the day-to-day operations of the Student Information System (SIS) and Enterprise Resource Planning (ERP), resolving user problems, interpreting database related policy and procedures, and providing data analysis and reporting to properly assist management with business-related decisions; a pivotal role in the implementation and ongoing maintenance of SIS and ERP system; be fluent in project management tenets and be able to convert user requests into technical specifications; perform as a resource person relating to processing problems reported from the user community and site personnel; serve as control point for turnover of test applications to production from the programming staff; serve as the primary operations resource for production creation/modification.

DISTINGUISHING CHARACTERISTICS:

Duties tend to be varied, technical and involve a high degree of self initiative, independence and considerable knowledge of SIS and ERP operation.

REPRESENTATIVE DUTIES:

- Provide information technology governance to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of District-wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**
- Identifies, analyzes, and assists with the resolution of complex technical and procedural problems related to SIS and ERP system or systems integrated with it. This will include systems and procedures that cross functional and organizational lines. **E**
- Designs, develops, test, and documents programs and scripts that automate routine tasks. **E**
- Serves as specialist for mapping business processes to system functions. **E**

APPLICATION SUPPORT OPERATIONS ANALYST (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Provides support in the operation to SIS and ERP system. **E**
- Assists as a team or project leader on various project initiatives. **E**
- Receives all user information, remains abreast of systems modifications and enhancements, and prepares and distributes user information. **E**
- Prepares problems definition and conducts systems analysis, design, and review. **E**
- Write technical requirements from a critical phase. **E**
- Establishes user documentation and communication procedures. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Student services (especially registrar, attendance, and counseling).
- Exceptional communication skills demonstrated by the ability to research, write, edit, and produce technical documentation, training materials, and reports.
- Database management systems with the ability to program in SQL.
- Effective time and project management skills.

Ability to:

- Use Microsoft Office software applications, especially Microsoft Access, Excel and Word.
- Troubleshoot, analyze, and resolve problems.
- Construct and create links on homepage and manage and maintain system.
- Add and/or delete information on network storage devices.
- Create and modify graphic designs.
- Edit databases, web pages, and other forms of electronic information.
- Work with a variety of computers and peripherals.
- Compose data and supporting materials.
- Make presentations using appropriate technology.
- Interpret, apply and explain rules, regulations, policies and procedures related to the assignment.
- Establish effective working relationships with technical staff and all levels of SDCOE, school site and district office staff.
- Communicate effectively both orally and in writing.

APPLICATION SUPPORT OPERATIONS ANALYST (CONTINUED)**KNOWLEDGE AND ABILITIES:** (continued)Ability to: (continued)

- Convert user requests into technical specifications.
- Be able to demonstrate past experience with SQL programming.
- Analyze and develop solutions to problems relating to routine production processing.
- Work independently with minimal supervision.
- Communicate effectively both orally and in writing.
- Organize work load to meet schedules and time lines.
- Gather information relating to the District's application support operations in a reasonable amount of time.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to associate's degree in data processing and two years experience utilizing UNISYS mainframe equipment and demonstrable work experience in creating/modifying (WFL) runstreams including one year of hands on programming experience.

Bachelor's degree in a computing or business related field such as Computer Science, Management Information Systems, or Business Administration. Minimum two (2) years of application support and project management experience with the ability to assess and provide recommendations for improving business processes.

WORKING CONDITIONS:Environment:

- Data Center environment.
- Noise from equipment operation.

Physical abilities:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to view a computer monitor and read a variety of materials.
- Sitting for extended periods of time.
- Lifting moderately heavy objects, normally not exceeding forty (40) pounds.
- Hearing and speaking accurately to exchange information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: 4/28/15 (5/01, 9/91)



SANTA ANA UNIFIED SCHOOL DISTRICT

HELP DESK ANALYST

JOB SUMMARY:

Under the direction of the Director of Technology Innovation Services, provides excellent support to users of all devices and application systems. This includes analyzing, diagnosing, trouble-shooting, escalating, and driving an issue to resolution. All incidents and cases are logged, prioritized, and resolved in a timely manner; ensuring proper coordination with all technology support and engineering teams, as well as with functional subject matter experts. Improves student application systems and business processes driving increased operational efficiency and effectiveness. Serves as a resource person on help desk services to district and site personnel; performs a variety of technical duties related to help desk. Direct support request for student information system, business applications system, and e-mail system to next level of support. Responds to projects and escalated level support by utilizing research, problem analysis, identification, and resolution. Analyzes help desk data to determine best practices and training requirements. Contacts users to provide feedback and determine customer satisfaction. Orients and trains users on current technology, information systems and e-mail system. Performs other duties directly related to this job description.

DISTINGUISHING CHARACTERISTICS:

Incumbent in this classification apply their knowledge of the student information, financial and e-mail systems to assist district and site personnel in defining requirements and utilizing technology services. Incumbent will guide the help desk process with district standards and best practices. Will need to analyze the level of support and be the first point of contact for school technology liaison.

REPRESENTATIVE DUTIES:

- Provide information technology leadership to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of District-wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems and network systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**
- Function as customer advocate in system releases and enhancements. **E**
- Communicate status updates to technology and the user community. **E**

HELP DESK ANALYST (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- Coordinate with network support and application support to prioritize, escalate, and driver recommendations to resolution and implementation. **E**
- Participate in Problem Management by doing root cause analysis and providing solutions to mitigate risk, ensure data integrity, and increase operational effectiveness. **E**
- Continually discover ways to improve processes and operational effectiveness and efficiency. **E**
- Serve as resource person between programming, network, and computer technical staff and district and site personnel; assist in the analysis, evaluation and implementation of student, financial, network, e-mail and reporting systems. **E**
- Provides technical assistance, service support, and follow-up for technology users with software operations through a help desk software application; responding and resolving user problems either directly by phone, by remote access, in person, or by referring user to proper support personnel. Will be the first point of contact for school technology liaison. **E**
- Provides technical support and troubleshooting for the current student information/financial software system, Microsoft Office suite of applications, and other District standard applications. Administer the district e-mail system. **E**
- Reviews, prioritizes, schedules and assigns Help Desk Requests to the Technical Support Group, monitoring ticket status and assuring all requests receive follow-up. Prepares reports on equipment problems, monitoring system operating problems, notifying other staff as needed or taking corrective action. **E**
- Communicates any unresolved system, network, software, or hardware problems with the proper department staff. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Educational applications; student information/business application systems, and other computer systems maintained by the Technology Department.
- Elements of training and instruction.
- Customer service process and procedures.
- General knowledge of software design and implementation.

HELPDESK ANALYST (CONTINUED)**KNOWLEDGE AND ABILITIES:** (continued)**Knowledge of:** (continued)

- Principles and operation of network and computer software, hardware, and related peripheral equipment.
- Computer technology and software systems including, but not limited to, Microsoft Windows and Apple Operating Systems.
- School District organization, operations, policies and objectives.
- Social, cultural and linguistic diversity of district, city and community.

Ability to:

- Focus on details and work in a fast-paced, growth environment while meeting daily challenges with multiple competing priorities and pressures.
- Excellent troubleshooting and debugging skills; ability to deliver high-quality results.
- Outstanding written and oral communication skills; ability to prepare and conduct management briefings with senior leaders.
- Great interpersonal and teaming skills; ability to collaborate effectively with others.
- Initiative; work autonomously (in all work locations and situations) organize, schedule, and coordinate a variety of complex activities and projects.
- Analyze and develop solutions to complex problems for effective integration of technology.
- Adapt to changes in technology.
- Make appropriate decisions on system user problems without direct supervision, recognizing the level of the problem and referring to appropriate Technology staff when necessary.
- Work productively and efficiently without immediate supervision.
- Maintain effective and professional relationships with staff.
- Interact with users in non-technical, clear terms.
- Research technical manual and guides to respond to questions and solve computer problems.
- Maintain accurate records and documents.
- Understand and follow both oral and written instructions.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an Associate's degree or coursework in computer science, computer engineering, information systems, or a closely related field. Five (5) years or more of recent, progressively responsible computer experience using a variety of computer software and operating systems in a network environment and coordinating help desk services including e-mail.

HELP DESK ANALYST (CONTINUED)

WORKING CONDITIONS:

Environment:

- Computer environment.
- Noise from equipment operation.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing and speaking accurately to exchange information.
- Seeing to view a computer monitor and read a variety of materials.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting or moving objects, normally not exceeding sixty (60) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: 4/28/15 (11/14/06)



SANTA ANA UNIFIED SCHOOL DISTRICT

HELP DESK TECHNICIAN

JOB SUMMARY:

Under the direction of the Director of Technology Innovation Services, performs a variety of technical duties related to information systems including help desk and desktop support services. Assists in providing student information/business applications system and data system support to all users in the school district. Provides first level support to computer customers by utilizing problem analysis, identification, and resolution. Utilizes various resources in the resolution of problems. Escalates unresolved problems as necessary. Tracks and documents problems from first report through resolution. Contacts users to provide feedback and determine customer satisfaction. May serve as a resource to other staff. Assists in maintaining documentation and departmental records as needed. Performs other duties directly related to this job description.

REPRESENTATIVE DUTIES:

- Provide information technology leadership to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of District-wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems and network systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**
- Function as customer advocate in system releases and enhancements. **E**
- Communicate status updates to technology and the user community. **E**
- Coordinate with network support and application support to prioritize, escalate, and driver recommendations to resolution and implementation. **E**
- Participate in Problem Management by doing root cause analysis and providing solutions to mitigate risk, ensure data integrity, and increase operational effectiveness. **E**
- Continually discover ways to improve processes and operational effectiveness and efficiency. **E**

HELP DESK TECHNICIAN (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- Provides first line technical assistance, service support, and follow-up for technology users with software operations through a help desk software application; responding and resolving user problems either directly by phone, by remote access, in person, or by referring user to proper support personnel. **E**
- Troubleshoots system issues for users, determining whether problem is hardware, software, or network related. Troubleshoots problems involving printing, application access, operating system errors, and workstation communication conflicts. **E**
- Provides technical support and troubleshooting for the current student information/accounting software system, Microsoft Office suite of applications, and other District standard applications. **E**
- Reviews prioritizes, schedules and assigns Help Desk Requests to the Technical Support Group, monitoring ticket status and assuring all requests receive follow-up. Prepares reports on equipment problems, monitoring system operating problems, notifying other staff as needed or taking corrective action. **E**
- Connects personal computers to local area networks (LAN), printers, scanners, digital cameras, and other peripheral equipment. Configure, setup, and confirm proper connectivity for LAN accounts. **E**
- Installs and configures networked printers and peripherals devices. **E**
- Installs system and application software and configures user workstations to link/access centralized programs. **E**
- Communicates any unresolved network, software, or hardware problems with the proper department staff. **E**
- Unpacks and sets up new personal computers, moves or relocates existing personal computers when needed. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Principles and operation of network and computer software, hardware, and related peripheral equipment.
- Computer technology and software systems including, but not limited to, Chromebook OS, Android, Microsoft Windows Apple IOS and Apple Macintosh Operating Systems.

KNOWLEDGE AND ABILITIES: (continued)Knowledge of: (continued)

- Applications; student information/business application systems, and other computer systems maintained by the Technology Department.
- Standard office methods, practices, and procedures.
- School District organization, operations, policies and objectives.
- Social, cultural and linguistic diversity of district, city and community.

Ability to:

- Make appropriate decisions on system user problems without direct supervision, recognizing the level of the problem and referring to appropriate Technology staff when necessary.
- Work productively and efficiently without immediate supervision.
- Maintain effective and professional relationships with staff.
- Interact with users in non-technical, clear terms.
- Research technical manual and guides to respond to questions and solve computer problems.
- Maintain accurate records and documents.
- Organize, schedule, and coordinate a variety of activities and projects.
- Adapt to changes in technology.
- Understand and follow both oral and written instructions.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Education equivalent to the completion of the twelfth grade. Training and/or coursework in computer science, computer engineering, information systems, or a closely related field. Two years or more of recent, progressively responsible computer operations experience using a variety of computer software and operating systems in a network environment. Any combination of education and experience that could likely provide the required knowledge, skills, and abilities.

WORKING CONDITIONS:Environment:

- Computer environment.
- Noise from equipment operation.

Physical Abilities:

- Hearing and speaking accurately to exchange information.
- Seeing to view a computer monitor and read a variety of materials.
- Sitting for extended periods of time.

HELP DESK TECHNICIAN (CONTINUED)

WORKING CONDITIONS: (continued)

Physical Abilities: (continued)

- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting or moving objects, normally not exceeding sixty (60) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: 4/28/15(11/4/06)



SANTA ANA UNIFIED SCHOOL DISTRICT

MEDIA OPERATIONS SPECIALIST

JOB SUMMARY:

Under the direction of the Director of Technology Innovation Services, or designee, perform a wide variety of operational, programming, broadcast scheduling functions in the management of Instructional Television Services. Interacts and collaborates with faculty, staff, administrators, students, and vendors.

REPRESENTATIVE DUTIES:

- Provide information technology leadership to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of district wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems and network systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**
- Coordinates the operations of Instructional Television (ITV), which provides instructional delivery to multiple sites. **E**
- Design and assist in the operation of the multi-channel instructional television broadcast mater schedule and broadcast control equipment. **E**
- Supervises the daily functions of Media operations, which includes training, implementation of policies and procedures, scheduling, and quality control. **E**
- Coordinate and prepare for publication a monthly broadcast schedule for classroom teachers; a daily log for broadcast control. **E**
- Prepare each day's program list for broadcast: input and upload videos to server files, enter and verify computerized payout schedule. **E**
- Broadcast programs as scheduled on program log and monitor air signals on all channels to ensure operation within the boundaries set forth by the FCC. **E**
- Coordinate, record, and/or rebroadcast and schedule other off-air broadcasts. **E**

MEDIA OPERATIONS SPECIALIST (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Monitor and maintain equipment such as character generator, transmitter and video monitors for daily operation. **E**
- Monitor Channel 31 programming availability and coordinate service requests with Time Warner Cable and/or AT&T for problem resolution. **E**
- Coordinate the routing of television service calls to the appropriate repair service, District, local cable company or lessor of ITFS channels. **E**
- Maintain a log of service requests and make telephone follow-ups to determine client satisfaction. **E**
- Compose, monitor and update the classroom television on-air message board. Assist schools and departments in posting messages for classroom viewing. **E**
- Design and develop the ITV monthly and special programs for the department's web site. **E**
- Maintain and update a functional broadcast digital video library and/or program storage files. **E**
- Prepare Board Meeting agenda titles using the Boardroom Control Generator and assist with Board Meeting broadcasts. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- School District organization, operations and objectives.
- Basic electronics and broadcast networking.
- ITFS and cable receive systems.
- Broadcast and cable cast regulations.
- Principles and operation of broadcast systems.
- Social, cultural, linguistic diversity of district, city and communities.

Ability to:

- Maintain and manage the operation of Polycom or Video MCU environment.
- Operate equipment such as video monitors, switcher, character generator, video players and audio-mixers.
- Meet schedules and timelines.

MEDIA OPERATIONS SPECIALIST (CONTINUED)

KNOWLEDGE AND ABILITIES: (continued)

Ability to: (continued)

- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Operate and maintain the broadcast database program.
- Learn to interpret Federal Communication Commission regulations concerning the operation of an instructional television fixed services.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and four years of increasingly responsible clerical, secretarial, or administrative experience.

WORKING CONDITIONS:

Environment:

- District Instructional Television Center.

Physical Abilities:

- Seeing to view a television screen and read a variety of materials.
- Dexterity of hands and fingers to operate tools and equipment.
- Hearing and speaking accurately to exchange information.
- Lifting or moving objects, normally not exceeding forty (40) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.



SANTA ANA UNIFIED SCHOOL DISTRICT

MEDIA SYSTEMS ENGINEER

JOB SUMMARY:

Under the direction of the Director of Technology Innovation Services, is responsible for the operation, repair and maintenance of District-level owned and operated television broadcast, production and receive-site signal distribution systems. This position requires the maintenance of equipment within our existing cable television head end at district office and school sites. The incumbent should be familiar with optimizing incoming signals from a wide variety of sources for redistribution to cable systems and/or IP video streaming equipment, such as video encoders. Reception and distribution mechanisms include; satellite, off-air antenna, microwave, coaxial cable, and fiber.

REPRESENTATIVE DUTIES:

- Provide information technology leadership to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of district wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems and network systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**
- This position requires a strong understanding of cable industry digital audio/video distribution formats, hardware, and associated technologies such as MPEG-2, h.264, HEVC, IP, HTTP Live Streaming, Smooth Streaming, MPEG and other video transport concepts and methodologies. **E**
- Assist in developing or changing policies or procedures relating to the selection, installation, operation and maintenance of production, broadcast, and receive-site signal distribution equipment. **E**
- Plan, engineer, and document end-to-end video delivery networks and related technologies in response to video system requirements. **E**
- Plan and support the deployment of video and content delivery services across the network. **E**
- Familiarity with video encoders, Show and Share type systems, IPTV, and MXE products is preferred. Basic knowledge of IP multicast is recommended. **E**

MEDIA SYSTEMS ENGINEER (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Plan, select, install, operate, troubleshoot and maintain all electronic, mechanical and other equipment, analog/digital systems and related test instruments employed at the District's primary and auxiliary broadcast and production facilities. **E**
- Installation and configuration of IP based video streaming systems such as video encoders. **E**
- Utilize computer software and test equipment for variety of measurements including: satellite alignment, RF levels, signal to noise, carrier to noise, low frequency disturbances, composite triple beat, composite and discrete second order beat, depth of modulation and audio deviation. **E**
- Perform proactive and reactive monitoring of all the fundamental tasks required in the testing and analysis of all elements of the existing cable head end and facilities. **E**
- Proficient in setup and operation of head end equipment including but not limited to: signal processors, modulators, demodulators, satellite receivers, integrated receiver descramblers, digital receivers, transcoders, combining and splitting networks, laser transmitters, and fiber optic receivers. **E**
- Maintain accurate and complete head end documentation. **E**
- Responsible for maintaining the head end in a clean and orderly manner. **E**
- Coordinate and cultivate with the technical staff from Sprint (or other lessees of District-licensed ITFS frequencies), the City of Santa Ana's franchised cable operator(s), and other appropriate District departments a positive and productive collaboration. **E**
- Plan, select, install, operate, troubleshoot and maintain at all District television receive sites the various pieces of equipment/hardware, coaxial cable and related connections used to distribute high quality, reliable television signals from the site's head end to each television receiver throughout the plant. **E**
- Report problems of school site AV/Digital Broadcast equipment to the proper departments or agencies and provide close coordination of over-lapping maintenance activities. **E**
- Operate station in a manner that complies with Federal Communications Rules and Regulations pertaining to Instructional Television Fixed Service (ITFS) operations including the keeping of FCC required broadcast logs or other technical records. **E**

MEDIA SYSTEMS ENGINEER (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- Coordinate with the lessee of District ITFS channels and the local cable franchisee a regular monitoring and trouble-shooting system for all linkages of the television broadcast signal routing from point of origination at the broadcast studio to site receivers. **E**
- Provide technical/operational assistance to EBS Broadcast Technician as needed to operate station according to schedule. **E**
- Prepare and carry-out a plan of regularly scheduled preventative and emergency maintenance for all equipment associated with broadcast control and site TV distribution systems. **E**
- Keep abreast of changes in all FCC technical requirements and developments which affect the District's ITFS Broadcast license or future license renewals. **E**
- Budget for and maintain an inventory of equipment, supplies and parts needed to conduct the routine, preventative and emergency aspects of the job requirements in a timely, expeditious and cost-effective manner. **E**
- Provide technical training and supervision of others involved in the installation, repair, upkeep and use of EBS equipment. **E**
- Coordinate the installation, major modification, relocation and disposition of equipment, wiring/cabling, hardware and mountings with the appropriate District departments and/or their designated consultants, contractors and installers. **E**
- Assist in writing equipment specifications and evaluate such equipment and materials in accordance with District standards. **E**
- The requirements of this position include the duties, knowledge, and abilities of the Media Services Technician. **E**
- Perform related duties as assigned.

MEDIA SYSTEMS ENGINEER (CONTINUED)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Familiarity with headend and IP transport equipment including multi-bitrate encoders, decoders, multiplexers, rateshapers, segmenters, encryption devices, switches and transcoders is required.
- Familiarity with principals of electronic circuitry design and function both analog and digital as applied to all phases of television production, recording, broadcast, reception and local area TV signal distribution.
- Installation, operation and maintenance of a variety of television production, recording, editing, signal routing, automated broadcast control, transmission and reception equipment both analog and digital including related test instruments.
- Familiarity with principals of broadband television and other signal distribution systems as they apply to the delivery of television signals or other forms of multi-media transmission throughout a school campus.
- Basic understanding that would apply to but not be limited to the transmission properties, limitations, and relative costs of various signal conductors including coaxial cable, twisted-pair, fiber and wireless and the associated methods of installation.
- Current technology in the field of specialty and ways to keep up with changes.
- Federal Communications Commission regulations concerning the operation of the Instructional Television Fixed Service.

Ability to:

- Read, understand and interpret written operational and maintenance instructions or specifications including schematics of electronic and logical circuitry .
- Plan, select, install, operate, troubleshoot and maintain television production, broadcast and reception equipment and systems.
- Operate and service color television cameras, remote camera controllers, video and audio recorders/players, video/audio switchers and mixers, audio/video editors, character/special effects-generators, computer-based automated broadcast controllers, signal correction and stabilizing devices, signal distribution and routing equipment, RF modulators, satellite down-link antennas/receivers, TV receiver/monitors, analog to digital encoder or scanning devices.
- Diagnose and repair malfunctions in a variety of electronic and mechanical audio/video production, broadcast, transmission and receiving/display devices using state-of-the-art test instruments.
- Read, understand and analyze electronic schematics and logical circuitry.
- Train and supervise staff in the operation and maintenance of a television system including but not limited to production, broadcast, transmission, receiving and signal distribution.
- Maintain records and prepare reports.
- Plan and supervise work.

MEDIA SYSTEMS ENGINEER (CONTINUED)**KNOWLEDGE AND ABILITIES:** (continued)Ability to: (continued)

- Meet schedules and time lines.
- Establish and maintain effective working relationships with other.
- Communicate effectively with others.
- Work independently and reliably with little direction.
- Solve problems and take corrective action collaboratively and cooperatively.
- Understand and follow oral and written direction.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an A.S. Degree, supplemented by two years of advanced technical training in telecommunications, radio, television, telephony or basic electronics and **ten** years of experience involving television production, broadcast, transmission and/or reception systems. Additional paid experience may be substituted for the required college training on a year-for-year basis.

LICENSES OR OTHER REQUIREMENTS:

A valid California driver's license

WORKING CONDITIONS:Environment:

- District Instructional Television Center, classrooms and other remote production sites.
- Noise from equipment operation.
- Driving a vehicle to conduct work.

Physical Abilities:

- Seeing to view a television screen, read materials and drive a vehicle.
- Dexterity of hands and fingers to operate assigned tools and equipment.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.
- Climbing and working from heights.
- Bending at the waist, kneeling, or crouching.
- Walking and standing.
- Lifting, carrying, pushing or pulling moderately heavy objects, normally not exceeding sixty (60) pounds.

MEDIA SYSTEMS ENGINEER (CONTINUED)

HAZARDS:

- Working at heights.
- Working below ground.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: 4/28/15 (2/97,5/01)



SANTA ANA UNIFIED SCHOOL DISTRICT

NETWORK TECHNICIAN

JOB SUMMARY:

Under the direction of the Director of Technology Innovation Services, provides excellent support to users of all devices and application systems. This includes analyzing, diagnosing, trouble-shooting, escalating, and driving an issue to resolution. All incidents and cases are logged, prioritized, and resolved in a timely manner; ensuring proper coordination with all technology support and engineering teams, as well as with functional subject matter experts. Improves student application systems and business processes driving increased operational efficiency and effectiveness. Provide district-wide technical and resource services in the installation, configuration, operation, repair, maintenance, troubleshooting of computer hardware, peripheral equipment, and software for both network connected Devices, Personal Computer and/or Apple computers. Install software and establish access rights and security. Troubleshoot wireless LAN infrastructure. Assist with troubleshooting, local and wide-area network. Diagnose network hardware and peripheral equipment. Provide user support training and assistance.

REPRESENTATIVE DUTIES:

- Provide information technology leadership to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of District-wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems and network systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**
- Function as customer advocate in system releases and enhancements. **E**
- Communicate status updates to technology and the user community. **E**
- Coordinate with network support and application support to prioritize, escalate, and driver recommendations to resolution and implementation. **E**
- Participate in Problem Management by doing root cause analysis and providing solutions to mitigate risk, ensure data integrity, and increase operational effectiveness. **E**

NETWORK TECHNICIAN: (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- Continually discover ways to improve processes and operational effectiveness and efficiency. **E**
- Inspect, repair, assemble, install, and configure computers and related equipment. **E**
- Install new software and establish access rights and security. **E**
- Perform diagnostics on network attached PC's and/or Apple computers. **E**
- Format hard disks, install disk operating systems, establish directory structures and perform related tasks. **E**
- Install Software and software upgrades. **E**
- Download service patches and other appropriate software from the internet; install as necessary. **E**
- Back-up software as appropriate; archive data; restore data as needed. **E**
- May perform virus scanning and maintain security software as needed. **E**
- Provide, or assist in providing, users with applications software, computer hardware, and peripheral equipment training. **E**
- Troubleshoot, isolate, and correct computer, peripheral, and network problem. **E**
- Prepare support documentation. **E**
- Establish and maintain a variety of records related to responsibilities and generate reports as requested. **E**
- Assist network staff in troubleshooting network cabling projects and basic network equipment installation such as patch cord wiring, conduit, jacks, punch blocks, transceivers, hubs, switches, file servers, and network interface cards. **E**
- Perform related duties as assigned.

NETWORK TECHNICIAN: (CONTINUED)**KNOWLEDGE AND ABILITIES:****Knowledge of:**

- Installation, configuration, operation, repair, maintenance, troubleshooting, and diagnosis of PC's and/or Apple computer/network hardware, software, and peripheral equipment.
- Installation, maintenance, repair, and inspection of network cabling and hardware.
- Troubleshooting, problem-solving techniques, and repair techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Focus on details and work in a fast-paced, growth environment while meeting daily challenges with multiple competing priorities and pressures.
- Excellent troubleshooting and debugging skills; ability to deliver high-quality results.
- Outstanding written and oral communication skills; ability to prepare and conduct management briefings with senior leaders.
- Great interpersonal and teaming skills; ability to collaborate effectively with others
- Initiative; ability to work autonomously (in all work locations and situations)
- Organize, schedule, and coordinate a variety of complex activities and projects.
- Effectively work with network technologies, maintenance, and implementation.
- Effectively install, upgrade, and maintain district software applications.
- Read, understand, and interpret manufacturer's schematics, and hardware, operating system, and software manuals; apply such information as appropriate.
- Recognize and diagnose problems in computer and network hardware and software.
- Understand and follow written and oral communication.
- Safely operate and care for tools, equipment, and materials used in the diagnostics and installation of computers and their peripherals.
- Access the internet to download service patches and other appropriate software, etc.
- Communicate effectively orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.
- Obtain Apple certified desktop certification within first year of employment.
- Driving a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an Associate's degree or coursework in computer science, computer engineering, information systems, or a closely related field. Five (5) years or more of recent, progressively responsible computer experience using a variety of computer software and operating systems in a network environment and coordinating help desk services including e-mail.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**Environment:**

- Information Technology (IT) environment.
- Noise from equipment operation.
- Driving a vehicle to conduct work.

Physical Abilities:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, or controls.
- The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.
- The work may require routinely lifting or moving up to 50 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: 4/28/15 (2/94, 5/01, 3/11)



SANTA ANA UNIFIED SCHOOL DISTRICT

MEDIA SYSTEMS TECHNICIAN

JOB SUMMARY:

Under the direction of the Director of Technology Innovation Services, or designee, assists the Media Systems Engineer in the operation, repair and maintenance of television origination and receive-site distribution systems for the purpose of providing televised instructional and informational materials for students, staff and the community. The position is responsible to ensure all AV and Video Teleconference (VTC) issues are supported, manage district Video equipment in conference rooms, and handle video systems.

REPRESENTATIVE DUTIES:

- Provide information technology leadership to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of district wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems and network systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**
- Assists in the installation, operation, troubleshooting and maintenance of all electronic, mechanical and other equipment, analog/digital systems, and related test instruments employed at the District's broadcast and production facilities. **E**
- Assists at all District television receive sites in the installation, operation and maintenance of the various pieces of equipment, cable and related hardware used to distribute high quality, reliable television signals from the site's head end to each television receiver throughout the plant. **E**
- Provide support to Video Conferencing equipment by performing daily checks, upgrading as planned, and providing logistical support for large meetings. **E**
- Works cooperatively and productively with the technical staff from Sprint (or other lessees of District-licensed ITFS frequencies), the City of Santa Ana's franchised cable operator(s), and other appropriate District departments; maintains reliable, high quality transmission of television signals to all receive sites and seeks ways to improve system performance. **E**

MEDIA SYSTEMS TECHNICIAN (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Cooperates with the lessee of District ITFS channels and the local cable franchise in maintaining an ongoing system of performance monitoring and troubleshooting for all linkages of the television broadcast signal routing from point of origination at the broadcast studio to site receivers. **E**
- Reads, understands, and interprets written operational and maintenance instructions or specifications including schematics of electronic and logical circuitry; applies understanding to the installation, setup, systems integration, operation, testing and repair of the associated equipment. **E**
- Provides technical/operational assistance to EBS Media Operation Specialist as needed to operate station according to schedule. **E**
- Cooperates with Media Systems Engineer in maintaining a functional and secure inventory control system of equipment, supplies, and parts. **E**
- Assists in the installation, major modification, relocation, and disposition of equipment, wiring/cabling, hardware and mountings with the appropriate District departments and/or their designated consultants, contractors and installers in a way to minimize redundancy of effort, associated costs and disruptions to the school learning environment. **E**
- Keeps up to date with changes in all technical requirements and developments which affect the District's television broadcast operation. **E**
- Assists in evaluating equipment and materials in accordance with District standards. **E**
- Provides positive guidance and reinforcement to the school staff in the proper use and care of Media equipment. **E**
- Performs related duties as assigned.

MEDIA SYSTEMS TECHNICIAN (CONTINUED)**KNOWLEDGE AND ABILITIES:****Knowledge of:**

- The basic principles of television production, recording, broadcast, reception, and local area TV signal distribution.
- Basic principles of broadband television and other signal distribution systems as they apply to the delivery of television signals or other forms of multi-media transmission throughout a school campus.
- Transmission properties, limitations, and relative costs of various signal conductors including coaxial cable, twisted-pair, fiber, and wireless and the associated methods of installation.
- Current technology in the field of specialty and ways to keep up with changes.

Ability to:

- Install, operate, and maintain television production, broadcast, transmission, and reception equipment and systems including but not limited to color television cameras; audio/video recorders/players, switchers, mixers, and editors; character/special effects-generators; computer-based automated broadcast controllers; signal correction and stabilizing devices; signal distribution equipment; RF modulators, satellite down-link antennas/receivers, TV receiver/monitors, analog to digital encoder or scanning devices.
- Interpret electronic schematics and logical circuitry.
- Provide positive guidance to school staff in the use and care of equipment.
- Maintain records of work completed and materials used.
- Meet schedules and time lines.
- Establish and maintain effective working relationships with others.
- Communicate effectively with others.
- Solve problems and take corrective action collaboratively and cooperatively.
- Understand and follow oral and written direction.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an Associate Science Degree supplemented by two years of technical training in telecommunications, radio, television, telephony or basic electronics and two years of experience involving television production, broadcast, transmission and/or reception systems. Additional paid experience may be substituted for the required technical training on a year-for-year basis.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license

MEDIA SYSTEMS TECHNICIAN (CONTINUED)

WORKING CONDITIONS:

Environment:

- District Instructional Television Center, classrooms and other remote production sites.
- Noise from equipment operation.
- Driving a vehicle to conduct work.

Physical Abilities:

- Seeing to view a television screen, read materials and drive a vehicle.
- Dexterity of hands and fingers to operate assigned tools and equipment.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.
- Climbing and working from heights.
- Bending at the waist, kneeling or crouching.
- Walking and standing for periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects, normally not exceeding sixty (60) pounds.

HAZARDS:

- Working at heights.
- Working below ground.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.



SANTA ANA UNIFIED SCHOOL DISTRICT

BUSINESS ANALYST I

JOB SUMMARY:

Under the direction of the Director Technology Innovation Services , or designee, will provide business analysis expertise in the assessment, planning, acquisition, design, development and implementation of administrative systems solutions; experience with strategic information technology planning; systems development life cycle concepts and best practices methodologies; be proficient in business process analysis; have demonstrated experience interviewing, gathering and organizing business requirements using industry established methodologies; experience with software selection processes and vendor scorecard evaluations; extensive experience performing project implementation activities, such as writing quality assurance test plans, and preparing and delivering business user training. Candidate must be able to initiate and establish working relationships in a complex, decentralized environment and have experience as a Business Analyst in student information, human capital and financial reporting systems.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification apply their knowledge of the systems development life cycle to student information and financial reporting systems to assist (staff and site) users in defining requirements and utilizing services. Student information systems include attendance, grading, testing, graduation requirements and ADA reporting. Financial reporting systems include general ledger, payroll, budget, accounts payable, and purchasing. The role of the Business Analyst will be the assessment, design, development and implementation of student and administrative systems solutions to support district's mission and goals, leveraging systems and processes operational efficiencies.

REPRESENTATIVE DUTIES:

- Provide information technology leadership to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of District-wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**

REPRESENTATIVE DUTIES: (continued)

- Lead efforts to ensure that information systems support the organizational mission and objectives and coordinate the process of defining, investigating and solving problems related to business systems. **E**
- Lead and coordinate assessment studies evaluating the potential for automating existing or proposed work functions or processes and assess the feasibility of creating or modifying applications to meet user requirements. **E**
- Review, research and evaluate software to determine its usefulness and appropriateness as related to existing or proposed business systems; assist with the development of preliminary and detailed system design documents for in-house and vendor computer systems. **E**
- Lead the elicitation and gathering of business and systems requirements using interviews, surveys, job shadowing and other elicitation techniques. **E**
- Analyze new business requirements, system functionality, current system use and user needs; specify functional designs and work with developers and analysts to implement. **E**
- Work with staff and site personnel in defining user requirements and preparing documentation for users and programmers; may conduct surveys to determine user priorities; coordinate implementation of modifications and requested services. **E**
- Develop system design for new or revised student and business systems; document and analyze input/output requirements, procedural flow between departments, operational audits and organizational structures. **E**
- Train users in the most effective and efficient utilization of the current systems and upcoming modifications to the systems; develop and conduct training classes; prepare training materials and user documentation. **E**
- Develop instructional materials, training and job aids to support client use of the application. **E**
- Organize information in partnership with student and business programs. Ensure student and business data accuracy and systematic and timely approach toward alumni data acquisition, collection and entry. **E**
- Work in partnership with multiple stakeholders, including Educational Services and Business Services, to ensure processes reflect best practices for meaningful process interactions, documentation and follow-up. **E**

BUSINESS ANALYST I (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- Coordinate systems interface and synching with student and business systems as applicable. **E**
- Advise users requiring assistance in solving complex problems or issues regarding student, management and business systems. **E**
- Strong professional commitment to the success of learning community, coupled with a thorough understanding of the technology and data behind Business Intelligence applications. **E**
- Serve as contact person in identifying and solving user problems. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:Knowledge of:

- Excellent database skills and intermediate to advanced SQL programming.
- OBIEE Analysis, BI Publisher, OBIEE RPD Development.
- ETL, reporting table design, data warehouse concepts, and Meta data concepts.
- Exposure to BI Tools like OBIEE Suite.
- Knowledge of ERP systems like Oracle Financials, and Human Resources.
- Prior education experience in Student Information System and ERP reporting.
- Systems analysis and programming (Structured Query Language (SQL), Programming Logic (PL), and Java.
- Student information of financial reporting systems or the ability to obtain this knowledge in a reasonable amount of time.
- Elements of training and instruction.
- English grammar, syntax and punctuation.
- School District organization, operations and objectives.
- User/Computer relations.
- Computers and their capabilities.
- City and community cultures.

Ability to:

- Highly effective interpersonal skills along with strong written and verbal skills.
- Proven problem solving and analytical skills.
- Demonstrated ability to work effectively in a team environment.
- Understanding of some common business functions such as finance, procurement, student admissions, human resources, research administration, etc.
- Monitor and track requests for reports and enhancements.

Minutes
April 28, 2015
BUSINESS ANALYST I (CONTINUED)

KNOWLEDGE AND ABILITIES: (continued)Ability to: (continued)

- Create, design, maintain, and update reports and accompanying documentation.
- Work on BI Projects to develop new dashboards, reports, and other content.
- Learn new data structures and help design reporting tables.
- Provide small group and one-on-one training for reporting.
- Provide Help Desk support for both front line issues and in-depth technical issues.
- Organize and coordinate complex projects.
- Analyze and develop solutions to problems for effective data utilization.
- Communicate effectively both orally and in writing.
- Apply knowledge of process analysis to a wide range of user requests.
- Develop and conduct training workshops.
- Operate a computer and computer programs.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Computer Science, Information Technology, MIS or related field, and four (3) or more years of experience in data analysis, report and dashboard design, and development. Experience in Oracle highly desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:Environment:

- Data Center processing computer and office environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Seeing to view a computer monitor, read materials and drive a vehicle.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: 4/28/15 (8/87, 5/01, 12/02, 3/11)



SANTA ANA UNIFIED SCHOOL DISTRICT

WEB INFRASTRUCTURE SYSTEMS ADMINISTRATOR

JOB SUMMARY:

Under the direction of the Director of Technology Innovation Services will be responsible for managing web infrastructure and current infrastructure tools including directory, scalability, redundancy, security, backups and disaster recovery. Experience deploying and administering Virtual Desktop Integration (VDI) is desired. This position is responsible for the design, implementation and maintenance of internally and externally web infrastructure and applications. This person will project manage to include requirements gathering, solution design and build solutions that meet user needs.

REPRESENTATIVE DUTIES:

- Provide information technology leadership to support instructional, student services, administrative, and operational programs and services district wide. **E**
- Foster collaboration across functional areas to identify, develop and promote superior information technology solutions to improve the excellence and continuity of District-wide programs and services to ensure student access and success. **E**
- Provide exceptional customer service and end-user support for application systems and network systems by analyzing, diagnosing, trouble-shooting, escalating, and driving issues to resolution. **E**
- Responsibilities include performing project management duties for web-related initiatives and enhancements. This includes facilitating project scope/definition, planning, implementation, testing, launch, tracking and follow-up. **E**
- Manage the District's network infrastructure, that includes a variety of physical servers including Windows, Ubuntu, Brocade SAN, storage systems (Microsoft DPM, Compellent Storage Center and EMC). **E**
- Triage issues and provide support for users and computer support staff. **E**
- Support other staff members in the management of the District's server infrastructure and network. **E**
- Develop and ensure web data integrity and security, and design web site user interfaces, surveys and registration forms. **E**

WEB INFRASTRUCTURE SYSTEMS ADMINISTRATOR (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Will function as a technical function matter expert and maintaining close contact with key functional user representatives to ensure the Web infrastructure systems are providing value and information-sharing capabilities. **E**
- Will evaluate new software for use in the technical arena; make recommendations related to new software, tools and hardware related to the web infrastructure. **E**
- Perform ongoing research and testing of new tools, software and products related to web infrastructure, implement new technologies to meet the needs of the District. **E**
- Will assure the functionality of the infrastructure running behind the web sites. **E**
- Will troubleshoot web infrastructure problems, related application problems and other programs that run in conjunction with the web infrastructure. **E**
- Upgrade existing infrastructure and implement new technologies. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Microsoft, Apache, MySQL, and SQL Server
- Experience with Dell Compellent Storage Center and Microsoft Data Protection Manager (DPM).
- Web programming HTML, CSS, VB Script, DHTML, ASP, ASP.Net and JavaScript.
- Browser compatibility issues for all platforms/major browsers.
- Proficiency in relational database design, development maintenance, and troubleshooting.
- Strong working know ledge of Windows and Linux Servers.
- Graphics, web design with a strong sense of creativity, and experience using relevant web design tools.
- Working knowledge of Microsoft Office.
- Working knowledge in multimedia and streaming applications and and other relevant multimedia tools.
- General understanding of SFTP client s/server environment.
- In depth knowledge of Windows OS, Linux (Ubuntu), Mac OS (OS X 10.x) Google Chrome, Android, and iOS.
- In depth understanding of and experience working with server and storage technologies, including SAN, RAID, and NAS.

WEB INFRASTRUCTURE SYSTEMS ADMINISTRATOR (CONTINUED)**KNOWLEDGE AND ABILITIES:****Knowledge of:**

- In depth knowledge of and experience with server virtualization technologies and including experience with VMWare and VSphere 5.1.
- Server administration experience.
- Experience with DNS and DHCP.
- Understanding of the following technologies: Exchange, Active Directory, LDAP, Open Directory, enterprise antivirus, and identity federation.
- Basic networking, including TCP/IP and VLAN
- Experience working with Fibre Channel and iSCSI technologies.
- Experience setting up and managing web infrastructure (MS, Apache, MySQL and SQL Server) or current infrastructure tools, including scalability, redundancy, security, backups, and disaster recovery is required.
- Strong skills with shell commands and scripting are required.
- Experience applying application and database security best practices in a production environment.
- Extensive hardware and software troubleshooting skills and experience.
- Experience providing both Tier 1 and Tier 2 support.
- Strong organization skills.

Ability to:

- Lead and mentor others.
- Assume responsibility for the operation and management of web servers.
- Keep current with and understand emerging web development technologies.
- Work effectively with administrators, teachers, and classified staff
- Communicate effectively both orally and in writing.
- Manage the District's physical server infrastructure, including providing development, testing and production environments to staff as needed.
- Perform the essential functions of the job.
- Collaborate with team members, software vendors and other technical staff to develop, design, implement and continuously improve systems.
- Manage the District's storage resources including the MS DPM, Dell Compellent and EMC devices throughout their lifecycles.
- Ensure that servers and services are appropriately updated and patched, ensuring system security and reliability.
- Initiate and manage upgrades and procurement of replacement equipment as required.
- Allocate and manage resources and ensure that sufficient capacity exists to meet District needs.
- Manage the District's server backup solution.
- Manage DNS and DHCP services.
- Manage, maintain and upgrade the District's Fiber Channel SAN.
- Participate in the management of ongoing strategic programs as assigned.

WEB INFRASTRUCTURE SYSTEMS ADMINISTRATOR (CONTINUED)

KNOWLEDGE AND ABILITIES: (continued)

Ability to: (continued)

- Maintain high standards in terms of written materials/documentation, including system level documentation, infrastructure/incident reports and monitoring anomalies.
- Triage and repair problems with assigned systems.
- Provide technical leadership to computer support technicians and network technicians.
- Work on multiple projects simultaneously and prioritize appropriately.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Level of knowledge equivalent to that ordinarily acquired through completion of a B.A. or B.S. degree. Four years of professional experience designing and developing websites. Java, and ASP with coding experience. Microsoft Windows Server and related technologies. Familiarity with Section 508 requirements of or ADA Compliance. Experience in large organizations and cross-functional groups strongly recommended. Working knowledge and experience with Website analytic tools.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Environment:

Typical office environment

Physical Abilities:

- Hearing and speaking accurately to exchange information.
- Dexterity of hands to operate a computer keyboard.
- Lifting or moving objects, normally not to exceed forty (40) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: 4/28/15 (11/04)

1 RESOLUTION NO. 14/15-3048

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5 ASIAN PACIFIC AMERICAN HERITAGE MONTH

6 MAY 2015

7
8 WHEREAS, the State of California is home to more than 700,000 students of
9 Asian and Pacific Islander descent, from kindergarten through grade 12; and,

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

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

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

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

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

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

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

4 NOW, THEREFORE, BE IT RESOLVED: That the Santa Ana Board of Education
5 proclaims the month of May 2015 as Asian Pacific American Heritage Month and
6 encourages all schools community organizations, businesses, and the City of Santa
7 Ana to commemorate this occasion with appropriate instructional and celebration
8 activities.

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

11 AYES: John Palacio, Cecilia Iglesias, Valerie Amezcua, and Rob Richardson

12 NOES:

13 ABSENT: Jose A. Hernandez

14 STATE OF CALIFORNIA)
15) ss.
16 COUNTY OF ORANGE)

17
18 I, John Palacio, President of the Board of Education of the Santa Ana
19 Unified School District of Orange County, California, hereby certify that the
20 above and foregoing Resolution was duly adopted by the said Board at a regular
21 meeting thereof held on the 28 day of April, 2015, and passed by a vote of
22 _____ of said Board.

23 IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of April,
24 2015.

25
26 

27 John Palacio


28 President, Board of Education

29 Santa Ana Unified School District

1 NOES:
2 ABSENT: José A. Hernández
3 STATE OF CALIFORNIA)
4) ss.
5 COUNTY OF ORANGE)
6

7 I, Rick Miller, President of the Board of Education of the Santa Ana Unified
8 School District of Orange County, California, hereby certify that the above and
9 foregoing Resolution was duly adopted by the said Board at a regular meeting
10 thereof held on the 28th day of April, 2015, and passed by a vote of 4-0 of said
11 Board.

12 IN WITNESS WHEREOF, I have hereunto set my hand this 29 day of April, 2015.
13

14 
15 _____
16 Richard Miller, Ph.D.
17 Secretary to the Board of Education
18 Santa Ana Unified School District
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RESOLUTION NO. 14/15-3042

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

NATIONAL POLICE WEEK

WHEREAS, Santa Ana Unified School District Police Department plays an essential role in safeguarding the rights and freedoms of the students, staff and school community; and,

WHEREAS, it is important for the school community to know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency and its members; and,

WHEREAS, in 1962, President John F. Kennedy signed Public Law 87-726 designating May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week. The law was amended by the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322, signed by President Bill Clinton, directing that the flag of the United States be displayed at half-staff on all government buildings on May 15 each year.

WHEREAS, 286 police officers lost their lives in the line of duty nationwide during 2014; and,

WHEREAS, the Board of Education of the Santa Ana Unified School District recognizes that members of the School Police Department play an essential role in safeguarding the rights and freedoms of all stakeholders served by our school district; and,

WHEREAS, it is appropriate for the Santa Ana Unified School District to acknowledge its members of Santa Ana Unified School District Police Department during National Police Week;

