

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

MINUTES

BOARD MEETING
SANTA ANA BOARD OF EDUCATION

May 22, 2018

CALL TO ORDER

Board President Amezcua called the meeting to order at 4:43 p.m. Other members in attendance were Dr. Rodriguez, Ms. Iglesias, and Mr. Palacio.

CLOSED SESSION PRESENTATIONS

Ms. Amezcua 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 recessed at 4:45 p.m. to consider student matters, anticipated litigation, existing litigation, personnel matters, and negotiations.

Dr. Alvarez arrived at 5:28 p.m.

RECONVENE OPEN MEETING

The Board meeting reconvened at 6:50 p.m.

Cabinet members present were Dr. Phillips, Dr. Heatley, Dr. Jimenez, Mr. McKinney, Dr. Allen, Dr. Helguera, Dr. Llamas, Mr. Roychowdhury, and Mr. Williams.

PLEDGE OF ALLEGIANCE

Analuisa Garcia, 5th grade student at Garfield Elementary School, led the Pledge of Allegiance.

REPORT OF ACTION TAKEN IN CLOSED SESSION

By a vote of 5-0, the Board took action to approve the settlement authority as discussed in Closed Session to Alliance of Schools for Cooperative Insurance Programs (ASCIP) - Claim No. EMP 1603129.

Motion: Ms. Amezcua Second: Dr. Rodriguez

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

STUDENT PRESENTATIONS

Santa Ana High School Choir

The Santa Ana High School Choir gave thanks to the Board for their support with songs from their performance at New York's Carnegie Hall.

RECOGNITIONS / ACKNOWLEDGMENTS

Recognition of Advancement Via Individual Determination Standout Scholarship Awardees

The following students were recognized as AVID's Eighth Grade Standouts: Anabel Marcial, Melody Lopez, Jesse Mata, Cantel Palomino, Betsai Tapia, Jennifer Perez, Christo Hernandez, Vanessa Martinez, Alan Palma, Angie Lopez, Maria Castaneda. The following students were recognized as AVID's Scholarship Awardees: Cynthia Delgado, Alondra Castro, Theresa Carrasco, Richard Cervantes, Ruby Juarez, Alexander Martinez, Rosalia Martinez, Sergio Pineda, Julissa Prieto, Judit Ramirez, Estefany Rodriguez, Cristina Valladares, Elizabeth Alvarado, Berenice Cortez Monica Gonzalez, Miguel Marquez, Rosario Molina Valente, Destinee Rodriguez, Celine Oezkan, Anayeli Flores, Cristian Araujo, Amy Alavez, Eva Martinez, Yonathan Hernandez, Annie Tran, and Dafne Mercedes Estrada Popoca.

Certificated Employee of the Month for May 2018, David Vance

David Vance, Teacher at the Adult Transition Program was recognized as the Certificated Employee of the Month for May 2018.

Classified Employee of the Month for May 2018, Sophia Trevino

Sophia Trevino, Autism Paraprofessional at Mitchell Child Development Center was recognized as the Classified Employee of the Month for May 2018.

SUPERINTENDENT'S REPORT

Superintendent Phillips opened her report with acknowledgement of the Top 100 Scholars and the Perfect Attendance Car Giveaway and gave special thanks to Bruce Hamlin, owner of Guaranty Chevrolet for donating a new 2018 Chevy Sonic to Brandon Palacio, a 15-year old freshman at Santa Ana High School. She congratulated Middle College and Segerstrom High Schools, MacArthur Fundamental Intermediate School, and Greenville Fundamental, Thorpe Fundamental, and Muir Fundamental elementary schools for being selected as the 2017-2018 California Honor Roll presented by Educational Results Partnership (ERP) and the Campaign for Business and Education Excellence (CBEE). She mentioned that Wilson Elementary School celebrated reading 100 million words this school year, and to celebrate this significant achievement, students were treated to a barbecue lunch prepared by Nutrition Services and a DJ Dance Party. Dr. Phillips congratulated Miguel Marquez, a senior at Middle College High School, for being selected the Boys and Girls Club Youth of the Year. Superintendent stated that this year, 191 of SAUSD's graduating seniors will be attending UCI in the fall. She recognized Jeanette McMahon of Godinez Fundamental High School as she was recently selected one of five Outstanding Teachers of America by the Carlston Family Foundation. She mentioned the Classified Employees of the Year and the Educators of the Year, the Retirement and Longevity Recognition for Employees, and the Annual Parent of the Year ceremonies. She mentioned upcoming ribbon cuttings, the Santa Ana High School new kitchen on June 11, 2018, the Lathrop District Parent Wellness Center on June 15, the Roosevelt/Walker Community Center on June 25, and the brand new two-story building at Valley High School on August 20. Superintendent closed her report with a spotlight video of Monroe Elementary.

PUBLIC PRESENTATIONS

Nancy Flores, Yadira Vasquez, Marlene Zazuetta, Deboborah Lomeh, Phyllis Sakamoto, Angela Zendejas, Tatianna Zazuetta, Jeff Watts, and Greg Coombs addressed the Board related to a personnel matter. Rob Thompson addressed the Board related to facilities. Brandi Augenstein addressed the Board related to Program Specialist stipend. Jesus Montoya addressed the Board to a personnel matter. Sandra Pena Sarmiento addressed the Board to supporting the arts. David Carbajal and Isaac Castillo addressed the Board related to housing and homelessness issues. Margarita Gonzalez and Nadia Perez addressed the Board with safety concerns.

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

- 1.6 Approval of Student Expulsions for Violation of California Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915(c) According to Board Policy 5144.1
- 1.8 Approval of Memorandum of Understanding with Fullerton School District to Participate in the 2018 Summer Speech and Debate Camp
- 1.10 Approval of Agreement with Padres Unidos - "School Readiness/Parents As Teacher" Summer Program
- 1.13 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of April 25, 2018 through May 22, 2018
- 1.20 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

Moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 5-0, to approve the remaining items on the Consent Calendar as follows:

1.0 APPROVAL OF CONSENT CALENDAR

- 1.1 Approval of Regular Board Meeting Minutes - May 22, 2018 and Special Board Meeting Minutes - May 15, 2018
- 1.2 Orange County Department of Education Third Quarterly Report on Williams Settlement Legislation for 2017-18 Fiscal Year
- 1.3 Approval of School Board to Attend California School Board Association's 2018 Leadership Institute July 13-14, 2018 in Sacramento, California
- 1.4 Approval of Board Vice President Rodriguez's Attendance to the 2018 Summer Institute for Teachers July 25-27, 2018 and July 30-31, 2018 in Pasadena, California
- 1.5 Approval of Board President Amezcua and Board Member Iglesias to Attend the Harvard Graduate School of Education - Professional Education / Family Engagement Education July 23-26, 2018 in Cambridge, Massachusetts
- 1.7 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

- 1.9 Approval of Memorandum of Understanding with the California Institute of Technology and Jet Propulsion Laboratory for June 4 through July 27, 2018
- 1.11 Acceptance of SunPower Corporation Grant Funding for 2018-19 School Year
- 1.12 Approval of Agreement with Atkinson, Andelson, Loya, Ruud & Romo for 2018-19 Fiscal Year
- 1.14 Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of April 25, 2018 through May 22, 2018
- 1.15 Approval of School Meal Support to Santa Ana Nonpublic Schools through the National School Lunch Program in the 2018-19 School Year
- 1.16 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File Number: 1704762 RV
- 1.17 Acceptance of Completion of Contract for Bid Package No. 2 - Fitness Equipment Installation at Various School Sites
- 1.18 Acceptance of Completion of Contract for Bid Package No. 1 - Roosevelt/Walker Joint-Use Community Center
- 1.19 Acceptance of Completion of Contract for Bid Package No. 1 - Classroom Buildings at Valley High School

Items removed from Consent Calendar for discussion and separate action:

- 1.6 Approval of Student Expulsions for Violation of California Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915(c) According to Board Policy 5144.1

Moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 5-0, to approve the Student Expulsions for Violation of California Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915(c) According to Board Policy 5144.1; with the amendment of Student Number 366106 - the recommendation from a one calendar year expulsion to an expulsion of two semesters, and to suspend the enforcement for the fall semester 2018-2019 school year. Student will be permitted to return to a District program/school on a probationary status during that time period. It was further moved that Student Number 366106 be assigned a rehabilitation plan consisting of successful completion of Orange County Bar Stop Short of addiction as a condition for her readmission pursuant to California Education Code 48916 and the Rules and Regulations of the Santa Ana Unified School District.

- 1.8 Approval of Memorandum of Understanding with Fullerton School District to Participate in the 2018 Summer Speech and Debate Camp

Moved by Mr. Palacio, seconded by Dr. Alvarez, and carried 5-0, to approve the memorandum of understanding with Fullerton School District to participate in the 2018 Summer Speech and Debate Camp.

- 1.10 Approval of Agreement with Padres Unidos - "School Readiness/Parents As Teacher" Summer Program

Moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the agreement with Padres Unidos - "School Readiness/Parents As Teacher" summer program.

- 1.13 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of April 25, 2018 through May 22, 2018

Moved by Mr. Palacio, seconded by Dr. Rodriguez, and carried 3-1-0, Ms. Iglesias dissenting and Dr. Alvarez out of room, to ratify the Expenditure Summary Report and Detailed Warrant Listing Report of all payments over \$25,000 for the period of April 25, 2018 through May 8, 2018.

- 1.20 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

Moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 4-1, Ms. Iglesias dissenting, to approve the Personnel Calendar including the transition of specific staff members with such topics as: hiring, promotions, transfers, resignations, retirements, and leaves; with the amendment of pulling all the Nutrition Services Assistant and Food Service Supervisor Reassignments (Classified Personnel Calendar page 4 and page 5).

PRESENTATIONS

Foster Youth Services and McKinney-Vento Program

The Board was presented with an overview of services provided to foster youth and the McKinney-Vento program by Heidi Cisneros, Executive Director, Pupil Support Services.

Early Childhood Education Update

Item Pulled; to be presented at the June 12, 2018 Board Meeting

REGULAR AGENDA - ACTION ITEMS

- 2.0 Ratification of Agreement with Child Care Careers

Moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 3-1-0, Ms. Iglesias dissenting and Mr. Palacio out of room, to ratify the agreement with Child Care Careers.

- 3.0 Adoption of High School Advanced Placement Calculus Textbook

Moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 4-0, Mr. Palacio out of room, to adopt the high school Advanced Placement Calculus textbook.

- 4.0 Adoption of High School Math Analysis Textbook

Moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 5-0, to adopt the high school Math Analysis textbook.

- 5.0 Approval of Recommendation for 28-Day Review of Statistics as the Advanced Placement Statistics Textbook

Moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 5-0, to approve the recommendation for 28-Day review of Statistics as the Advanced Placement Statistics Textbook.

- 6.0 Approval to Invest Other Postemployment Benefit Funds in California Public Employees' Retirement System (CalPERS) Managed by California Employers' Retiree Benefit Trust (CERBT) Plan

Moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 4-0, Dr. Rodriguez out of room, to approve the Investment of Other Postemployment Benefit Funds in California Public Employees' Retirement System (CalPERS) Managed by California Employers' Retiree Benefit Trust (CERBT) Plan.

- 7.0 Authorization to Award a Contract for Vending Services

Moved by Mr. Palacio, seconded by Ms. Amezcua, and carried 3-1-0, Ms. Iglesias dissenting and Dr. Rodriguez out of room, to authorize staff to award a contract to Continental Vending for vending services.

- 8.0 Authorization to Award a Contract to Balfour Beatty Construction for Construction Management Services for the Portable-to-Permanent (P2P) Classroom Building at Muir Fundamental Elementary School

Moved by Mr. Palacio, seconded by Ms. Amezcua, and carried 3-1-0, Ms. Iglesias dissenting and Dr. Rodriguez out of room, to authorize staff to award a contract to Balfour Beatty Construction for construction management services for the Portable to Permanent (P2P) Classroom Building Project at Muir Fundamental Elementary School.

- 9.0 Approval of Agreement with Lentz Morrissey Architecture for Architectural Services for the Reconfiguration and Rerouting of the Drop off at Villa Fundamental Intermediate School

Moved by Mr. Palacio, seconded by Ms. Amezcua, and carried 4-1, Ms. Iglesias dissenting, to approve the agreement with Lentz Morrissey Architecture for architectural services for Villa Fundamental Intermediate School Drop Off.

- 10.0 Approval of New Job Description: Coordinator of Early College/FLEX Programs

Moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 4-1, Ms. Iglesias dissenting, to approve the new job description: Coordinator of Early College/FLEX Programs.

- 11.0 Approval of New Job Description: Commercial Driver

Moved by Ms. Amezcua, seconded by Mr. Palacio, and carried 4-1, Ms. Iglesias dissenting, to approve the new job description: Commercial Driver.

NEW AND REVISION OF EXISTING BOARD POLICIES - FIRST READING / NO ACTION REQUIRED
Board Policy (BP) 5131.62 Tobacco (Revised: First Reading)

RECESS TO CLOSED SESSION

The Regular Board meeting recessed at 10:10 p.m. to consider anticipated litigation, personnel matters, and negotiations.

RECONVENE OPEN MEETING

The Board meeting reconvened at 11:56 p.m.

BOARD REPORTS

Dr. Rodriguez: Requested a meeting with Monroe, Edison, Esqueda and Washington elementary schools related to enrollment issues.


Ms. Amezcua: Asked staff to look into immunizations offered at Palmdale Unified.

ADJOURNMENT

There being no further business to come before the Board, the Board meeting adjourned in memory of Rameses "Ramsey" O. Aguinaga and James E. Kalogris by President Amezcua at 12:09 a.m.

The next Regular Meeting of the Board of Education is Tuesday, June 12, 2018, at 6:00 p.m.

ATTEST:



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

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
RESIGNATIONS 2017-18				
Tarver, Nicole	Teacher	Washington	June 1, 2018	
Thornburgh, Dustin	Program Specialist	Special Education	May 31, 2018	
RETIREMENTS 2017-18 (CORRECTION ON LAST DAY)				
Akamine, Brian	Teacher	Century	June 1, 2018	
Larson, Sharon	Teacher	Edison	June 1, 2018	
Martinez, Barney	Teacher	Visual & Performing Arts	June 1, 2018	
Pattullo, Paulette	Teacher	Sierra	June 1, 2018	
Qafaiti, Michael	Teacher	Carr	June 29, 2018	
CHANGE IN STATUS				
Reyes Tenopala, Luis	Teacher	Esqueda	April 17, 2018	From Intern to Probationary II
LEAVES (21 duty days or more) - Without Pay and Without Benefits				
Maitino, Sara	Teacher	Wilson	August 10, 2018 - May 31, 2019	Child Care
Schaefer, Alicia	Speech and Language Pathologist	Speech Department	August 8, 2018 - May 31, 2019	Child Care

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
RESCINDED 2018-19 LEAVE (21 duty days or more) - Without Pay and Without Benefits				
Sanchez, Graciela	Teacher	Monte Vista	August 10, 2018 - May 31, 2019	Child Care
EXPIRATION OF 39-MONTH REEMPLOYMENT				
Post, Robin	Teacher	Madison	May 5, 2018	
STIPEND 2017-18				
Park, Chu	Counselor	Chavez	2017-18	Lead Counselor
SPRING SPORT 2017-18				
C'De Baca, Cooper	Assistant Coach	Godinez	2017-18	Track
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS				
Agahi, Fariba		Martin		
Ahluwalia, Amrita		Washington		
Almanzar, Pete		McFadden		
Alvarez, Eliana		Muir		
Arismendi, Cheryl		Washington		
Asker, Hebatalla		McFadden		
Barragan, Ruby		Esqueda		
Ben-Jacob, Ashley		Taft		

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
Berger, Jill		Segerstrom		
Birnie, Spencer		Transition Programs		
Blake, Anne		Heninger		
Blankenship, Linda		Heninger		
Brooks, Cheryl		McFadden		
Bushnell, Karen		Mitchell		
Caetta, James		Century		
Cairns, Joshua		Taft		
Camacho, Elsa		Mitchell		
Cantey, Amanda		Washington		
Carlson, Jonathan		McFadden		
Carney, Jann		McFadden		
Childress, Allen		Muir		
Chino, Brenda		Esqueda		
Cho, David		Special Education		
Cifuentes, Adolfo		Heninger		
Cockrill, Kelly		Mitchell		
Collins, Rachelle		Santa Ana		
Contreras, Consuelo		Washington		
Contreras, Juan		Saddleback		
Cortez, Dany		Muir		
Cortez, Francisco		Valley		
Cota, Andrea		Martin		
Creaghe, Lorena		McFadden		

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
Cuellar, Alice		Special Education		
Curtis, Christina		McFadden		
De Leon, Marissa		Martin		
Delgado, Oscar		Chavez		
Derleth, Nicole		Martin		
Detviler, Tammra		Santa Ana		
Diamond, Haylee		NOVA		
Domingo, Crystal		Muir		
Duran, Corrine		Heninger		
Edward, Marina		Heninger		
Ehlow, Lisa		Muir		
Eidenmuller, Gail		Martin		
Ekno, Desiree		Washington		
Elias, Andrea		Martin		
Elizalde, Leslie		Mitchell		
Elizondo-Rodriguez, Leslie		Valley		
Espenilla, Maria Menerva Taculog		Washington		
Espindola, Claudia		Transition Programs		
Espineli, Tabitha		McFadden		
Esqueda, Edith		Muir		
Esquivel, Elizabeth		Washington		
Fedele, Stephen		Godinez		

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
Fernandez, Kim		McFadden		
Flores, Marilu		Martin		
Gabaldon, Robert		Valley		
Garcia, Francisco		Martin		
Garcia, John		Taft		
Gonzales, Brenda		Muir		
Gonzales, Christopher		Saddleback		
Gonzalez, Maria		Esqueda		
Gregory, Caitlyn		McFadden		
Gregrow, Stacey		McFadden		
Guerra, Gustavo		Esqueda		
Gutierrez, Manuel		Washington		
Hackett, Jeanne		Muir		
Hanis, Susan		Santa Ana		
Hanna, Howida		Mitchell		
Hass, Lindsey		Mitchell		
Hermocillo, Dana		Esqueda		
Hernandez, Robert		Valley		
Hernandez, Stephanie		Martin		
Holley, Lori		Taft		
Hoolihan, Kathleen		Heninger		
Howell, Andrea		Taft		
Huestis, Mindy		Mitchell		
Hughes, Shawna		Special Education		
Hunter, Mark		Martin		

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
Hutchens, Leslie		McFadden		
Ingebrigtsen, Kortni		Martin		
Jacovides, Alexis		Godinez		
Jaramillo, Rosa		Taft		
Jears, Angelique		McFadden		
Kennedy, Cathleen		Transition Programs		
Kinney, Alison		Muir		
Kohut-Clements, Carrie		Taft		
Koukios, Karli		Taft		
Krupinski, Debra		Taft		
Larsson, Mary		Special Education		
Leal-Avalos, Marisol		McFadden		
Lee, Darlyn		McFadden		
Lee, Grant		Santa Ana		
Leenen, Rona		Muir		
Lemus, Martha		Washington		
Lopez, Luis		McFadden		
Lower, Daniel		McFadden		
MacDonald, Michelle		Taft		
Martinez, Juliana		Martin		
Martinez, Rene		McFadden		
Martinez, Yobany		Valley		
Marting, Danielle		McFadden		
Martinov, Elizabeth		Martin		

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
Mata, Lucia		Washington		
Mata-Azvedo, Theresa		Taft		
McConnell, Amanda		Century		
McMahon, Patrick		Washington		
Mendoza, Eskayla		Mitchell		
Miranda, Dayna		McFadden		
Mitsicourides, Alexander		Century		
Mohr, Lawrence		Century		
Momberg, Julie		Valley		
Montano, Sabrina		Mitchell		
Montes, Karina		Taft		
Montgomery, Guy		Century		
Moore, Nguyet		Santa Ana		
Morales, Charleen		Century		
Morris, Elisa		Mitchell		
Murphy, Ellery		McFadden		
Napier, Rodney		Muir		
Nelson, Kurt		Muir		
Newman, Heather		Martin		
Nguyen-Lee, Cyndy		Heninger		
Nilsson, Tyler		Transition Programs		
Nolan, Mackenzie		Mitchell		
Nunez, Alejandro		Transition Programs		

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
O'Connell, James		Saddleback		
Olivas, Erika		Esqueda		
Olsen, Shane		Transition Programs		
Olsen, Terri		McFadden		
Ontiveros, Cassandra		Washington		
Orville, Jan		Muir		
Padilla, Debbie		Heninger		
Peck, Stephanie		Segerstrom		
Pelosi, Carol		Heninger		
Pena, Giancarlo		Special Education		
Perkins, Melissa		Heninger		
Ponce, Magaly		McFadden		
Ponce, Mary		Washington		
Pondell, Katrina		Transition Programs		
Pulido, Analiz		Mitchell		
Purdy, Christine		Mitchell		
Quintero, Eliseo		Mitchell		
Rajpurkar, Anagha		Saddleback		
Ramirez, Gabriel		Saddleback		
Ramirez, Hayley		Mitchell		
Ramirez, Scott		Mitchell		
Ramsay, Cynthia		Heninger		
Reh, Myava		Heninger		

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
Reyes, Robert		Martin		
Reyes Herrera, Rosendo		Esqueda		
Rincon, Rosa		Heninger		
Rogers, Brandon		Segerstrom		
Rogers, Tracy		Muir		
Rosales, Nadia		Century		
Rosenberg, Joel		Santa Ana		
Rubio, Paul		Esqueda		
Ruiz, Mirna		Mitchell		
Salgado, Jazmine		Mitchell		
Sanchez Jimenez, Mayra		Special Education		
Sanderson, Shawn		Taft		
Sandoval, Damaris		Mitchell		
Sandoval, Paula		Segerstrom		
Schlenker, Nicholas		Century		
Schultz, Kristin		Special Education		
Scott, Robin		Muir		
Shimasaki, Darren		McFadden		
Simpson, Ariadna		Heninger		
Sleiman, Angela		Heninger		
Smith, Blake		Valley		
Smith, Michelle		Taft		
Stotelmeyer, Stephanie		Segerstrom		
Stout, John		Special Education		
Stowers, Tyler		McFadden		

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
Strazzulla, Shannon		Esqueda		
Striegl, Telly		Martin		
Swanson, Eric		McFadden		
Tamayo-Nikolenko, Judith		Special Education		
Tarnow, Paula		McFadden		
Tarver, Nicole		Esqueda		
Torres, Josue		Martin		
Tran, Lisa		Mitchell		
Truong, Lisa		Special Education		
Tucker, Adriana		Lorin Grisot		
Uranga, Yvonne		Mitchell		
Valdovinos, Elizabeth		Martin		
Valle, Michelle		Mitchell		
Vijayvargiya, Shalini		Muir		
Wagstaff, Kelli		Muir		
Wallace, Karen		Washington		
Warner, Denise		Esqueda		
Watts, Matthew		Godinez		
Weiss, Debra		Saddleback		
Wellikson, Leah		Muir		
Wenkart, Patricia		Saddleback		
Witte, Laura		Century		
Wright, Katie		Heninger		
Zamudio, Alma		McFadden		

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)				
Zanca, Rita		Taft		
Zarate, Rosa		Transition Programs		
Zwickl, Lynne		Muir		
CHANGE IN CONTRACT LENGTH 2018-19				
Bornhop, Mary	Teacher	Roosevelt	August 8, 2018	From 60% to 100% contract
Hermann, Cynthia	Teacher	Santa Ana	August 8, 2018	From 40% to 60% contract
Loo, Erin	Teacher	Fremont	August 8, 2018	From 60% to 100% contract
Nguyen, Thuc	Teacher	Fremont	August 8, 2018	From 40% to 100% contract
Rodebaugh, Jeanne	Teacher	Century	August 8, 2018	From 80% to 60% contract
Rodriguez-Thomas, Rocio	Teacher	Santa Ana	August 8, 2018	From 60% to 80% contract
PARTIAL CONTRACT 2018-19				
Blash, Megan	Teacher	Godinez	August 8, 2018	80% Continuing Contract
Bojorquez, Linsey	Teacher	Century	August 8, 2018	80% Continuing Contract
Bond, Nini	Speech and Language Pathologist	Speech Department	August 6, 2018	38.5% Continuing Contract
Corell, Julie	Speech and Language Pathologist	Speech Department	August 8, 2018	80% Continuing Contract

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
PARTIAL CONTRACT 2018-19 (Continued)				
Fiocca, Sharon	Speech and Language Pathologist	Speech Department	August 8, 2018	60% Continuing Contract
Hefner, Anne	Speech and Language Pathologist	Speech Department	August 8, 2018	50% Continuing Contract
Hishiki, Ella	Speech and Language Pathologist	Speech Department	August 8, 2018	80% Continuing Contract
Ingersoll, Laura	Speech and Language Pathologist	Speech Department	August 8, 2018	60% Continuing Contract
Lee Giuseffi, Robyn	Curriculum Specialist	K-12 Curriculum Instruction/Staff Development	August 8, 2018	80% Continuing Contract
Maeda, Eileen	Teacher	Visual and Performing Arts	August 8, 2018	80% Continuing Contract
Malczynski, Jan	Speech and Language Pathologist	Speech Department	August 8, 2018	60% Continuing Contract
Murgolo, Kimberly	Teacher	Alternative Education	August 8, 2018	40% Continuing Contract
Nguyen, Dana	Teacher	Santa Ana	August 8, 2018	80% Continuing Contract
Nieto Miller, Paula	Teacher	Godinez	August 8, 2018	80% Continuing Contract

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
PARTIAL CONTRACT 2018-19 (Continued)				
Orrante, Rebecca	Speech and Language Pathologist	Speech Department	August 8, 2018	90% Continuing Contract
Prouty, Katrina	Speech and Language Pathologist	Speech Department	August 8, 2018	60% Continuing Contract
Rezvani, Niloufar	Psychologist	Psychological Services	August 6, 2018	75% Continuing Contract
Ryan, Brittney	Speech and Language Pathologist	Speech Department	August 8, 2018	40% Continuing Contract
Ryan, Lisa	Psychologist	Psychological Services	August 6, 2018	60% Continuing Contract
Skelton, Susan	Psychologist	Psychological Services	August 6, 2018	90% Continuing Contract
Smith, Gladys	Nurse	Child Development	August 8, 2018	40% Continuing Contract
Spearman, Suzanne	Psychologist	Psychological Services	August 6, 2018	75% Continuing Contract
Watkins, Christopher	Teacher	Lorin Griset	August 8, 2018	40% Continuing Contract
York, Jennifer	Teacher	Godinez	August 8, 2018	40% Continuing Contract
SHARED CONTRACT 2018-19				
Avram, Sarah	Teacher	Carver	August 8, 2018	60% Contract
Sills, Stacey	Teacher	Carver	August 8, 2018	40% Contract

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SHARED CONTRACT 2018-19 (Continued)				
Galindo-Werner, Lisa	Teacher	Hoover	August 8, 2018	40% Contract
Hackett, Jeanne	Teacher	Hoover	August 8, 2018	60% Contract
Cardenas, Jennifer	Teacher	Esqueda	August 8, 2018	80% Contract
Frederick, Carolyn	Teacher Elem	Esqueda	August 8, 2018	20% Contract
Ledergerber, Amber	Teacher	Esqueda	August 8, 2018	80% Contract
Pilla, Julia	Teacher	Esqueda	August 8, 2018	20% Contract
Mouat, Amy	Teacher	Fremont	August 8, 2018	50% Contract
Wellikson, Leah	Teacher	Fremont	August 8, 2018	50% Contract
Mauga, Nicholl	Teacher	Greenville	August 8, 2018	40% Contract
Simon, Tracy	Teacher	Greenville	August 8, 2018	60% Contract
Brainard, Laurin	Teacher	Heninger	August 8, 2018	50% Contract
Ixmayer, Jana	Teacher	Heninger	August 8, 2018	50% Contract
Schrock, Michelle	Teacher	Heninger	August 8, 2018	20% Contract
Wiedrick, Eulalla	Teacher	Heninger	August 8, 2018	80% Contract
Hagmann, Jennifer	Teacher	Muir	August 8, 2018	50% Contract
Kenyon, Allison	Teacher	Muir	August 8, 2018	50% Contract

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SHARED CONTRACT 2018-19 (Continued)				
Rowen, Stacey	Teacher	Muir	August 8, 2018	50% Contract
Sebens, Amber	Teacher	Muir	August 8, 2018	50% Contract
Dickey, Melissa	Teacher	Roosevelt	August 8, 2018	50% Contract
Hall, Jannette	Teacher	Roosevelt	August 8, 2018	50% Contract
Lemberger, Diane	Teacher	Roosevelt	August 8, 2018	40% Contract
Sherman, Colleen	Teacher	Roosevelt	August 8, 2018	60% Contract
Allen, Christine	Program Specialist	Special Education	July 1, 2018	50% Contract
Yolles, Meghan	Program Specialist	Special Education	July 1, 2018	50% Contract
Smith, Katrina	Teacher	Taft	August 8, 2018	50% Contract
Yen, Ju-Yin	Teacher	Taft	August 8, 2018	50% Contract
Pitman, Marin	Teacher	Thorpe	August 8, 2018	50% Contract
Stahle, Katherine	Teacher	Thorpe	August 8, 2018	50% Contract
Bustamante, Carolina	Teacher	Walker	August 8, 2018	20% Contract
Ly, Alyssa	Teacher	Walker	August 8, 2018	80% Contract
Call, Brenda	Teacher	Walker	August 8, 2018	70% Contract
Kinan, Karen	Teacher	Walker	August 8, 2018	30% Contract

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
 Board Meeting - May 22, 2018**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
SHARED CONTRACT 2018-19 (Continued)				
Deems, Lindsey	Teacher	Washington	August 8, 2018	70% Contract
Kretzschmar, Jeanne	Teacher	Washington	August 8, 2018	30% Contract

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
RETIREMENTS				
Rowe, Myrnalou	Teacher's Aide	Monte Vista	May 31, 2018	
Ruvolo, Lorraine	Career Guidance Technician	Chavez	June 15, 2018	
RESIGNATIONS				
Agnifili, Catherine	After School IP	After School Programs	May 2, 2018	
De Santiago, Miriam	Licensed Vocational Nurse	Health/Home-Hospital Instr.	April 24, 2018	
Diaz, Andres	After School IP	After School Programs	April 24, 2018	
Ferguson, Regina	Site Coordinator	Santiago	May 4, 2018	
ABSENCES (3 to 20 duty days) - Without Pay				
Guillen, Juanita	Nutrition Services Assistant	Carver	May 10, 2018 - May 18, 2018	Personal
Ibarra, Ana	Preschool Teacher	ECE	April 27, 2018 - May 2, 2018	Personal
Ruvolo, Lorraine	Career Guidance Technician	Chavez	June 11, 2018 - June 14, 2018	Personal

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
LEAVE (21 duty days or more) - Without Pay				
Nuñez, Alvaro	Instr. Asst. Sev. Dis.	Carr	January 12, 2018 - May 11, 2018	Personal
MILITARY LEAVE				
Nguyen, Kiet	School Police Officer	School Police Svcs.	May 14, 2018 - May 21, 2018	
PROBATIONARY APPOINTMENTS				
Escobar, Alexis	After School IP	After School Programs	May 2, 2018	Grade/Step 16/1
Glasper, Sharon	Custodian	Building Services	May 23, 2018	Grade/Step 23/1 + Diff.
Gonzalez, Erica	After School IP	After School Programs	April 30, 2018	Grade/Step 16/1
Gonzalez, Eldia	Teacher's Aide	ECE	May 16, 2018	Grade/Step 10/1
Mares, Richard Jr.	Custodian	Building Services	June 4, 2018	Grade/Step 23/1 + Diff.
ADDITIONAL ASSIGNMENT				
Gonzalez, Joel	After School IP	After School Programs	April 25, 2018	Grade/Step 16/1

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
PROMOTIONAL APPOINTMENTS				
Alonso, Neftali	HVAC II	Building Services	May 23, 2018	From HVAC I Grade/Step 30/6 to Grade/Step 36/4
Anguiano, Rocio	Payroll Technician	Payroll Dept.	June 1, 2018	From Account Clerk Grade/Step 25/4 to Grade/Step 32/2
Lenz, Paul	Account Technician	Accounting Dept.	May 23, 2018	From Sr. Account Clerk Grade/Step 28/6 to 31/6
Ruiz, Daniel	Inter. Lead Custodian	Building Services	May 23, 2018	From Custodian Grade/Step 23/6 + Diff. to Grade/Step 25/6 + Diff.
Ruvalcaba, Claudia	Pupil Hearing Technician	PSS	May 23, 2018	From School Office Asst. Sec. Grade/Step 24/6 + Bil. to Grade/Step 34/2 + Bil.

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
PROMOTIONAL APPOINTMENTS (Continuation)				
Soto, Nancy	Account Technician	Accounting Dept.	May 23, 2018	From Sr. Account Clerk Grade/Step 28/6 to Grade/Step 31/6
Torres, Elizabeth	Autism Paraprofessional	Century	April 27, 2018	From SSP Sp. Ed. Grade/Step 19/1 to Grade/Step 24/1
REASSIGNMENTS				
Bermudez, Monica	After School Instr. Provider	Lincoln	April 23, 2018	From Itinerant
Rios, Jorge	Plant Custodian Elem.	Heninger	May 7, 2018	From Lincoln
TEMPORARY ASSIGNMENTS				
Carranza, Eric	Maintenance Worker II	Building Services	May 1, 2018 - June 29, 2018	Grade/Step 30/5
Diaz Ponce, Bianca	Site Coordinator	After School Programs	May 9, 2018 - May 15, 2018	\$25 hourly rate
Hosoi, Shawna	Food Service Supervisor Inter.	Nutrition Services	May 1, 2018 - May 31, 2018	Grade/Step 27/1
Lara, Nellie	Lead Credentials Technician	Human Resources	May 1, 2018 - May 31, 2018	Grade/Step 34/6 + Bil.

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
TEMPORARY ASSIGNMENTS (Continuation)				
Lomeli, Rosa	Plant Custodian HS	Valley	May 11, 2018 - May 15, 2018	Grade/Step 35/1
Lopez, Gerson	Roving Lead Custodian	Building Services	May 14, 2018 - May 25, 2018	Grade/Step 28/5 + Diff.
Nieto, Ricardo	Food Service Field Supervisor	Nutrition Services	May 1, 2018 - May 31, 2018	Grade/Step 40/2
Obeso, Gregory	Roving Lead Custodian	Building Services	April 25, 2018 - May 4, 2018	Grade/Step 28/1 + Diff.
Pham, Ryan	Site Coordinator	After School Programs	May 7, 2018 - May 31, 2018	\$25 hourly rate
Quezada, Xylon	Mgr. of Food Services Operator	Nutrition Services	May 1, 2018 - May 31, 2018	Level 25/1
Romero, Sara	Nutrition Services Lead Production Kitchen	Nutrition Services	April 17, 2018 - May 31, 2018	Grade/Step 21/3
Vega, Samuel	Plant Custodian Elem.	Building Services	April 25, 2018 - May 4, 2018	Grade/Step 28/3
Visoso, Janet	Food Service Supervisor HS	Nutrition Services	March 28, 2018 - May 1, 2018	Grade/Step 31/1
SHIFT DIFFERENTIAL				
Sanchez, Luis	School Police Officer	School Police Svcs.	April 13, 2018 - June 30, 2018	Grade/Step 40P4/I + Graveyard

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
HOURLY APPOINTMENTS				
Aviles, Adelina	Instr. Asst. Provider	McFadden	May 8, 2018	Grade/Step 16/1
Meneses, Ashley	Instr. Asst. Provider	Segerstrom	April 26, 2018	Grade/Step 16/1
Palomino, Magdalena	Instr. Asst. Provider	Santa Ana	April 26, 2018	Grade/Step 16/1
Sanchez, Angel	Instr. Asst. Provider	Segerstrom	May 1, 2018	Grade/Step 16/1
SUBSTITUTE				
Lemus, Jamie	Library Media Tech.		April 30, 2018	Grade/Step 20/1
ATHLETIC SPECIALIST				
Alvarado, Gary	Asst. Softball Coach	Godinez	February 12, 2018	\$22.43
Alano, Clarence	Asst. Football Coach	Century	May 14, 2018	\$28.04
Cornejo, Edwin	Asst. Softball Coach	Century	February 12, 2018	\$22.43
Crocker, Randy	Asst. Football Coach	Century	February 12, 2018	\$22.43
Diaz, Jesus Jr.	Asst. Football Coach	Century	May 14, 2018	\$28.04
Diaz, Luis Jr.	Asst. Basketball Coach	Century	February 12, 2018	\$22.43
Flores, Yvette	Asst. Volleyball Coach	Century	February 12, 2018	\$22.43
Garcia, Jose	Asst. Track Coach	Century	February 12, 2018	\$22.43
Hernandez, Andres	Asst. Tennis Coach	Century	February 12, 2018	\$22.43
Moran, Oscar	Asst. Track Coach	Century	February 12, 2018	\$22.43
Mungia Manzo, Joel	Asst. Soccer Coach	Century	November 13, 2017	\$22.43
Ojeda Morales, Edgar	Asst. Basketball Coach	Century	February 12, 2018	\$22.43
Palomares, Daniel	Asst. Basketball Coach	Century	March 1, 2018	\$22.43
Portillo, Angel	Asst. Football Coach	Century	May 14, 2018	\$28.04

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - May 22, 2018

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
ATHLETIC SPECIALIST (Continuation)				
Ramirez, Roberto	Asst. Tennis Coach	Century	February 12, 2018	\$22.43
Reyes, Jonathan	Asst. Football Coach	Saddleback	May 14, 2018	\$28.04
Rojas, Omar	Asst. Volleyball Coach	Century	February 12, 2018	\$22.43
Rucker, Frostee	Asst. Football Coach	Century	May 14, 2018	\$28.04
Salcido, Jose	Asst. Softball Coach	Century	February 12, 2018	\$22.43
Santacruz, Anthony	Asst. Baseball Coach	Century	February 12, 2018	\$22.43
Tapia Santiago, Samuel	Asst. Track Coach	Century	February 12, 2018	\$22.43



22, 2018

SANTA ANA UNIFIED SCHOOL DISTRICT

COORDINATOR OF EARLY COLLEGE / FLEX PROGRAMS

JOB SUMMARY:

Under direction of the site principal, provide leadership in the development and implementation of the Early College/FLEX programs. The Coordinator of Early College/FLEX programs manages the roles of the general program administration and communication.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the positions if the work is similar, related or a logical assignment to this class.

- Attend Early College/FLEX programs trainings, meetings, and professional development opportunities. **E**
- Oversee the student selection process. **E**
- Ensure that candidates meet program and examination requirements and fulfill Early College/FLEX requirements. **E**
- Ensure that textbooks, resources and facilities are available according to the needs of the Early College/FLEX programs. **E**
- Ensure that all Early College/FLEX programs staff have access to relevant publications and updated resource materials and are fully informed of current program content and subject requirements.
- Interview and hire Early College/FLEX programs staff as needed to stay Early College/FLEX compliant. **E**
- Ensure that all Early College/FLEX regulations set forth by Santa Ana College are followed, and other colleges as needed. **E**
- Coordinate administration of the final examinations, ensuring that all conditions for conducting examinations are met. **E**
- Analyze overall Early College/FLEX programs results and oversee the analysis of individual department results. **E**

COORDINATOR OF EARLY COLLEGE / FLEX PROGRAMS (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- **Oversee, observe, support, and evaluate Early College/FLEX programs staff. E**
- **Organize regular staff meetings for review of student progress and discussion of appropriate strategies to ensure best performance. E**
- **Work with the Early College/FLEX programs staff to establish an internal calendar of deadlines in order to spread the student and staff workload over the two years and to guarantee completion of all Early College/FLEX programs requirements. E**
- **Ensure that all deadlines are met for registration, testing, and assessment. E**
- **Delegate coordination of project-based learning activities. E**
- **Lead professional development for Early College/FLEX programs teachers through meetings, workshops and coaching. E**
- **Ensure that all Early College/FLEX programs staff are informed of and adhere to Early College and XQ regulations. E**
- **Ensure that accurate student records are maintained. E**
- **Ensure that Early College credits are distributed to students upon completion of classes. E**
- **Coordinate with the Higher Education Coordinator and Counselors to provide information and guidance about further studies, careers and scholarship opportunities, making sure that students obtain the appropriate references and that transcripts are forwarded to universities. E**
- **Enforce policies for Assessment, Academic Honesty, Language, and Special Educational Needs. E**
- **Maintain regular communication with all Early College/FLEX programs stakeholders (students, teachers, parents, high school administrators, etc.). E**
- **Serve as Early College/FLEX programs advocate for all stakeholders (students, teachers, parents, high school administrators, etc.). E**
- **Inform parents of the rules and regulations of Early College/FLEX programs. E**
- **Contribute to the marketing of the programs within and outside the school. E**

Minutes
May 22, 2018
COORDINATOR OF EARLY COLLEGE / FLEX PROGRAMS (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Keep copies of all correspondence with Santa Ana College and XQ Organization including forms, documents, and reports. **E**
- Gather and utilize Early College/FLEX programs data for program evaluation. **E**
- Oversee school Early College/FLEX programs budget for student fees, training, technology and supplies. **E**
- Perform related duties similar to the above in scope and impact as required.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Principles and practices of Early College/FLEX programs.
- Principles and methods of research.
- Federal, state, and local laws, codes, and regulations affecting assigned work area.
- Basic report preparation
- Educational Codes and District policies and procedures.
- General administration requirements of the Early College/FLEX programs.

Ability to:

- Interpret, apply, explain and reach sound decisions within the scope of authority in accordance with Educational Codes, and District policies and procedures.
- Prepare, maintain, and submit clear concise reports.
- Organize, set priorities, take initiative, and exercise sound independent judgement within the areas of responsibility.
- Operate office equipment, including computers and software applications.
- Communicate clearly and effectively, orally and in writing.
- Deal with sensitive and difficult situations.
- Make public presentations.
- Establish and maintain effective working relationships with administrators and staff, school site administrators, teachers and staff, external district representatives and others encountered in the course of work.
- Administer the Early College/FLEX programs budget and teacher professional development.
- Must demonstrate attendance sufficient to complete the duties of the position as required.

COORDINATOR OF EARLY COLLEGE / FLEX PROGRAMS (CONTINUED)**EDUCATION AND EXPERIENCE:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

- Bachelor's degree.
- Master's degree preferred.
- Three years of responsible program leadership or administrative related experience.
- At least two years teaching experience or related experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential.
- Valid Administrative Credential.
- Valid California Driver's License.

WORKING CONDITIONS:**Environment:**

- School and office environment.
- Driving a vehicle to conduct work.
- Maintain flexible work hours, including evenings and weekends

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or on the telephone.
- Seeing to read a variety of materials and drive a vehicle.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching.
- Sitting, standing, or walking for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.



SANTA ANA UNIFIED SCHOOL DISTRICT
COMMERCIAL DRIVER

JOB SUMMARY:

Under the direction of the Manager of Transportation, perform skills associated with loading/unloading and driving a tractor-trailer and/or a bus. Responsible for transporting equipment or goods from one place to another using heavy equipment or tractor-trailer trucks.

REPRESENTATIVE DUTIES:

- Work independently as an experienced Commercial Driver. **E**
- Must be able to maneuver in and out of tight quarters while maintaining public safety. **E**
- Must follow all safety regulations and standards regarding size, weight, and break periods. **E**
- Responsible for receiving the load, loading and unloading the truck, parking in appropriate docks, tracking mileage, and documenting schedules, and driver manifests. **E**
- Drive a tractor-trailer. **E**
- Perform Pre and Post trip vehicle inspections as required by The Department of Transportation (DOT). **E**
- Knowledge to inspect the engine compartment: leaks, hoses, oil, coolant, fluids, and belts. **E**
- Perform the duties of properly connecting and disconnecting the trailer. **E**
- Perform basic mechanical repairs. **E**
- Perform work in accordance with and maintaining equipment as required by the California Highway Patrol and Vehicle Code. **E**
- Maintains a clean and orderly vehicle. **E**
- Ensures that safety steps are followed at all times, use proper safety equipment and keep all unauthorized personnel out of the truck. **E**
- Maintain a current Commercial License. **E**
- Maintain driver logs for Santa Ana Unified School District and working for an outside company, must adhere to FMCSA regulations. **E**
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Hours-of-Service Rules. (Comply with the combined hours may not exceed 11 hours, and must be after 10 consecutive hours off duty.)
- Hours-of-Service Rules. (Comply with the combined hours may not exceed 11 hours, and must be after 10 consecutive hours off duty.)
- Traffic and safety laws as they apply to the operation of vehicles.
- Lifting techniques.
- Principles to secure a loaded truck.
- Basic math.
- Preventive maintenance of automotive vehicles.
- Multiple counties including Orange, Los Angeles, and San Diego.

Ability to:

- Relate well to personnel in and outside the District.
- Perform minor truck maintenance.
- Understand and follow oral and written directions.
- Lift heavy objects.
- Meet schedules and time lines.
- Load, unload, and carry heavy objects.
- Operate a truck skillfully and safely.
- Verify quantities for accurate count.
- Oral and written communications skills.
- Establish and maintain effective working relationships with others.
- Plan routes and meet delivery schedules.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Motor Vehicle Operator's License, Class II.
- Valid California commercial driver's license with passenger and air brake endorsements.
- Valid unrestricted California Special Driver Certificate for school bus operation.
- Current First Aid Certificate issued by the American Red Cross, or pass equivalent tests given by the California Highway Patrol.
- Valid Medial Card.

COMMERCIAL DRIVER (CONTINUED)
May 22, 2018

WORKING CONDITIONS:

Environment:

- Varied weather conditions.
- Moderate exposure to dust and chemicals.
- Employees may be required to wear protective apparel including goggles, face protection, work boots, masks and uniforms.
- Driving a vehicle to conduct work.

Physical Abilities:

- Sit and stand for long periods of time, bend at the waist, kneel or crouch, stoop, reach, get down on your knees, perform work in tight spaces resulting in being on your knees in a trailer or building.
- Read small print and repair vehicles with small hard to see spaces (which may be corrected)
- Dexterity of hands and fingers to operate assigned equipment.
- Seeing to inspect vehicles and deliveries.
- Hearing and speaking accurately to exchange information.
- Subject to Post accident and Random Drug and Alcohol testing.
- Lifting, carrying, pushing or pulling heavy objects normally not exceeding eighty (80) pounds.

HAZARDS:

- Work around combustion engines, harsh and toxic chemicals, and substances.
- Heavy lifting.
- Driving in dense populated cities, driving in heavy traffic and narrow streets.
- Driving a tractor trailer.
- Driving a vehicle during adverse weather conditions.
- Traffic hazards.
- Will automatically be enrolled in the Department of Motor Vehicles Pull Program for any 2 point violation.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 5/22/18