

Santa Ana Unified School District  
1601 E Chestnut Avenue  
Santa Ana, CA 92701

MINUTES

REGULAR BOARD MEETING  
SANTA ANA BOARD OF EDUCATION

June 11, 2019

CALL TO ORDER

Board President Amezcua called the meeting to order at 4:35 p.m. Other members in attendance were Dr. Rodriguez, Dr. Alvarez, 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 4:35 p.m. to consider student matters, existing litigation, anticipated litigation, personnel matters, and labor negotiations.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 7:05 p.m.

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

PLEDGE OF ALLEGIANCE

Lieutenant Chavez, led the Pledge of Allegiance.

## REPORT OF ACTION TAKEN IN CLOSED SESSION

By a vote of 4-0, the Board took action to appoint Debra Carrillo, to the position of Coordinator of Student Achievement.

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

## RECOGNITION/ACKNOWLEDGEMENTS

### CORE Districts' Academic Growth Awards

Superintendent Phillips introduced Rick Miller, CEO of CORE Districts, who presented Adams Elementary, Franklin Elementary, Gonzalo Felicitas Mendez Fundamental Intermediate, Madison Elementary, Martin Luther King, Jr. Elementary, Martin R. Heninger Elementary, and McFadden Intermediate Schools with the CORE Districts' Academic Growth Award. The principals from each of the school sites were present to receive the awards, Sara Shorey (Adams), Rita Pereira (Franklin), Gabriel Moreno (Mendez), Lisa Solomon (Madison), Eleanor Rodriguez (King), William Skelly (Heninger), and Ignacio Muniz (McFadden).

## SUPERINTENDENT'S REPORT

Superintendent Phillips congratulated MacArthur Fundamental Intermediate, Thorpe Fundamental Elementary, Muir Fundamental Elementary, and Middle College High Schools for being identified as the 2018-19 Honor Roll Schools. She also congratulated all of our 2019 High School Senior Graduates. In addition, Superintendent read the statement below regarding charter schools.

As Superintendent of Schools for the Santa Ana Unified School District, I want to take this opportunity to set the record straight because there appears to be a lot of one-sided reporting over the dispute between the District and several charter schools for which the District has oversight responsibilities as the authorizing agency. I wish to emphasize five key points.

**First, charter schools must comply with all of the terms and conditions of their charter authorizing documents.**

Under California law, an entity that wishes to form a charter school within the boundaries of the School District must submit, usually to the School District, what is called a "charter petition" for approval. Since charter schools are a creature of legislation, the State of California has, in part, defined the terms of the relationship between a charter school and school district. The charter petition is required to address a number of specific matters, including a description of the academic program, and the petitioner is required to provide financial documents and address a variety of matters set out in the statute. If approved, this document becomes the school's operational document, called its "charter." The charter school is required to comply with this

charter, and the School District, as oversight agency, must hold the school accountable for following its charter and the law.

**Second, charter schools authorized by the district have an obligation to contribute their fair share of funding to support special needs students in Santa Ana.**

For each of the charter schools authorized by the Santa Ana Unified School District Board of Education, the School District provides services to charter students with special needs and the approved charter includes a provision specifying that the charter school must contribute to the School District a pro rata share of the cost of providing special education services, in excess of the funding received from the state and federal government, for special needs students served by the School District, including students at the charter schools. This obligation has been imposed by statute since 1999, and the law specifies that the School District must ensure that the charter schools make these payments. Therefore, as mentioned, the requirement is a part of each of the charters.

**Third, just because the charters were not billed for these expenses in the past does not mean they can avoid paying them now.**

In 2016, the School District commissioned an internal audit of its special education program. The resulting audit report noted that the School District had allowed the pro rata contribution to accumulate for each of the charter schools and that the School District had a duty to pursue this obligation as a matter of policy. In that regard, it was never the intent of the Board of Education to excuse or release any of the charter schools from their statutory obligation to contribute to the cost of providing services, despite claims now being made to the contrary. Like an individual's personal income taxes, the debt is owed to the government regardless of whether we receive an invoice from the IRS to pay our taxes.

**Fourth, the district was willing to enter into talks about how to settle this debt but one charter said flatly that they weren't going to pay.**

Faced with the audit information, the Board of Education instructed the Administration to open discussions with each of the charter schools for the purpose of sharing that the School District intended to seek the contribution owed but was willing to discuss payment terms (amount and payment schedule). To the School District's surprise, one of the charter schools indicated that it felt it owed nothing to the School District and would not negotiate any terms. It was only then that the School District considered withholding funding to the charter school as an offset against the statutorily imposed pro rata contribution owed by that charter school. The charter school then sought and obtained a preliminary injunction that precludes the School District from implementing the off-set until a full trial on the facts and law occurs at a later time. Because there is now litigation, in some form, involving all five charter schools, we are advised against making the topic a matter for open session discussion.

**Fifth, despite the claims by the charter that the injunction supported their position on the debt, the judge was clear that this merely held the financial arrangement as status quo so we could mediate the dispute. He did not agree that the charters were right.**

Even though, in news accounts, the charter school that brought the action proclaimed a victory, the court's ruling was not a decision on the merits. In fact, Judge Hoffer, at the hearing, stated that his ruling should not be considered a judgment in favor of the charter school's argument that it had no obligation to pay the School District what was owed and he strongly encouraged the parties to settle the dispute before trial.

In closing, the law is clear in terms of each charter school's obligation to pay a share of the costs of providing special education services. The decision to collect these payments is not an attempt to impair the existence of the charter schools, as some people have incorrectly alleged. Instead, the motivation is simple: the dollars that are owed by operation of law are for repayment of monies that the School District has already expended in providing important services to students in the School District and at each of the charter schools, and the funds will continue to be used for those purposes. The School District would be remiss if it did not seek this contribution.

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Dr. Phillips provided an update on Health Education and read the letter mailed out to parents.

The *2019 Health Education Curriculum Framework for California Public Schools* is aligned to California's 2008 health standards and includes additional guidance on teaching the sexual health content mandated in the *2016 California Healthy Youth Act (CHYA)*. CHYA requires students to receive medically accurate and unbiased comprehensive sexual health education and HIV prevention information once in middle school and once in high school. CHYA's required topics include the safety and effectiveness of contraceptive methods, sexually transmitted diseases, gender identity, sexual orientation, and healthy relationships. **Parents can opt out of CHYA completely by simply requesting a newly developed form from the school.**

The framework's focus is on guiding districts and teachers as they develop curriculum and instruction that enables students to make healthy choices and avoid high-risk behaviors. The framework's guidance includes suggestions on the use of gender-neutral and LGBTQ-inclusive language during health instruction to make classrooms safer learning environments free from bullying and harassment. Dispelling myths, breaking down stereotypes, and linking students to resources can help prevent bullying.

**The District has learned that the use of the framework is optional. Resources in the framework are optional as well—the framework does not mandate curriculum or instructional practices.** The framework covers the six content areas of physical and mental wellness: Nutrition and Physical Activity; Growth, Development, and Sexual Health; Injury, Prevention, and Safety; Alcohol, Tobacco, and Other Drugs; Mental, Emotional, and Social Health; and Personal and Community Health.

What does this mean for SAUSD?

- **Parents can continue to opt-out their children of CHYA by completing a form from their child's school.**
- **There is no change to the current curriculum and parents will be notified should there be changes.**
- **As a reminder, the district does not have a CHYA Board approved elementary curriculum.**
- **Also, staff has been meeting with parents and addressing their concerns.**

If you have any questions, regarding current CHYA approved curriculum at the intermediate and high school level or opt-out information, please speak to your child's principal or designee. Please let us know if you have questions.

**PUBLIC PRESENTATIONS**

Public speakers addressed the Board regarding the Taft DHH program, Charter School Funding, Special Needs, California Healthy Youth Act (CHYA), JFK Transportation, Roosevelt/Walker Community Center, Family and Community Engagement (FACE) Community Worker, and Best Interest of Students.

8.0 APPROVAL OF CONSENT CALENDAR

Moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 4-0, to approve the Consent Calendar as follows:

- 8.1 Approval of Special Board Meeting Minutes - May 11, 2019 and Regular Board Meeting Minutes - May 21, 2019
- 8.2 Approval of Board President Valerie Amezcua's Attendance at Collaborative for Academic, Social, and Emotional Learning Exchange on October 2, 3, and 4, 2019 in Chicago, Illinois
- 8.3 Acceptance of Gifts in Accordance with Board Policy (BP) 3290 – Gifts, Grants, and Bequests
- 8.4 Approval of SAUSD Parent and Family Engagement Policy for 2019-20 School Year
- 8.5 Approval of Student Expulsion(s) 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

Dr. Llamas stated the SAUSD Board of Education moved to accept the finding of the facts of the expulsion hearing panel which found student #371457 violated 48900 © and 48915 (c(3)) of the California Education Code. The Board has moved to expel student from one calendar year to a two semester expulsion. Student may apply for readmission on or after December 20, 2019. The Board of Education has also added the participation in the SAUSD Diversion program as part of the student's rehabilitation plan.

- 8.6 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
- 8.8 Approval/Ratification of Listing of No-Cost Community Partnership Agreements with Santa Ana Unified School District for 2018-19 and 2019-20 School Years
- 8.9 Approval/Ratification of Listing of Software License Agreements with Santa Ana Unified School District for 2018- 19 School Year
- 8.11 Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of May 8, 2019 through May 21, 2019
- 8.13 Approval of Declaration of Need for Fully Qualified Educators for 2019-2020 School Year
- 8.14 Approval of Revision to the 2019-2020 and 2020-2021 Academic School Calendar
- 8.15 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:

- 8.7 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District for 2018-19 and 2019-20 School Years

Moved by Ms. Amezcua, seconded by Mr. Palacio, and carried 4-0, to Approve/ratify the listing of agreements/contracts with Santa Ana Unified School District for the 2018-19 and 2019-20 school years.

- 8.10 Authorization to Utilize Piggyback Contracts for the Purchase of Classroom and Office Furniture

Moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 3-1, with Mr. Palacio dissenting, to authorize staff to utilize the contracts awarded by Torrance Unified School District for the purchase of classroom and office furniture, under Bid No. 10-04.09.19 for one year per President Amezcua.

8.12 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of May 8, 2019 through May 21, 2019

Moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 4-0, to ratify expenditure summary report and detailed warrant listing report of all payments over \$25,000 for the period of May 8, 2019 through May 21, 2019.

Change in Order of Agenda

PUBLIC HEARING

Local Control Accountability Plan and 2019-20 Proposed Budget

Ms. Amezcua declared the Public Hearing open. She asked those wishing to address the Board to step to the lectern.

After hearing no comments, Ms. Amezcua declared the Public Hearing closed.

Change in Order of Agenda

11.5 Authorization to Reject all Bids for Bid No. 15-19, Home-to-School Transportation

Moved by Mr. Palacio, seconded by Dr. Rodriguez, and carried 4-0, to approve the rejection of all bids for Bid No. 15-19, for home-to-school transportation services.

11.6 Ratification of SAUSD Assistant Superintendent, Human Resources Employment Agreement for Hiacynth D. Martinez, Ed.D.

Moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 4-0, to ratify the Assistant Superintendent, Human Resources employment agreement for Hiacynth D. Martinez, Ed.D. with SAUSD.

11.11 Authorization to Award a Contract for Bid Package No. 1 – Power Upgrade at Saddleback High School

Moved by Mr. Palacio, seconded by Ms. Amezcua, and carried 4-0, to authorize staff to award a contract to JRH Construction Company for Bid Package No. 1 – Power Upgrade at Saddleback High School.

11.12 Adoption Resolution No. 18/19-3296 - Non-School Use of the Garfield “Pacific

## Electric Substation No. 14” Wellness Center

Moved by Dr. Alvarez, seconded by Ms. Amezcua, and carried 4-0, to Adopt Resolution 18/19-3296 – Non-School use of the Garfield “Pacific Electric Substation No. 14” Wellness Center, submit the adopted Board resolution to the Division of State Architect, notifying DSA that the “Red Car” building will only be used for Adult Education Wellness Center purposes only, and approve the posting of signage notifying the public “This building does not meet the structural standards imposed by law for earthquake safety”.

Change in order of agenda

## PRESENTATION

### Local Control Accountability Plan

Dr. Llamas provided the Board with information on the Local Control Accountability Plan.

Change in order of agenda

## PUBLIC HEARING

### 2019-20 Proposed Budget

Ms. Amezcua declared the Public Hearing open. She asked those wishing to address the Board to step to the lectern.

After hearing no comments, Ms. Amezcua declared the Public Hearing closed.

Change in Order of Agenda

## PRESENTATION

### 2019-20 Proposed Budget

Mr. Roychowdhury provided information on the 2019-20 Proposed Budget.



## REGULAR AGENDA - ACTION ITEMS

- 11.1 Approval of Submission of Part I, Consolidated Application and Reporting System or funding to California State Department of Education for 2019-20 School Year

Moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-0, to approve submission of Part I of the Consolidated Application and Reporting System to the California State Department of Education for the 2019-20 school year.

- 11.2 Approval of the Local Control and Accountability Plan (LCAP) Federal Addendum

Moved by Ms. Amezcua, seconded by Mr. Palacio, and carried 4-0, to approve the LCAP Federal Addendum for the 2019-20 school year.

- 11.3 Approval of Migrant Education District Service Agreement (DSA) for 2019-20 School Year

Moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 4-0, to approve the Migrant Education District Service Agreement (DSA) for 2019-20 school year.

- 11.4 Approval of Extended Learning's Engage 360° Plan

Moved by Dr. Rodriguez, seconded by Mr. Palacio, and carried 4-0, to approve the Extended Learning Engage 360° Plan.

- 11.7 Approval of New Job Description: Coordinator of Health Services/Home Hospital Instruction

Moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to approve the new job description: Coordinator of Health Services/Home Hospital Instruction.

- 11.8 Approval of New Job Description: Coordinator of Student Assistance (McKinney-Vento, Foster, Foreign Exchange Students)

Moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to approve the new job description: Coordinator of Student Assistance (McKinney-Vento, Foster, and Foreign Exchange Students).

- 11.9 Approval of New Job Description: Coordinator of Community Relations

Moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to approve the new job description: Coordinator of Community Relations.

- 11.10 Approval of New Job Description: Extended Learning Field Supervisor

Moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 4-0, to approve the new

job description: Extended Learning Field Supervisor.

## BOARD REPORTS

Ms. Amezcua recommended that District staff take a look at making adjustments and changes to support the Taft DHH Program.

## ADJOURNMENT

There being no further business to come before the Board, the Board meeting was adjourned at 10:32 p.m.

The next Regular Meeting of the Board of Education is Tuesday, June 25, 2019, at 6:00 p.m.

ATTEST:



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

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>RESIGNATIONS 2018-19</b>				
Diaz, Veronica	Teacher	Saddleback	May 31, 2019	
Sidor, Sara	Nurse	Health/Home-Hospital Instruction	May 17, 2019	
<b>NEW HIRES/RE-HIRES</b>				
Foster, Steve	Teacher	Santa Ana	May 8, 2019	Rehire - Temporary 44909 (20% contract)
Numagami, Raymond	Teacher	Jefferson	May 1, 2019	New Hire - Temporary 44920 (48% Contract)
<b>CHANGE IN STATUS</b>				
Vanags, Michael	Teacher	Segerstrom	August 23, 2019	From Temporary 44920 to Probationary I
<b>LEAVE (21 duty days or more) - Without Pay and Without Benefits</b>				
Walker, Kenneth	Teacher	Santa Ana	August 7, 2019 - May 29, 2020	
<b>ABSENCE (3 to 20 duty days) - Without Pay with Benefits</b>				
Mejia, Lilia	Teacher	Lowell	May 6, 2019 - May 10, 2019	

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>ABSENCE (3 to 20 duty days) - Without Pay with Benefits (continued)</b>				
Rear, Lara	Teacher	Santa Ana	May 20, 2019 - May 31, 2019	
<b>39-MONTH REEMPLOYMENT</b>				
Davis, Nancy	Teacher	Segerstrom	May 1, 2019 - August 1, 2022	
Whitcomb, Haley	Teacher	Adams	May 9, 2019 - August 9, 2022	
<b>EXTENDED WORK YEAR 2018-19</b>				
Corell, Julie	Speech and Language Pathologist	Speech Department	June 12, 2019 - June 14, 2019	3 Additional Days
Kitzmann, Becky	Psychologist	Psychological Services	June 3, 2019 - June 7, 2019	5 Additional Days
<b>EXTENDED WORK YEAR 2019-20</b>				
Kitzmann, Becky	Psychologist	Psychological Services	July 15, 2019 - July 19, 2019	5 Additional Days
Patterson, Kimberly	Speech and Language Pathologist	Speech Department	July 15, 2019 - July 19, 2019	5 Additional Days

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>EXTENDED WORK YEAR 2019-20 (continued)</b>				
	Speech and Language Pathologist	Speech Department	July 15, 2019 - July 19, 2019	5 Additional Days
<b>EXTRA DUTY 2018-19</b>				
Gregrow, Stacey	Teacher	Special Education	June 3, 2019 - June 28, 2019	Preschool Assessment Team
Lingren, Kathryn	Teacher	Mitchell	June 3, 2019 - June 20, 2019	Preschool Assessment Team
Ramirez, Scott	Teacher	Mitchell	June 24, 2019 - June 28, 2019	Preschool Assessment Team
Sommer, Kimberly	Teacher	Mitchell	June 3, 2019 - June 30, 2019	Preschool Assessment Team
<b>EXTRA DUTY 2019-20</b>				
Gregrow, Stacey	Teacher	Special Education	July 1, 2019 - July 11, 2019	Preschool Assessment Team
Ramirez, Scott	Teacher	Mitchell	July 1, 2019 - July 11, 2019	Preschool Assessment Team
Sommer, Kimberly	Teacher	Mitchell	July 1, 2019 - July 11, 2019	Preschool Assessment Team

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS</b>				
Agahi, Fariba		Washington		
Ahluwalia, Amrita		Washington		
Allard, Nathan		Adult Transition		
Asker, Hebatalla		Washington		
Barrientos, Maria		Saddleback		
Basart, Michael		Carr		
Beer, Carly		Carr		
Benavides, Yajahira		Heninger		
Ben-Jacob, Ashley		Taft		
Berger, Jill		Segerstrom		
Berina, Noel II		Adult Transition		
Birnie, Spencer		Adult Transition		
Blair, Maureen		Taft		
Blankenship, Linda		Heninger		
Brown, Allison		Carr		
Caetta, James		Century		
Cairns, Joshua		Godinez		
Camacho, Elsa		Mitchell		
Cantey, Amanda		Washington		
Carlson, Jonathan		Carr		
Carney, Jann		Carr		
Castaneda, Francisco		Washington		
Castro, Daniel		Santa Ana		
Cervantes, Julissa		Heninger		
Childress, Allen		Kennedy		

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (continued)</b>				
Chino, Brenda		Esqueda		
Cifuentes, Adolfo		Heninger		
Collins, Rachelle		Santa Ana		
Contreras, Consuelo		Martin		
Contreras, Juan T.		Saddleback		
Cortez, Dany		Kennedy		
Cortez, Francisco		Valley		
Cota, Andrea		Martin		
Cuellar, Alice		Special Education		
De Leon, Marissa		Martin		
Delgado, Gabriel		Valley		
Delgado, Oscar		Chavez		
Denney, Linda		Heninger		
Detviler, Tammra		Santa Ana		
Diamond, Haylee		NOVA		
Dionicio, Perla		Martin		
Dodge, Scott		Carr		
Domingo, Crystal		Kennedy		
Edward, Marina		Heninger		
Ehlow, Lisa		Kennedy		
Ekno, Desiree		Adult Transition		
Elias, Andrea		Adult Transition		
Espenilla, Maria Menerva				
Taculog		Taft		
Espindola, Claudia		Adult Transition		

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (continued)</b>				
Espineli, Tabitha		Esqueda		
Espinoza, Nayely		Martin		
Esqueda, Edith		Kennedy		
Fedele, Stephen		Godinez		
Flores, Marilu		Kennedy		
Gabaldon, Robert		Valley		
Garcia, Francisco		Kennedy		
Garcia, John R.		Various Sites		
Gonzales, Christopher		Saddleback		
Gonzalez, Maria		Esqueda		
Gonzalez, Marina		Esqueda		
Gregory, Caitlyn		Carr		
Gregrow, Stacey		Special Education		
Guerra, Gustavo		Esqueda		
Gutierrez, Manuel		Washington		
Guzman, Allison		Washington		
Hackett, Jeanne		Kennedy		
Hanis, Susan		Martin		
Hanna, Howida		Mitchell		
Hass, Lindsey		Mitchell		
Hermocillo, Dana		Esqueda		
Hernandez, Robert		Valley		
Holley, Lori		Taft		
Howard, Phillip		Godinez		
Hsu, Maylin		Kennedy		



**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (continued)</b>				
Huestis, Mindy		Mitchell		
Hughes, Shawna		Special Education		
Hunter, Mark		Carr		
Ingebrigtsen, Kortni		Martin		
Jacovides, Alexis		Godinez		
Jaramillo, Rosa		Taft		
Johnson, Leslie		Mitchell		
Kearns, Alice		Taft		
Kennedy, Cathleen		Adult Transition		
Kimney, Alison		Kennedy		
Kirby, Angela		Martin		
Leal-Avalos, Marisol		Carr		
Lee, Darlyn		Century		
Lee, Grant		Santa Ana		
Leenen, Rona		Kennedy		
Lemus, Martha		Washington		
Leonard, Sean		Godinez		
Lopez, Luis		Segerstrom		
Martinez, Juliana		Martin		
Martinez, Yobany		Valley		
Martinov, Elizabeth		Martin		
Mata, Lucia		Washington		
Mata-Azvedo, Theresa		Taft		
McConnell, Amanda		Century		
McCord, Kirby		Washington		

**CERTIFICATED PERSONNEL CALENDAR**

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**Board Meeting - June 11, 2019**

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<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (continued)</b>				
McMahon, Patrick		Carr		
Mendoza, Eskayla		Mitchell		
Meneses, Dulce		Martin		
Miyashiro, Maria		Kennedy		
Mohr, Lawrence		Century		
Momberg, Julie		Santa Ana		
Montano, Sabrina		Mitchell		
Montes, Karina		Taft		
Morales, Charleen		Esqueda		
Morris, Elisa		Mitchell		
Napier, Rodney		Kennedy		
Nelson, Kurt		Kennedy		
Newman, Heather		Martin		
Nguyen, Ngoc		Carr		
Nguyen-Lee, Cyndy		Heninger		
Nilsson, Tyler		Adult Transition		
Nolan, Mackenzie		Mitchell		
Nunez, Alejandro		Santa Ana		
O'Connell, James		Saddleback		
Olivas, Erika		Esqueda		
Olsen, Shane		Adult Transition		
Olsen, Terri		Carr		
Ontiveros, Cassandra		Washington		
Ortiz, Brenda		Saddleback		
O'Toole, Kimberly		Washington		

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (continued)</b>				
Padilla, Debbie		Washington		
Peck, Stephanie		Segerstrom		
Pedraza, Ernesto		Heninger		
Pelosi, Carol		Heninger		
Pena, Giancarlo		Special Education		
Perkins, Melissa		Esqueda		
Ponce, Magaly		Carr		
Pondell, Katrina		Adult Transition		
Pulido, Analiz		Mitchell		
Quintero, Eliseo		Mitchell		
Ramsay, Cynthia		Heninger		
Reh, Myava		Esqueda		
Reyes Herrera, Rosendo		Esqueda		
Reyes, Robert		Kennedy		
Rincon, Rosa		Heninger		
Rogers, Brandon		Segerstrom		
Rosenberg, Joel		Santa Ana		
Rubio, Paul		Esqueda		
Ruiz, Mirna		Mitchell		
Salgado, Jazmine		Mitchell		
Sanchez, Susan		Heninger		
Sandoval, Damaris		Mitchell		
Sandoval, Paula		Segerstrom		
Schellinger, Maurya		Heninger		
Schlenker, Nicholas		Century		

**CERTIFICATED PERSONNEL CALENDAR**

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<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (continued)</b>				
Sevilla, Juan		Martin		
Shanks, Saldetor		Godinez		
Shipley, Elizabeth		Mitchell		
Sleiman, Angela		Heninger		
Smith, Blake		Valley		
Smith, Michelle		Taft		
Stotelmeyer, Stephanie		Segerstrom		
Stout, John		Special Education		
Strazzulla, Shannon		Esqueda		
Striegl, Telly		Adult Transition		
Swanson, Eric		Taft		
Tal, Samara		Lorin Grisct		
Tarnow, Paula		Valley		
Tellez, Stephanie		Mitchell		
Torres, Josue		Martin		
Torres-Leyva, Angelica		Esqueda		
Tran, Lisa		Mitchell		
Trupp, Christena		Century		
Tucker, Adriana		Lorin Grisct		
Uranga, Yvonne		Mitchell		
Vazquez, Hugo		Adult Transition		
Vijayvargiya, Shalini		Kennedy		
Wagstaff, Kelli		Washington		
Watson, Lindsay		Washington		
Watts, Matthew		Godinez		

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LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (continued)</b>				
Weiss, Debra		Saddleback		
Wellikson, Leah		Kennedy		
Whitney, Liam		Valley		
Wright, Katie		Heninger		
Zanca, Rita		Taft		
Zarate, Rosa		Adult Transition		
Zwickl, Lynne		Kennedy		
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) SPEECH AND LANGUAGE PATHOLOGIST</b>				
Cho, David		Martin		
Corell, Julie		Speech Department		
Curtis, Christina		Carr		
Dickerson, Susan		Washington		
Dolan, Laura		Speech Department		
Gonzales, Brenda		Kennedy		
Mayer, Charlotte		Kennedy		
Patterson, Jennifer		Speech Department		
Purdy, Christine		Mitchell		
Richtsmeier, Ethan		Speech Department		
Rogers, Tracy		Taft		
Schultz, Kristin		Esqueda		
Tamayo-Nikolenko, Judith		Heninger		
Thomson, Rozaline		Washington		

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) SPEECH AND LANGUAGE PATHOLOGIST (continued)</b>				
Truong, Lisa		Speech Department		
Wallace, Karen		Martin		
<b>CHANGE IN CONTRACT LENGTH 2019-20</b>				
Hackett, Jeanne	Teacher	Hoover	August 7, 2019	From 60% to 100% contract
Malczynski, Jan	Speech and Language Pathologist	Speech Department	August 7, 2019	From 60% to 100% contract
Rezvani, Niloufar	Psychologist	Psychological Services	August 5, 2019	From 75% to 100% contract
Rodebaugh, Jeanne	Teacher	Century High	August 7, 2019	From 60% to 80% contract
Ryan, Lisa	Psychologist	Psychological Services	August 5, 2019	From 60% to 100% contract
Spearman, Suzanne	Psychologist	Psychological Services	August 5, 2019	From 75% to 100% contract
<b>PARTIAL CONTRACTS 2019-20</b>				
Blash, Megan	Teacher	Godinez	August 7, 2019	80% Continuing Contract
Bojorquez, Linsey	Teacher	Century	August 7, 2019	80% Continuing Contract
Corell, Julie	Speech and Language Pathologist	Speech Department	August 7, 2019	80% Continuing Contract

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>PARTIAL CONTRACTS 2019-20 (continued)</b>				
Fiocca, Sharon	Speech and Language Pathologist	Speech Department	August 7, 2019	60% Continuing Contract
Hefner, Anne	Speech and Language Pathologist	Speech Department	August 7, 2019	50% Continuing Contract
Hishiki, Ella	Speech and Language Pathologist	Speech Department	August 7, 2019	80% Continuing Contract
Ingersoll, Laura	Speech and Language Pathologist	Speech Department	August 7, 2019	60% Continuing Contract
Lee Giuseffi, Robyn	Curriculum Specialist	K-12 Curriculum Instruction/Staff Development	July 1, 2019	80% Continuing Contract
Maeda, Eileen	Teacher	Visual and Performing Arts	August 7, 2019	80% Continuing Contract
Murgolo, Kimberly	Teacher	Alternative Education	August 7, 2019	40% Continuing Contract
Nguyen, Dana	Teacher	Santa Ana	August 7, 2019	80% Continuing Contract
Nieto Miller, Paula	Teacher	Godinez	August 7, 2019	80% Continuing Contract
Orrante, Rebecca	Speech and Language Pathologist	Speech Department	August 7, 2019	90% Continuing Contract

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>PARTIAL CONTRACTS 2019-20 (continued)</b>				
Prouty, Katrina	Speech and Language Pathologist	Speech Department	August 7, 2019	60% Continuing Contract
Rodriguez-Thomas, Rocio	Teacher	Santa Ana	August 7, 2019	80% Continuing Contract
Ryan, Brittney	Speech and Language Pathologist	Speech Department	August 7, 2019	40% Continuing Contract
Skelton, Susan	Psychologist	Psychological Services	August 5, 2019	90% Continuing Contract
Smith, Gladys	Nurse	Child Development	August 7, 2019	40% Continuing Contract
Sutherland, Nancy	Teacher	Lorin Griset	August 7, 2019	40% Continuing Contract
Torres Lomeli, Araceli	Speech and Language Pathologist	Speech Department	August 7, 2019	90% Continuing Contract
York, Jennifer	Teacher	Godinez	August 7, 2019	40% Continuing Contract
<b>SHARED CONTRACTS 2019-20</b>				
Galindo-Werner, Lisa	Teacher	Adams	August 7, 2019	40% Contract
Smith, Carolann	Teacher	Adams	August 7, 2019	60% Contract
Avram, Sarah	Teacher	Carver	August 7, 2019	50% Contract
Sills, Stacey	Teacher	Carver	August 7, 2019	50% Contract



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LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>SHARED CONTRACTS 2019-20 (continued)</b>				
Cardenas, Jennifer	Teacher	Esqueda	August 7, 2019	80% Contract
Frederick, Carolyn	Teacher	Esqueda	August 7, 2019	20% Contract
Ledergerber, Amber	Teacher	Esqueda	August 7, 2019	80% Contract
Pilla, Julia	Teacher	Esqueda	August 7, 2019	20% Contract
Mouat, Amy	Teacher	Fremont	August 7, 2019	50% Contract
Wellikson, Leah	Teacher	Fremont	August 7, 2019	50% Contract
Mauga, Nicholl	Teacher	Greenville	August 7, 2019	40% Contract
Simon, Tracy	Teacher	Greenville	August 7, 2019	60% Contract
Brainard, Laurin	Teacher	Heninger	August 7, 2019	45% Contract
Ixmay, Jana	Teacher	Heninger	August 7, 2019	55% Contract
Hagmann, Jennifer	Teacher	Muir	August 7, 2019	50% Contract
Kenyon, Allison	Teacher	Muir	August 7, 2019	50% Contract
Rowen, Stacey	Teacher	Muir	August 7, 2019	50% Contract
Sebens, Amber	Teacher	Muir	August 7, 2019	50% Contract
Bravo-Taylor, Alina	Teacher	Roosevelt	August 7, 2019	60% Contract
Raya, Erin	Teacher	Roosevelt	August 7, 2019	40% Contract

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SHARED CONTRACTS 2019-20 (continued)</b>				
Dickey, Melissa	Teacher	Roosevelt	August 7, 2019	50% Contract
Hall, Jannette	Teacher	Roosevelt	August 7, 2019	50% Contract
Lemberger, Diane	Teacher	Roosevelt	August 7, 2019	40% Contract
Sherman, Colleen	Teacher	Roosevelt	August 7, 2019	60% Contract
Blois, Laurie	Teacher	Segerstrom	August 7, 2019	40% Contract
Harkins, Kathryn	Teacher	Segerstrom	August 7, 2019	60% Contract
Smith, Katrina	Teacher	Taft	August 7, 2019	50% Contract
Yen, Ju-Yin	Teacher	Taft	August 7, 2019	50% Contract
Pitman, Marin	Teacher	Thorpe	August 7, 2019	50% Contract
Stable, Katherine	Teacher	Thorpe	August 7, 2019	50% Contract
Bustamante, Carolina	Teacher	Walker	August 7, 2019	20% Contract
Ly, Alyssa	Teacher	Walker	August 7, 2019	80% Contract
Call, Brenda	Teacher	Walker	August 7, 2019	75% Contract
Kinan, Karen	Teacher	Walker	August 7, 2019	25% Contract
Deems, Lindsey	Teacher	Washington	August 7, 2019	75% Contract
Kretzschmar, Jeanne	Teacher	Washington	August 7, 2019	25% Contract

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LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>SUMMER SCHOOL PRINCIPALS</b>				
Clark, Dana		Chavez		
Cordova, Oralia		Santa Ana		
Greendale, Chad		Reach Academy		
Jackson, Annette		Godinez		
Lee, Michael		Godinez		
Mherian, Gamila		Saddleback		
Michael, David		Century		
Nunez, Jesus		Century		
Parra, Michael		Lorin Grisct		
Shin, Nata		Segerstrom		
Tennelle, Ivori		Valley		
Tran, Ngoc H.		Valley		
Werner, Scott		Segerstrom		
Zamudio, Felipe Jr.		Godinez		
<b>SUMMER SCHOOL COUNSELORS</b>				
Aguirre, Martha		Saddleback		
Andrade, Monica		Century		
Castillo, Leslie		Segerstrom		
Castro, Elizabeth		Godinez		
Cervantes, Maria del Lourdes		Santa Ana		
Chavez, Veronica		Godinez		
DiLullo, Aimee		Valley		

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER SCHOOL COUNSELORS (continued)</b>				
Enriquez, Carolina		Independent Study Program		
Garcia-Ortiz, Gloria		Valley		
Gonzalez, Frankie		Segerstrom		
Griset-Villanueva, Gabrielle		Segerstrom		
Guillen, Andres		Valley		
Hall, Matthew		Godinez		
Holguin, Michelle		Godinez		
Lara, Maria		Segerstrom		
Mejia, Monica		Segerstrom		
Menchaca, Beau		Century		
Nunez, Isabel		Santa Ana		
Padilla, Alejandro		Valley		
Perez, Sandra		Valley		
Perez, Veronica		Santa Ana		
Quezada, Fabiola		Saddleback		
Ruvalcaba, Jennifer		Century		
Sachs, Stephanie		Saddleback		
Sanchez, Marta		Century		
Valenzuela, Alba		Godinez		
Vazquez, Mireya		Century		
Villarreal, Nancy		Saddleback		
Whitehead, Cheri		Santa Ana		

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER SCHOOL TEACHERS</b>				
Anaya, Felipe		Lorin Grisnet		
Andaya, Jessica		Santa Ana		
Anderson, Carolyn		Santa Ana		
Apostol, Barbara		Godinez		
Ashkiani, Ali		Century		
Avila, David		Lorin Grisnet		
Barba, David		Independent Study Program		
Barrientos, Maria		Chavez		
Beaman, Francene		Godinez		
Booker, Howard		Lorin Grisnet		
Boukova, Roumyana		Century		
Bradshaw, Christopher		Segerstrom		
Bravo, Alexandra		Saddleback		
Brenneman, Robert		Godinez		
Callanan, Jill		Saddleback		
Campos, Joao		Santa Ana		
Cantu, Malissa		Segerstrom		
Cardenas, Marisol		Chavez		
Caroompas, John III		Godinez		
Carranza, Adrianna		Santa Ana		
Cervantes, Alfredo		Saddleback		
Chan, Jenny		Century		
Chawke, Michael		Valley		
Chen, George		Segerstrom		

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER SCHOOL TEACHERS (continued)</b>				
Christman, Molly		Chavez		
Clupper, Michael		Lorin Grisct		
Contreras, Luis		Santa Ana		
Contreras, Miriam		Godinez		
Coronel, Ismael		Segerstrom		
Cortes, Teodoro		Independent Study		
Cortez, Heriberto		Program		
Covey, Richard		Santa Ana		
Curtis, Matthew		Chavez		
Czaja, Gregory		Middle College		
De La Vega, Abram		Segerstrom		
De Santiago, Martin		Segerstrom		
Diulio, Nickolas		Godinez		
Doane, Courtney		Santa Ana		
Dreyer, Claire		Valley		
Dreyer, Mary		Valley		
Dugan, Laurie		Godinez		
Dukus, Robert		Segerstrom		
Echeverria, Daniel		Santa Ana		
Elizondo, Gerard		Valley		
Ells, Rachel		Godinez		
Elmasry, Fareed		Lorin Grisct		
Elway, Mark		Santa Ana		
Espinoza, Emilio		Godinez		
		Valley		

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER SCHOOL TEACHERS (continued)</b>				
Espinoza, Rosalina		Century		
Fabella, Thanh Trang		Segerstrom		
Fenwick, Randolph		Segerstrom		
Florance, Joseph		Chavez		
Gallardo, Eddie		Godinez		
Garcia, Joseph		Chavez		
Garcia, Teresa		Godinez		
Garcia-Chau, Elsa		Valley		
Garcia-Lopez, Araceli		Santa Ana		
Gentile, Nicholas		Segerstrom		
Golden, Darcee		Valley		
Gomez, Adrian		Segerstrom		
Gomeztrejo, Fred		Valley		
Gonzalez, Graciela		Godinez		
Gordon, Roger		Valley		
Gore, Dinesh		Segerstrom		
Govier, Robert		Chavez		
Green, Eric		Valley		
Guerrero, Elizabeth		Century		
Gutierrez, Fernando		Godinez		
Harris, Donzelle		Santa Ana		
Harrison, Thomas		Lorin Griset		
Hess, Thomas		Segerstrom		
Hinman, Robert		Santa Ana		
Humphrey, Geraldine		Valley		

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER SCHOOL TEACHERS (continued)</b>				
Johnston, Margery		Century		
Jovel Ayala, Victor		Independent Study Program		
Kadinoff, Naomi		Saddleback		
Kirchberg, John		Saddleback		
Koeler, James		Saddleback		
Kong, Dawn		Saddleback		
Konstan, Mona		Santa Ana		
Lapic, Andrew		Valley		
Larragoiti, Nancy		Godinez		
Loh, Brenda		Segerstrom		
Lopez, Veronica		Valley		
Lucas, Bryan		Saddleback		
Mackenzie, Marcus		Lorin Grisct		
Malagon, Arnulfo		Chavez		
Maldonado, Gloria		Chavez		
Manntai, Eric		Valley		
Manntai, Jessica		Century		
Martinez, Roman		Santa Ana		
Mateo, Amelia		Segerstrom		
Mc Cook, Robert		Santa Ana		
McCluskey, Kameron		Valley		
Miranda, Ivan		Segerstrom		
Mirhashemi, Niloufar		Saddleback		
Mohammadi, Mehdi		Lorin Grisct		



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LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>SUMMER SCHOOL TEACHERS (continued)</b>				
Moore, Nguyet		Santa Ana		
Morales, Karina		Lorin Grisnet		
Morales-Mandler, Elvia		Godinez		
Musngi, Noemi		Godinez		
Nguyen, Han		Santa Ana		
Nguyen, Shiline		Santa Ana		
Peimbert, Barbara		Saddleback		
Pena, Maricela		Lorin Grisnet		
Petrova, Nikolina		Santa Ana		
Pham, Vikki		Lorin Grisnet		
Pinto, Franklin		Godinez		
Poderoso, Charie		Valley		
Pola, Kevin		Godinez		
Priess, Ann		Godinez		
Putros, Danial		Chavez		
Quezada, Ana-Brenda		Segerstrom		
Ramirez, Angelica		Valley		
Ramirez, Robert		Santa Ana		
Reekers, Annie		Century		
Rendon, Rocio		Santa Ana		
Reuter, David		Segerstrom		
Reynozo, Jesse		Lorin Grisnet		
Robison, James		Santa Ana		
Rodriguez-Thomas, Rocio		Santa Ana		
Romero, Analu		Santa Ana		

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>SUMMER SCHOOL TEACHERS (continued)</b>				
Sanborn, Katrinka		Saddleback		
Scanlon, Brian		Valley		
Schoonmaker, Rory		Santa Ana		
Sechrest, Eric		Saddleback		
Sharar, Edward		Segerstrom		
Shelton, Arlyn		Chavez		
Sirgy, Michelle		Century		
Smith, Thomas		Santa Ana		
Snyder, William		Segerstrom		
Solares, Elizabeth		Godinez		
Stack, Theresa		Santa Ana		
Sterner-Hargrave, Christy		Segerstrom		
Stevens, Kelly		Segerstrom		
Streckfus, Anne Marie		Century		
Tagaloo, Joseph		Saddleback		
Tappa, Shane		Santa Ana		
Terich, Michael Jr.		Godinez		
Terwilliger, Erik		Segerstrom		
Tomlinson, Beth		Century		
Tran, Chi		Godinez		
Turner, Rosalind		Santa Ana		
Urrea, Gustavo		Chavez		
Uytingco, Emmanuel		Segerstrom		
Vela, Eddie		Lorin Grisot		
Volmer, Susan		Saddleback		

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LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>SUMMER SCHOOL TEACHERS (continued)</b>				
Vu, Lan		Segerstrom		
Warffuel, Mark		Century		
Watts, Matthew		Valley		
Werdel, Timothy		Segerstrom		
West, Jeffrey		Century		
Wong, David		Chavez		
Wood, Michael		Independent Study Program		
Wren, Christopher		Chavez		
Yetko, Claire		Century		
You, Hahnuel		Century		
Young, Jeffrey		Century		
Zamora, Erica		Santa Ana		



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LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>RESIGNATION FOR PURPOSE OF RETIREMENT</b>				
Cortez, Esther	Student Support Paraprofessional Special Education	Valley	June 28, 2019	
Fernandez, Felix	Custodian	Lincoln	July 12, 2019	
Glass, Vickie	Job Training Assistant Special Education	Transition Programs	June 6, 2019	
Pham, Sau	Media Systems Engineer	PIO	June 28, 2019	
Reid Sr., Everett	Plant Custodian Elementary	Walker	June 30, 2019	
Samayoa, Maria	Instructional Assistant Severely Disabled	Kennedy	May 30, 2019	
Velasco, Albar	Computer Technician I	Romero-Cruz	May 30, 2019	
<b>RESIGNATIONS</b>				
Barajas De Vega, Gloria	Activity Monitor	Santiago	May 3, 2019	
Carmichael, Christopher	Custodian	Harvey	June 11, 2019	
Cruz, Mayra	Activity Monitor	Jackson	May 30, 2019	
Humphrey, Jacqueline	Autism Paraprofessional	Mitchell	May 20, 2019	
Jauregui, Melissa	After School Instructional Provider	Harvey	May 14, 2019	
Lightfoot-Orszewski, Donna	Activity Monitor	Taft	May 30, 2019	
Martinez, Dolores	After School Instructional Provider	Fremont	May 30, 2019	
Navarro, Armida	Library Media Technician	Romero-Cruz	June 7, 2019	

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>ABSENCES (3 to 20 duty days) - Without Pay</b>				
Glass, Vickie	Job Training Assistant Special Education	Transition Programs	June 3, 2019 - June 6, 2019	Personal
Pineda, Jesus	Community Worker	Adams	May 6, 2019 - May 10, 2019	Personal
Vargas, Vanessa	Autism Paraprofessional	Washington	May 16, 2019 - May 30, 2019	Personal
<b>39 MONTH REEMPLOYMENT (100 Day Differential Ended)</b>				
Acosta, Hortencia	Nutrition Services Assistant	Nutrition Services	April 26, 2019	
Ilagan, Rochelle	After School Instructional Provider	Walker	May 15, 2019	
<b>PROBATIONARY APPOINTMENTS</b>				
Davis, Brent	District Safety Officer	McFadden	August 2, 2019	Grade/Step 31/1
Huerta Castro, Arturo	Activity Monitor	Santa Ana	May 13, 2019	Grade/Step 10/1
Little, Nathanael	Media Design/Production Specialist	Communications Department	July 12, 2019	Grade/Step 40/1
Lopez, Katelyn	After School Instructional Provider	After School Programs	May 13, 2019	Grade/Step 16/1
Lucas, Leslie	After School Instructional Provider	After School Programs	May 13, 2019	Grade/Step 16/1
Martinez Bermudez, Andrea	Student Support Paraprofessional Special Education	Godinez	May 16, 2019	Grade/Step 19/1

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<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>PROBATIONARY APPOINTMENTS (Continuation)</b>				
Meza, Jacquelin	After School Instructional Provider	After School Programs	April 30, 2019	Grade/Step 16/1
Mojica, Ezekiel	Student Support Paraprofessional Special Education	Fremont	May 10, 2019	Grade/Step 19/1
Perez, Jehiely	After School Instructional Provider	After School Programs	May 6, 2019	Grade/Step 16/1
Rasmussen, Judy	Early Learning Specialist	Child Development	June 12, 2019	Level/Step 14/1
Roman, Lorena	After School Instructional Provider	After School Programs	May 28, 2019	Grade/Step 16/1
Saucedo, Michael	Computer Technician I	King	May 6, 2019	Grade/Step 28/1
Vasquez, Serena	After School Instructional Provider	After School Programs	May 6, 2019	Grade/Step 16/1
Venegas, Gabriela	Site Clerk	Adams	May 20, 2019	Grade/Step 24/1
<b>PROMOTIONAL APPOINTMENTS</b>				
Cortez, Fernando	HVAC Mechanic II	Building Services	June 12, 2019	From HVAC Mechanic I Grade/Step 30/3 to Grade/Step 40/1

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LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>PROMOTIONAL APPOINTMENTS (Continuation)</b>				
Pantoja, Angel	Stadium Support Technician	Building Services	June 12, 2019	From Groundskeeper Grade/Step 24/6 to Grade/Step 34/2
Santos, Cristina	School Office Assistant Secondary	Sierra	June 12, 2019	From SSP Sp. Ed. Grade/Step 19/2 to Grade/Step 24/1
Slater II, Laurence	Senior Groundskeeper		June 12, 2019	From Groundskeeper Grade/Step 24/6 to Grade/Step 30/4
<b>REAPPOINTMENTS (Returned from LOA)</b>				
Leon, Andre	Instructional Assistant Severely Disabled	Transition Programs	May 13, 2019	Grade/Step 20/4
Leyva, Silvia	Instructional Assistant Severely Disabled	Mitchell	May 20, 2019	Grade/Step 20/4
Oseguera, Cynthia	Student Support Paraprofessional Special Education	Lowell	May 13, 2019	Grade/Step 19/3



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<b>REASSIGNMENTS (Change of work site)</b>				
Figuerola, Roxana	After School Instructional Provider	Lincoln	May 3, 2019	From Itinerant
Morales, Monica	After School Instructional Provider	McFadden	April 25, 2019	From Itinerant
Munivez, Hector	Autism Paraprofessional	Lathrop	March 19, 2019	From Century
Paulet, Silvana	After School Instructional Provider	King	May 3, 2019	From Itinerant
Pinedo, David	District Safety Officer	Carr	June 12, 2019	From Century
Torres, Elizabeth	Autism Paraprofessional	Itinerant	May 13, 2019	From Century
<b>TEMPORARY ASSIGNMENTS</b>				
Allen, Brian	Interim Director of Building Services	Building Services	May 16, 2019 - June 14, 2019	Level/Step 52/1
Ayers, Wellindara	Senior Administrative Secretary	PSS	May 15, 2019 - June 15, 2019	Grade/Step 31/5
Barraza, Erica	Food Service Supervisor High School	Nutrition Services	May 1, 2019 - May 30, 2019	Grade/Step 31/1
Chavarria-Ortiz, Luis	Lead Custodian High School	Century	May 1, 2019 - May 21, 2019	Grade/Step 28/3 + Diff.
Covarrubias, Veronica	School Office Manager Elementary	Adams	March 28, 2019 - June 13, 2019	Grade/Step 28/5
Garcia, Lisset	School Office Assistant Secondary	Century	May 22, 2019 - June 13, 2019	Grade/Step 24/2
Garcia, Rebecca	Nutrition Services Lead Satellite	Nutrition Services	May 1, 2019 May 17, 2019	Grade/Step 17/4
Giron de Castro, Julia	Roving Lead Custodian	District Office/Villa	May 28, 2019 - June 3, 2019	Grade/Step 28/2 + Diff.

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>TEMPORARY ASSIGNMENTS (Continuation)</b>				
Gonzaga, Eric	Plant Custodian Intermediate	Building Services	May 22, 2019 - June 28, 2019	Grade/Step 32/1
Gonzalez, Maria	Nutrition Services Lead Production Kitchen	Nutrition Services	May 1, 2019 - May 30, 2019	Grade/Step 21/4
Gonzalez, Mayra	Administrative Secretary	K12 Teaching & Learning	May 14, 2019 - May 21, 2019	Grade/Step 30/1
Guzman, Angel	Senior Groundskeeper	Building Services	April 18, 2019 - May 29, 2019	Grade/Step 30/5
Huizar, Renato	Nutrition Services Lead Production Kitchen	Nutrition Services	May 1, 2019 - May 30, 2019	Grade/Step 21/4
Maciel, Elizabeth	School Office Manager High School	Century	May 22, 2019 - June 14, 2019	Grade/Step 30/5
Martinez, Araceli	Roving Lead Custodian	Pio Pico/Lowell	May 1, 2019 - May 31, 2019	Grade/Step 28/2 + Diff.
Mendez Herrera, Jose	Delivery Driver	Nutrition Services	May 1, 2019 - May 30, 2019	Grade/Step 24/3
Mendoza, Esther	Administrative Secretary Human Resources	Human Resources	May 1, 2019 - May 31, 2019	Grade/Step 31/6 + Bil.
Mendoza, Jonathan	Roving Lead Custodian	Building Services	May 1, 2019 - May 31, 2019	Grade/Step 28/4 + Diff.
Nieto, Cesar	Plant Custodian Elementary	Wilson	June 3, 2019 - June 10, 2019	Grade/Step 28/5
Perales, Guadalupe	Senior Groundskeeper	Building Services	May 10, 2019 - May 24, 2019	Grade/Step 30/5

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>TEMPORARY ASSIGNMENTS (Continuation)</b>				
Quezada, Xylon	Manager of Food Services Operations	Nutrition Services	May 1, 2019 - May 31, 2019	Level/Step 25/1
Romero, Sara	Food Service Supervisor Intermediate	Nutrition Services	May 1, 2019 - May 6, 2019	Grade/Step 27/1
Slater, Laurence	Senior Groundskeeper	Building Services	May 1, 2019 - June 11, 2019	Grade/Step 30/5
Tapia, David	Intermediate Lead Custodian	Spurgeon	May 16, 2019 - May 22, 2019	Grade/Step 25/6
Todd, Bryan	Senior Groundskeeper	Building Services	May 13, 2019 - May 31, 2019	Grade/Step 30/5
Vega, Emanuel	Plant Custodian Intermediate	Sierra	April 19, 2019 - April 23, 2019	Grade/Step 32/6
Visoso, Janet	Food Service Supervisor Intermediate	Nutrition Services	May 1, 2019 - May 30, 2019	Grade/Step 27/2
White, Lynette	Executive Secretary	Superintendent's Office	May 22, 2019 - July 30, 2019	Grade/Step 33/5 Confidential
<b>BILINGUAL COMPENSATION</b>				
Contreras, Yesenia	School Police Officer	School Police Services	April 30, 2019	
Noguera, Juan-	School Police Officer	School Police Services	April 26, 2019	
Ojeda, Angel	School Police Officer	School Police Services	April 23, 2019	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>BILINGUAL COMPENSATION (Continuation)</b>				
Rivera, Felix	School Police Officer	School Police Services	April 19, 2019	
Sanchez, Luis	School Police Officer	School Police Services	April 30, 2019	
<b>HOURLY APPOINTMENT</b>				
Torres, Diana	Instructional Assistant Provider	Segerstrom	May 10, 2019	Grade/Step 16/1
<b>SUBSTITUTES</b>				
Flores, Francisco	Custodian		May 10, 2019	Grade/Step 23/1
Guzman, Roxanne	Activity Supervisor	Santa Ana	May 6, 2019	Grade/Step 10/1
Palacios, Javier	Custodian		May 10, 2019	Grade/Step 23/1
<b>ATHLETIC SPECIALIST</b>				
Alaman Sr., Alvin	Head Tennis Coach	Valley	February 4, 2019	\$28.60
Barrette, Levelle	Assistant Softball Coach	Valley	January 28, 2019	\$22.85
Brown, Andrew	Assistant Baseball Coach	Valley	January 28, 2019	\$22.88
Campuzano, Isaias	Assistant Track Coach	Valley	February 4, 2019	\$22.88
Castro, Joshua	Assistant Baseball Coach	Valley	February 14, 2019	\$22.88
Cazares, Alexander	Assistant Baseball Coach	Valley	February 14, 2019	\$22.88
Godinez, Rafael	Assistant Track Coach	Valley	February 4, 2019	\$22.88
Huynh, Tommy	Assistant Volleyball Coach	Valley	February 4, 2019	\$22.88

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

LAST NAME	POSITION	SITE	EFF. DATE	COMMENTS
<b>ATHLETIC SPECIALIST (Continuation)</b>				
Johnson, Ryan	Assistant Spring Football Coach	Valley	May 13, 2019	\$28.60
Lammers, Frederick	Assistant Swim Coach	Valley	February 4, 2019	\$22.88
Mohr, James	Assistant Spring Football	Valley	May 31, 2019	\$28.60
Mohr, Joseph	Assistant Spring Football Coach	Valley	May 13, 2019	\$28.60
Nava, Imelda	Assistant Track Coach	Segerstrom	February 4, 2019	\$22.88
Nava Gonzales, Jarvier	Assistant Softball Coach	Valley	January 28, 2019	\$22.88
Nieto, Judith	Assistant Volleyball Coach	Segerstrom	February 4, 2019	\$22.88
Nuñez, Alvaro	Assistant Softball Coach	Valley	January 28, 2019	\$22.88
Padilla, Magaly	Assistant Tennis Coach	Segerstrom	February 4, 2019	\$22.88
Pineda Torres, Gerzain	Assistant Track Coach	Valley	February 4, 2019	\$22.88
Rodriguez, Drake	Assistant Baseball Coach	Valley	January 28, 2019	\$22.88
Sanchez, Sulema	Assistant Track Coach	Valley	February 4, 2019	\$22.88
Sanchez Loaeza, Jesus	Assistant Volleyball Coach	Valley	December 7, 2018	\$22.88
Sanders, Turan	Assistant Track Coach	Valley	February 4, 2019	\$22.88
Santana, Jesus	Assistant Volleyball Coach	Valley	February 4, 2019	\$22.88
Sophabmixay, Peter	Assistant Swim Coach	Valley	February 4, 2019	\$22.88
Valencia, Valentin	Assistant Softball Coach	Valley	January 28, 2019	\$22.88
Wines-Hernandez, Amber	Assistant Swim Coach	Segerstrom	February 4, 2019	\$22.88
<b>EXTRA DUTY</b>				
Anderson, Cheryl	Occupational Therapist	Speech Department	June 3, 2019 - June 28, 2019	\$54.46
Bruhl, Karla	Preschool Teacher	Migrant Education	June 3, 2019 - June 28, 2019	\$33.33

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - June 11, 2019**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>COMMENTS</b>
<b>EXTRA DUTY (Continuation)</b>				
Guibert, Clemencia	Bilingual Technician	Mitchell	May 31, 2019 - June 30, 2019	\$33.02
Pulido, Rocio	Bilingual Technician	Mitchell	May 31, 2019 - June 30, 2019	\$29.98
Salas, Martha	Bilingual Technician	Mitchell	May 31, 2019 - June 30, 2019	\$31.47
Stieglitz, Emily	Occupational Therapist	Speech Department	June 3, 2019 - June 28, 2019	\$57.19
Tapia Mendoza, Ana	Site Clerk	Greenville	June 14, 2019 - June 20, 2019	\$25.85
Torres, Elizabeth	Site Clerk	Greenville	June 14, 2019 - June 20, 2019	\$23.42



## SANTA ANA UNIFIED SCHOOL DISTRICT

### COORDINATOR OF HEALTH SERVICES / HOME HOSPITAL INSTRUCTION

#### **JOB SUMMARY:**

Under direction of the Assistant Superintendent of K-12 School Performance and Culture or designee, supervise, develop, coordinate and manage Health Services and Home/Hospital Instruction (HHI) programs district-wide to support and improve student health outcomes resulting in increased academic success for students.

#### **REPRESENTATIVE DUTIES:**

- Provide leadership to the district on health-related protocols and procedures. **E**
- Responsible for implementation of both short and long term program goals and objectives to ensure Health Services is effective and efficient in serving the health and home instruction needs of SAUSD students. **E**
- Supervise and evaluate all program staff including but not limited to School Nurses, Licensed Vocational Nurses, and Home Instruction teachers. **E**
- Provide staff development and training to Health/HHI Services staff to safeguard best practices and most current protocols are implemented program-wide. **E**
- Provide staff development and training to school administrators, certificated and classified staff, and parents, and Wellness Centers on health-related topics and concerns. **E**
- Coordinate efforts to recruit, hire, and onboard new Health Services staff. **E**
- Oversee and manage budget, provide updates and reports. **E**
- Develop systems and procedures to facilitate communication, collaboration and case management with community partners and other agencies providing medical services to students and families of the District. **E**
- Develop and coordinate partnerships with community-based agencies to promote school-based flu clinics, and other medical, vision and dental services. **E**
- Responsible for program reports, documentation, data collection to assure program compliance and effectiveness. Evaluate program components for compliance with district, state, and federal guidelines/standards. **E**
- Facilitate and support emergency responses and preparation for district EOC operations. **E**

**COORDINATOR OF HEALTH SERVICES / HOME HOSPITAL  
INSTRUCTION (CONTINUE)**

**REPRESENTATIVE DUTIES: (Continued)**

- Perform related duties as assigned. E

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written communication skills.
- Board Policies and Administrative Regulations.
- Applicable sections of Education Code.
- Effective staff development practices.
- Effective practices and procedures for school-based health services.
- Effective collaboration strategies.
- Understanding of standards for school nursing.
- Cultural competency, understanding of the community.
- Understanding of Special Education.
- District guidelines and emergency systems.

Ability to:

- Collaborate with community partners and various district departments.
- Work effectively with parents and medical community.
- Effectively supervise and support Health/HHI personnel.
- Compile data and prepare reports demonstrating program effectiveness.
- Work under pressure and manage crisis situations.
- Perform essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to Master's degree and five years' experience in school nursing as a certificated employee and two years administrative experience pertaining to health services.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California teaching or service credential.
- Valid administrative credential.
- Valid California drivers' license.
- Bilingual desirable.



**COORDINATOR OF HEALTH SERVICES / HOME HOSPITAL  
INSTRUCTION (CONTINUE)**

**WORKING CONDITIONS:**

**Environment:**

- Office environment.
- Drive vehicle between different school sites.

**Physical Abilities:**

- Hearing and speaking accurately to exchange information in an effective and clear manner.
- Vision for driving and reading program-related materials.
- Sitting and standing.
- Dexterity of hands to operate equipment.
- 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 pursuant to the Interactive Process.

Board Approved: 6/11/19





**SANTA ANA UNIFIED SCHOOL DISTRICT**  
**COORDINATOR OF STUDENT ASSISTANCE (MCKINNEY-VENTO,**  
**FOSTER, FOREIGN EXCHANGE STUDENTS)**

**JOB SUMMARY:**

Under direction of Assistant Superintendent of K-12 School Performance and Culture and/or administrative designee, supervise, develop, coordinate and manage McKinney-Vento Homeless Student Assistance, Foster Youth Programs and Foreign Exchange Student Assistance district-wide to facilitate, support and improve student retention, recruitment, attendance, social-emotional well-being and academic outcomes.

**REPRESENTATIVE DUTIES:**

- Provide leadership to the district on policies, systems and programs related to McKinney-Vento Homeless Student Assistance, Foster Youth Programs and Foreign Exchange Student Assistance. **E**
- Responsible for implementation of both short and long term program goals and objectives to ensure McKinney-Vento, Foster and Foreign Exchange assistance is effective and efficient in serving the enrollment, attendance and academic needs of SAUSD students. **E**
- Supervise and evaluate all program staff, develop collaborative relationships with school-based staff to eliminate barriers prohibiting student and program implementation. **E**
- Provide staff development and training to Wellness Centers, school administration and all support staff, both certificated and classified, to safeguard best practices and maximize linkages and support for students and their families. Training will also ensure protocols are implemented district-wide. **E**
- Provide resources, linkages and support to parents and families to maximize student success. **E**
- Coordinate efforts to recruit, hire, and onboard new staff and increase the number of Interns serving students and families of McKinney-Vento, Foster, and Foreign Exchange Assistance Programs. **E**
- Oversee and manage several budgets, provide updates and reports with accuracy and timeliness. **E**
- Develop systems and procedures to facilitate communication, collaboration and case management with community partners and other agencies providing support services to students and families of the District. This includes development and coordination of

**COORDINATOR OF STUDENT ASSISTANCE (MCKINNEY-VENTO, FOSTER, FOREIGN EXCHANGE STUDENTS) (CONTINUE)**

**REPRESENTATIVE DUTIES: (Continued)**

partnerships with community-based agencies to promote linkages to basic needs, mental health, medical, vision and dental services. **E**

- Responsible for program reports, documentation, data collection to assure program compliance and effectiveness. Evaluate program components for compliance with district, state, and federal guidelines/standards. **E**
- Facilitate support groups, clubs or linkages with Wellness Centers to promote student connections, resiliency, and cohesiveness with peers and staff at school sites. **E**
- Seek, write and develop new grant applications supporting the enhancement and expansion of McKinney-Vento, Foster and Foreign Exchange Student Assistance Programs. **E**
- Perform related duties as assigned. **E**

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written communication skills.
- Board Policies and Administrative Regulations.
- Applicable sections of Education Code.
- Effective staff development practices.
- Effective practices and procedures for school-based student assistance programs.
- Effective collaboration strategies.
- Understanding of state and federal guidelines for grants.
- Cultural competency, including understanding of the local community as well as cultures of international students.
- Understanding of enrollment guidelines of Homeland Security.
- District guidelines for McKinney-Vento and Foster support strategies.

Ability to:

- Collaborate with community partners and various district departments.
- Work effectively with parents and community partnerships.
- Effectively supervise and support student assistance personnel.
- Compile data and prepare reports demonstrating program effectiveness.
- Work under pressure and manage crisis situations.
- Perform essential functions of the job.

**COORDINATOR OF STUDENT ASSISTANCE (MCKINNEY-VENTO, FOSTER, FOREIGN EXCHANGE STUDENTS) (CONTINUE)**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to Master's degree and four years' experience in student support services pertaining to McKinney-Vento, Foster or Foreign Exchange Student Assistance Programs or similar student support services.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California teaching or Pupil Personnel Services Credential.
- Valid administrative credential desirable.
- Valid California driver's license.
- Bilingual desirable.

**WORKING CONDITIONS:**

**Environment:**

- Office environment.
- Drive vehicle between different school sites.

**Physical Abilities:**

- Hearing and speaking accurately to exchange information in an effective and clear manner.
- Vision for driving and reading program-related materials.
- Sitting and standing.
- Dexterity of hands to operate equipment.
- 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.

Board Approved: 6/11/19





**SANTA ANA UNIFIED SCHOOL DISTRICT**  
**COORDINATOR OF COMMUNITY RELATIONS**

**JOB SUMMARY:**

Under direction of the Director of Community Relations, coordinate, assist and act as a liaison between District Office staff and all stakeholders, including, but not limited to school site staff, parents, students, and community members.

**REPRESENTATIVE DUTIES:**

- Serve as a liaison and community resource for students, staff, parents, parent groups, community groups, and advisory committees. **E**
- Act as a liaison using mediation skills between all stakeholders in an interpersonal skilled manner, by using courtesy, tact, diplomacy, sensitivity, patience, and professionalism. **E**
- Promote and coordinate involvement by parent, business community and civic representatives in the implementation of the traditional and school improvement programs. **E**
- Facilitate development of District programs and practices responding to community needs, interests, and/or concerns. **E**
- Support and inform the development informational and/or promotional materials to highlight District programs. **E**
- Represent District at meetings and host important visitors. **E**
- Monitor and support the use of community resources and the effectiveness of those resources in meeting District/community needs. **E**
- Facilitate family-District communication and assist with the resolutions of problems. Work collaboratively with school sites, District departments, and various program staff to assure coordination of services. **E**
- Coordinate in the implementation of an effective system for communicating with internal and external stakeholders. **E**
- Support, facilitation, and establish positive public relations strategies and strong working relationships with community groups, and various community organizations to support District efforts and provide resources and supports for students and families. **E**

## **COORDINATOR OF COMMUNITY RELATIONS (CONTINUE)**

### **REPRESENTATIVE DUTIES: (Continued)**

- Represent the District at a variety of conference and workshops to maintain current knowledge of applicable laws, codes, rules, and regulations. **E**
- Attend staff and committee meetings as assigned. **E**
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- District policies and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Budget preparation and control.
- Socio-economic and urban issues.
- School site leadership in an administrative capacity.
- Community, city and District.

#### Ability to:

- Communicate to a variety of audiences both orally and in writing.
- Plan and manage special events.
- Speak, read and write in Spanish preferred.
- Perform a variety of complex functions and coordinate projects and staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with all levels of staff, students, and the public.
- Utilize good interpersonal skills.
- Demonstrate good judgment, tact, diplomacy, patience, professionalism, and courtesy.
- Operate standard modern office equipment, including computers and related software applications.
- Analyze situations accurately and adopt an effective course of action.
- Work in a multiethnic setting.
- Work independently with little direction.
- Use a variety of mediation skills in different and at times tense settings.
- Plan and organize work to meet schedules and timelines, maintain records and prepare correspondence.
- Complete assignments with many interruptions.
- Understand the internal workings of Santa Ana and engage stakeholders.
- Engage in school and city community activities.



## **COORDINATOR OF COMMUNITY RELATIONS (CONTINUE)**

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Bachelor's degree in community and governmental relations or four years of professional experience in community relations; non-profit community-based organization experience. Bilingual/biliterate English-Spanish preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License.
- Must have the ability to obtain and maintain vehicle insurance under the District's vehicle insurance policy.
- Fluent oral and written skills in Spanish are required for designated assignment.

### **WORKING CONDITIONS:**

#### **Environment:**

- Office environment, school sites and community.
- Numerous interruptions.
- Frequent travel to and between school sites and community agencies.
- Drive a vehicle to conduct work.

#### **Physical Abilities:**

- Hearing and speaking accurately to exchange information and make presentations.
- Seeing to read a variety of materials and drive a vehicle.
- Sitting or standing for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- 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.

Board Approved: 6/11/19





## SANTA ANA UNIFIED SCHOOL DISTRICT

### EXTENDED LEARNING FIELD SUPERVISOR

#### **JOB SUMMARY:**

Under direction of the Director of Extended Learning Programs or designee, provide general supervision to, coordinate with, and monitor Extended Learning programs at assigned school sites; assess program quality, compliance, and operations; prepare a variety of records and reports related to assigned activities; recruit, train, and evaluate personnel.

#### **REPRESENTATIVE DUTIES:**

- Visit before and after school program sites to observe, monitor and recommend procedures, practices and methods of effective after school operations and programming. **E**
- Recommend improvement of before and after school services and procedures. **E**
- Identify training and coaching needs of After School employees (e.g. After School Quality Standards, Attendance Improvement Plans, etc.) **E**
- Train and monitor Extended Learning program sites to ensure compliance with Federal and State grant requirements and regulations, and District policies, regulations, and procedures pertaining to the Department. **E**
- Supervise, monitor, and support schools' and departments' regarding before and after school work performance and effectiveness. **E**
- Assist with monitoring and ensuring before and after school sites maintain the grant required staff to student ratio. **E**
- Recommend program equipment and supply purchases for sites. **E**
- Assist in the interviewing and recommendation process of candidates for employment in the Extended Learning Department. **E**
- Develop and maintain relationships with school community stakeholders. **E**
- Act as liaison between site based staff and Department administrators. **E**
- Communicate effectively with students, staff, supervisors, parents, and the community. **E**

## **EXTENDED LEARNING FIELD SUPERVISOR (CONTINUE)**

### **REPRESENTATIVE DUTIES: (Continue)**

- Maintain professional and courteous conduct. **E**
- Promote a positive, productive, and respectful working environment. **E**
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Federal and State grant requirements and regulations pertaining to After School programs.
- Principles and practices of administration, supervision, safety, and training.
- Principles and practices of Quality After School Programs.
- Problem solving, analytical, and time management skills.
- Principles of record keeping and record management.
- Oral and written communications skills.
- Operation of computer hardware and software.

#### Ability to:

- Work effectively with school administrators, District employees, labor representatives, and other stakeholders.
- Understand and explain complex rules and procedures.
- Train employees to supervise and work in schools.
- Understand and supervise the implementation of after school program services, staff to student ratios, and staff performance.
- Prepare and maintain records and reports in accordance with Federal, State, and District standards.
- Train and supervise employees to use established work procedures.
- Evaluate the performance of Extended Learning employees.
- Establish and maintain effective working relationships with others.
- Work independently with little direction.
- Meet deadlines.
- Communicate effectively with others.
- Perform the essential functions of the job.

## **EXTENDED LEARNING FIELD SUPERVISOR (CONTINUE)**

### **EDUCATION AND EXPERIENCE:**

High School Diploma or GED and a minimum of an Associate's Degree in any of the following programs: Human Services, Child Development, Sociology, Human Development or related field and two years of supervisory or management experience.

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license

### **WORKING CONDITIONS:**

#### **Environment:**

- Before and after school program areas and office environment.
- Indoor and outdoor environments.
- Drive vehicle to conduct work.

#### **Physical Abilities:**

- Hearing and speaking accurately to exchange information.
- Seeing to monitor program service operations, read a variety of materials and drive a vehicle.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling objects, normally not exceeding thirty (30) pounds.
- Reaching overhead, above the shoulders and horizontally.
- Standing and walking for extended periods of time.
- Fine motor dexterity to type and utilize computer and other electronics.

#### **Hazards:**

- N/A

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

Board Approved: 6/11/19