

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

MINUTES

REGULAR MEETING
SANTA ANA BOARD OF EDUCATION

June 13, 2017

CALL TO ORDER

The meeting was called to order at 5:08 p.m. by Board President Palacio. Other members in attendance were Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez. Ms. Amezcua participated in the closed session portion of meeting by phone.

CLOSED SESSION PRESENTATIONS

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

There were no individuals wishing to address the Board.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:08 p.m. to consider student matters, negotiations, and public employment.

RECONVENE OPEN MEETING

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

Ms. Amezcua participated in the Regular Board meeting by phone.

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

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Ariana Molina 8th grade student at Villa Fundamental Intermediate School.

REPORT OF ACTION TAKEN IN CLOSED SESSION

By A Vote of 5-0, The Board Took Action to Appoint Petter Hennem, as Energy Manager.

Motion: Dr. Rodriguez Second: Mr. Palacio

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

HIGH SCHOOL STUDENT AMBASSADORS

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

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

RECOGNITIONS / ACKNOWLEDGMENTS

High School Student Ambassadors for 2016-17 School Year

Cesar Baranda, Genesis Cortez, Alberto Cruz, Alexander Duarte, Stephanie Duarte, Lidia Garcia, Michael Hernandez, Teddy Moreno, Nallely Perez, Katherine Quiroz were recognized as outstanding students who participated as the 2016-17 High School Ambassadors.

Recognition of Student Support Provider Alfredo Guillen

Alfredo Guillen was recognized for providing a Chess Club at Davis Elementary School.

Certificated Employee of the Month for June 2017, Kristen Abadjian

Kristen Abadjian, Teacher at Mitchell Child Development Center was selected as the Certificated Employee of the Month for June 2017.

Classified Employee of the Month for June 2017, Alicia Islas-Nava

Alicia Islas-Nava, Registrar at Independent Studies was selected as the Classified Employee of the Month for June 2017.

SUPERINTENDENT'S REPORT

Superintendent Phillips congratulated Jose Perez, a freshman at Saddleback High School for winning a 2017 Chevy Sonic as part of the Perfect Attendance Car Giveaway from Bruce Hamlin of Guaranty Chevrolet. She mentioned the 22nd Annual Math Field Day at Villa Fundamental Intermediate and gave a special thank you to the Math Curriculum Specialist who organized the event. Dr. Phillips also mentioned the Annual Parent of the Year Recognition Ceremony at Segerstrom High School, recognizing Lorena Guerrero, Irma Ortiz, and Maria Angela Avalos for being selected as the District Parents of the Year. She congratulated Middle College High Schools Class of 2017 for having a 100% graduation rate. Superintendent Phillips concluded her report by mentioning a series of new and revised job descriptions that are a part of the organizational restructuring.

PUBLIC PRESENTATIONS

Barbara Pearson addressed the Board related to an online survey. Ted Moreno, Lisa Tran, and Teddy Moreno addressed the Board related to facilities at Godinez Fundamental High School. Angie Cano addressed the Board related to employee issues. David DeLeon and Jerry Cazalez addressed the Board related to PTA. Tina Andres addressed the Board related to an online survey. Paul Zive addressed the Board related to a charter moratorium. Connie Hamilton and Susan Rich addressed the Board related to facilities at Saddleback High School. Yvonne Bogen addressed the Board related to charter schools. RoBen Head, David Head, and Yolanda Gardara addressed the Board related to special education. Perla Dionicio addressed the Board related to an online survey. Maria Gonzalez addressed the Board related to GRIP at Roosevelt Elementary. Rocio Alvarado addressed the Board related to a special education issue. Marla Bock addressed the Board related to special education. Jackson Reese addressed the Board related to the online survey. Jeanette Zook addressed the Board related to a school event.

1.0 APPROVAL OF CONSENT CALENDAR

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

- 1.7 Approval of Head Start Self Assessment Corrective Action Plan 2016-17 Program Year
- 1.14 Authorization to Renew Subscription with Canvas Learning Management System with Instructure, Inc. for 2017-18 School Year
- 1.15 Authorization to Renew Subscription for Digital Curriculum and Services with Apex Learning for 2017-18 School Year
- 1.16 Authorization to Renew Subscription with Lexia Reading Core 5 with Lexia Learning Systems LLC for 2017-18 School Year

It was moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 5-0 to approve the remaining items on the Consent Calendar as follows:

- 1.1 Approval of Regular Board Meeting Minutes - May 23, 2017 and Special Board Meeting Minutes - June 6, 2017
- 1.2 Approval to Reschedule Regular Meeting of Board of Education from August 22, 2017 to August 23, 2017
- 1.3 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests
- 1.4 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

- 1.5 Approval of Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 - School- Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School-Sponsored Trips
- 1.6 Approval of California Interscholastic Federation League Representatives for 2017-18 School Year
- 1.8 Approval of Participation Agreement with Audi of America Education Partnership Program for 2017-18 School Year
- 1.9 Approval of Memorandum of Understanding with Orange County Department of Education to Participate in the Carl D. Perkins Career and Technical Education for 2017-18 School Year
- 1.10 Approval of Memorandum of Understanding with Jet Propulsion Laboratory for June 19 through September 30, 2017
- 1.11 Approval of Agreement between Latino Film Institute Youth Cinema Project for Period of June 14 through August 1, 2017
- 1.12 Approval of Agreement with Advancement Via Individual Determination Center for AVID College Readiness System Services for 2017-18 School Year
- 1.13 Authorization to Renew Subscription for Advancement Via Individual Determination Center for AVID Excel Program Participation for 2017-18 School Year
- 1.17 Acceptance of SunPower Corporation Grant Funding for 2017-18 School Year
- 1.18 Approval of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and Agencies for Students with Disabilities for 2016-17 School Year
- 1.19 Approval of Payment and Reimbursement of Costs Incurred for Student with Disabilities for 2016-17 and 2017-18 School Years
- 1.20 Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of May 10, 2017 through May 23, 2017
- 1.21 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of May 10, 2017 through May 23, 2017
- 1.22 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

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

1.7 Approval of Head Start Self Assessment Corrective Action Plan 2016-17 Program Year

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 5-0, to approve the Head Start Self Assessment Corrective Action Plan for the 2016-17 program year.

1.14 Authorization to Renew Subscription with Canvas Learning Management System with Instructure, Inc. for 2017-18 School Year

It was moved by Mr. Palacio, seconded by Ms. Iglesias, and carried 5-0, to authorize to renew the subscription with Canvas Learning Management with Instructure, Inc. for the 2017-18 school year.

1.15 Authorization to Renew Subscription for Digital Curriculum and Services with Apex Learning for 2017-18 School Year

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 5-0, to authorize to renew the subscription for digital curriculum and services with Apex Learning for the 2017-18 school year.

1.16 Authorization to Renew Subscription for Digital Curriculum and Services with Apex Learning for 2017-18 School Year

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 5-0, to authorize to renew the subscription with Lexia Learning Systems LLC for Lexia Reading Core 5 for the 2017-18 school year.

PUBLIC HEARINGS

Local Control Accountability Plan Public Forum

Mr. Palacio declared the Public Hearing open. He asked those wishing to address the Board to step to the lectern.

After hearing no comments, Mr. Palacio declared the Public Hearing closed.

Adoption of 2017-18 Budget

Mr. Palacio declared the Public Hearing open. He asked those wishing to address the Board to step to the lectern.

After hearing no comments, Mr. Palacio declared the Public Hearing closed.

Special Education Annual Service Plan for 2017-18 School Year

Mr. Palacio declared the Public Hearing open. He asked those wishing to address the Board to step to the lectern.

After hearing no comments, Mr. Palacio declared the Public Hearing closed.

Intent to Grant a Second Easement to the Orange County Water District for Construction of a Groundwater Monitoring Well at the Heritage Museum Site

Mr. Palacio declared the Public Hearing open. He asked those wishing to address the Board to step to the lectern.

After hearing no comments, Mr. Palacio declared the Public Hearing closed.

REGULAR AGENDA - ACTION ITEMS

2.0 Adoption of Special Education Annual Service Plan for 2017-18 School Year

It was moved by Dr. Alvarez, seconded by Ms. Iglesias, and carried 5-0, to adopt the Special Education Annual Service Plan for the 2017-18 school year.

3.0 Adoption of Resolution No. 16/17-3193 - Grant a Second Easement to the Orange County Water District for Construction of a Groundwater Monitoring Well at the Heritage Museum Site

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 5-0, to adopt Resolution No. 16/17-3193 to grant a second easement and approve the agreement with the Orange County Water District for construction of a groundwater monitoring well at the Heritage Museum site

4.0 Authorization to Reject All Bids Received for Bid No. 10-17 for Fresh and Pre-Packaged Bread Products

It was moved by Dr. Alvarez, seconded by Ms. Iglesias, and carried 4-0, Dr. Rodriguez not present, to approve the rejection of all bids for Bid No. 10-17 to provide fresh and prepackaged bread products to the District.

5.0 Authorization to Award a Request for Proposal for the Purchase and Distribution of Frozen, Refrigerated, Dry Food Products and Services to A&R Food Distributors

Item Tabled - No Action Taken

6.0 Approval of Agreement with Latino Film Institute Youth Cinema Project for 2017-18 School Year

It was moved by Ms. Iglesias, seconded by Dr. Alvarez, and carried 5-0, to approve the agreement with Latino Film Institute Youth Cinema Project for the 2017-18 school year.

- 7.0 Adoption of Resolution No. 16/17-3174 - Authorizing the Transfer of Remaining Balance and Closing of Associated Student Body Fund

It was moved by Dr. Alvarez, seconded by Dr. Rodriguez, and carried 5-0, to adopt Resolution No. 16/17-3174 authorizing the Transfer of Remaining Balance and Closing of Associated Student Body Fund.

- 8.0 Adoption of Resolution No. 16/17-3183 - Approval of a Mitigated Negative Declaration Report for the Advanced Learning Academy Expansion Located at the Former Remington Elementary School at 1325 E. Fourth St., Santa Ana

It was moved by Dr. Rodriguez, seconded by Mr. Palacio, and carried 4-1, Ms. Iglesias dissenting, to adopt Resolution No. 16/17-3183 approval of a Mitigated Negative Declaration report for the Advanced Learning Academy (ALA) expansion located at the former Remington Elementary School at 1325 E. Fourth St., Santa Ana.

- 9.0 Approval of Agreement with Baker Nowicki Design Studio for Architectural Services for Relocation of Adult Transition Program to Century High School

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 5-0, to approve the agreement with Baker Nowicki Design Studio for architectural services for the relocation of Adult Transition Program to Century High School.

- 10.0 Authorization to Award a Contract for Bid Package No. 3 - New Playground Equipment and Resurfacing at Heroes Elementary School

It was moved by Dr. Rodriguez, seconded by Mr. Palacio, and carried 5-0, to authorize staff to award a contract to R.E. Schultz Construction, Inc. for Bid Package No. 3 - New Playground Equipment and Resurfacing at Heroes Elementary School.

- 11.0 Authorization to Award a Bid for General Maintenance and Repairs to JL Cobb Painting & Construction

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 5-0, to authorize staff to award a bid to JL Cobb Painting & Construction pursuant to Bid No. 22-17 for general maintenance and repairs Districtwide.

- 12.0 Approval of New Job Description: Assessment and Data Specialist

It was moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 4-1, Ms. Iglesias dissenting, to approve the new job description: Assessment and Data Specialist.

- 13.0 Approval of New Job Description: Coordinator of Human Resources

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the new job description: Coordinator of Human Resources.

14.0 Approval of New Job Description: Coordinator of International Baccalaureate

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 3-2, Ms. Amezcua and Ms. Iglesias dissenting, to approve the new job description: Coordinator of International Baccalaureate.

15.0 Approval of New Job Description: Coordinator of School Climate

It was moved by Mr. Palacio, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the new job description: Coordinator of School Climate.

16.0 Approval of New Job Description: Director of Classified Professional Development

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the new job description: Director of Classified Professional Development with a modification to amend with and/or without a valid California Administrative Credential.

17.0 Board Policy (BP) 3550 - Food Service/Child Nutrition Program (Revised: For Adoption)

It was moved by Dr. Rodriguez, seconded by Ms. Iglesias, and carried 5-0, to adopt the revised Board Policy 3550 - Food Service/Child Nutrition Program.

18.0 Board Policy (BP) 3551 - Food Service Operations/Cafeteria Fund (Revised: For Adoption)

It was moved by Mr. Palacio, seconded by Dr. Alvarez, and carried 5-0, to adopt the revised Board Policy 3551 - Food Service Operations/Cafeteria Fund.

19.0 Board Policy (BP) 3552 - Summer Meal Program (New: For Adoption)

It was moved by Mr. Palacio, seconded by Dr. Alvarez, and carried 5-0, to adopt the revised Board Policy 3552 - Summer Meal Program.

20.0 Board Policy (BP) 3554 - Other Food Sales (Revised: For Adoption)

It was moved by Dr. Alvarez, seconded by Ms. Iglesias, and carried 5-0, to adopt the revised Board Policy 3554 - Other Food Sales.

21.0 Board Policy (BP) 3555 - Nutrition Program Compliance (New: For Adoption)

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 5-0, to adopt the revised Board Policy 3555 - Nutrition Program Compliance.

22.0 Board Policy (BP) 5146 - Married/Pregnant/Parenting Students (Revised: For Adoption)

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to adopt the revised Board Policy 5146 - Married/Pregnant/Parenting Students.

Board of Education
Minutes
June 13, 2017

Minutes Book Page 795

BOARD REPORTS

ADJOURNMENT

There being no further business to come before the Board, the Board meeting was adjourned in memory of Ricardo Lopez and Alice Hernandez at 10:56 p.m. by Board President Palacio.

The next Regular Meeting will be held on Tuesday, June 27, 2017, at 6:00 p.m.

ATTEST:



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

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - June 13, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENTS 2016-17					
Apps, Kathleen	Principal	Middle College	June 30, 2017		Retirement - 34 years
Clifford, Florence	Teacher	Greenville	June 22, 2017		Retirement - 27 years
Cornforth, Patrick	Principal	Lorin Grisct	June 30, 2017		Retirement - 6 years
Davis, Charlene	Speech and Language Pathologist	Speech Department	June 22, 2017		Retirement - 19 years
Ellsberry, Gloria	Nurse	Health/Home-Hospital Instruction	June 22, 2017		Retirement - 12 years
Fraterrigo, Roland	Psychologist	Psychological Services	June 22, 2017		Retirement - 28 years
Ito, Alexandra	Director of Instructional Technology	K-12 Curriculum Instruction/Staff Development	June 30, 2017		Retirement - 32 years
Lohnes, Doreen	Assistant Superintendent-Special Education/Local Plan Area SELPA	Special Education	June 30, 2017		Retirement - 11 years
Mc Geaney, Dennis	Program Specialist	Registration and Testing Center	June 30, 2017		Retirement - 31 years

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - June 13, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENTS 2016-17 (Continued)					
Murray, Betsy	Teacher	Thorpe	July 25, 2017		Retirement - 18 years
Roberson, Cathy	Teacher	Lowell	June 22, 2017		Retirement - 29 years
Rubio, Maria	Teacher	Lowell	June 22, 2017		Retirement - 22 years
Stetler, Teresa	Principal	Thorpe	June 30, 2017		Retirement - 31 years
Young, Terry	Teacher	MacArthur	June 22, 2017		Retirement - 28 years
RESCINDED RETIREMENT 2016-17					
Oliver, Harry	NJROTC	Santa Ana	June 22, 2017		Retirement - 20 years
RESIGNATIONS 2016-17					
Lighthall, Loren	Assistant Principal	Santa Ana	June 26, 2017		Accepted another positions - 10 years
Shin, Catherine	Teacher	Esqueda	June 22, 2017		Moving, Accepted another positions - 3 years
Solorzano, Carlene	Teacher	Lathrop	June 22, 2017		Accepted another positions - 4 years

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - June 13, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RESIGNATIONS 2016-17 (Continued)					
Valenti, Brittany	Teacher	Villa	June 22, 2017		Accepted another position, Family Responsibilities - 3 years
OFFER OF EMPLOYMENT					
Beaman, Francene	Teacher - Art of Animation	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Celaya, Candida	Teacher - Finance and Business	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Curiel, Danny	Teacher - Automotive	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Erikson, Tom	Teacher - Criminal Justice	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Fe, Helen	Teacher - Medical Assistant	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Garcia, Jose M.	Teacher - Art of Graphic Design	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Garcia, Saul	Teacher - Automotive	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Heremans, Tiffany	Teacher - Culinary Arts	ROP	August 11, 2017	June 1, 2018	Rehire - 44910

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - June 13, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
OFFER OF EMPLOYMENT					
Holland, Cynthia	Teacher - Computer Technology	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Nusbickel, Thomas	Teacher - Engineering	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Ramirez, Steven	Teacher - Art of Graphic Design	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Rich, Christine	Teacher - Computer Technology	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Russo, Joseph	Teacher - Art of Digital Photography	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
Vu, Minh	Teacher - Engineering	ROP	August 11, 2017	June 1, 2018	Rehire - 44910
ABSENCE (3 to 20 duty days) - Without Pay with Benefits					
Corral, Cynthia	Psychologist	Psychological Services	May 29, 2017	June 22, 2017	Child Care
Ramirez-Ladd, Caron	Teacher	Spurgeon	April 20, 2017	May 8, 2017	Family Responsibilities

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - June 13, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
39-MONTH REEMPLOYMENT					
Rey, Diane	Program Specialist	Health/Home-Hospital Instruction	May 24, 2017	August 24, 2020	
SUMMER SCHOOL TEACHERS					
Alonzo, Yvonne		Godinez			
Anaya, Felipe		Godinez			
Anderson, Carolyn		Santa Ana			
Arredondo, Eliana		Godinez			
Ashkiani, Ali		Century			
Basu, Neeta		Segerstrom			
Beichner, Josina		Godinez			
Berger, Michael		Lorin Grisnet			
Bishara, Dave		Saddleback			
Booker, Howard		Lorin Grisnet			
Bradshaw, Christopher		Segerstrom			
Buenrostro, Edward		Segerstrom			
Bustard, Michael		Segerstrom			
Callanan, Jill		Saddleback			
Castro, Laura		Segerstrom			
Cervantes, Alfredo		Godinez			
Chawke, Michael		Valley			
Chen, George		Saddleback			
Cheser, Ron		Segerstrom			
Collins, Michael		Valley			

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - June 13, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
SUMMER SCHOOL TEACHERS (Continued)					
Contreras, Juan		Godinez			
Contreras, Miriam		Godinez			
Cortez, Heriberto		Segerstrom			
Cosley, Jessica		Chavez			
Covey, Richard		Godinez			
Crewe, Dominic		Valley			
Czaja, Gregory		Saddleback			
Dalton, Monica		Saddleback			
Dreyer, Claire		Lorin Grisnet			
Echeverria, Daniel		Century			
Elizondo, Gerard		Godinez			
Elmasry, Fareed		Santa Ana			
Espinoza, Emilio		Godinez			
Espinoza, Rosalina		Century			
Gamnig, Michael		Saddleback			
Garcia, Joseph		Lorin Grisnet			
Garcia-Chau, Elsa		Independent Study			
Gentile, Nicholas		Saddleback			
Gibson, Jonathan		Saddleback			
Glover, Valerie		Saddleback			
Golden, Darcee		Valley			
Gomez, Adrian		Godinez			
Gomeztrejo, Fred		Segerstrom			
Gordon, Roger		Saddleback			
Green, Eric		Godinez			

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - June 13, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
SUMMER SCHOOL TEACHERS (Continued)					
Guerrero, Elizabeth		Century			
Harris, Donzelle		Santa Ana			
Hess, Thomas		Segerstrom			
Hinman, Robert		Santa Ana			
Holguin, Michelle		Saddleback			
Humphrey, Geraldine		Chavez			
Jimenez, Rocio		Century			
Johnston, Margery		Godinez			
Kavati, Kamala		Santa Ana			
Killion, Darryl		Santa Ana			
Kirchberg, John		Valley			
Koeler, James		Godinez			
Lapic, Andrew		Century			
Lopez, Veronica		Valley			
Mackenzie, Marcus		Century			
Malagon, Arnulfo		Chavez			
Maldonado, Gloria		Chavez			
Manntai, Eric		Segerstrom			
Manntai, Jessica		Century			
Martinez, Roman		Santa Ana			
Mc Cook, Robert		Santa Ana			
McCluskey, Kameron		Segerstrom			
Mejia, Juan		Valley			
Molina, Fausto Jr.		Segerstrom			
Montero, Adrian		Saddleback			

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
 Board Meeting - June 13, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
SUMMER SCHOOL TEACHERS (Continued)					
Mullins, Peter		Saddleback			
Nguyen, Ngan Kim		Segerstrom			
Nguyen, Thu		Middle College			
Nunez, Jesus		Century			
Oishi, Todd		Godinez			
Parga, Regina		Segerstrom			
Park, Chu		Chavez			
Peimbert, Barbara		Saddleback			
Pena, Maricela		Lorin Grisnet			
Perez, Enrique		Lorin Grisnet			
Perez, Mirna		Segerstrom			
Pilon, Paul		Segerstrom			
Pola, Kevin		Godinez			
Priess, Ann		Godinez			
Putros, Danial		Chavez			
Ramirez, Angelica		Saddleback			
Ramirez, Robert		Santa Ana			
Ramos, Rafael		Godinez			
Rendon, Rocio		Segerstrom			
Reuter, David		Santa Ana			
Reynoso, Jesse		Lorin Grisnet			
Robison, James		Segerstrom			
Rodriguez-Thomas, Rocio		Santa Ana			
Romero, Analu		Saddleback			

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - June 13, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
SUMMER SCHOOL TEACHERS (Continued)					
Rush, Kathryn		Chavez			
Salcedo, Margie		Santa Ana			
Scanton, Brian		Valley			
Sechrest, Eric		Santa Ana			
Shelton, Arlyn		Chavez			
Shepherd, Christine		Century			
Sirgy, Michelle		Century			
Smith, Thomas		Century			
Snyder, William		Godinez			
Solares, Elizabeth		Godinez			
Statler, Monique		Godinez			
Streckfus, Anne Marie		Segerstrom			
Terwilliger, Erik		Valley			
Thompson, Robert		Santa Ana			
Turner, Rosalind		Saddleback			
Urrea, Gustavo		Chavez			
Uytingco, Emmanuel		Godinez			
Vazquez, Benjamin		Lorin Griset			
Volmer, Susan		Saddleback			
Vu, Lan		Segerstrom			
Walker, Kenneth		Segerstrom			
Walle, Angelita		Santa Ana			
West, Jeffrey		Segerstrom			
Witte, Laura		Valley			
Wong, David		Segerstrom			

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - June 13, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RETIREMENTS						
Headland, Victoria	Interpreter Hearing Impaired	Taft	June 21, 2017			32 years, 9 months
Kozak, Kathleen	Job Training Asst. Sp. Ed.	Transition Program	June 21, 2017			21 years, 9 months
Kusinsky, Daniel	Plumber II	Bldg. Svcs.	July 18, 2017			38 years, 10 months
RESIGNATIONS						
Douglas, Tina	Asst. Supt. of Business Services	Business Svcs.	June 30, 2017			Personal - 2 years, 2 months
Guerra, Linzey	Activity Supervisor	Saddleback	May 23, 2017			Personal - 1 year, 7 months
Jacobo, Mayra	Activity Supervisor	King	April 5, 2017			Personal - 1 year, 5 months
Mears, Jessica	Sr. Facilities Planner	Facilities	May 30, 2017			Personal - 7 years, 8 months
Pham, Ryan	SSP Sp. Ed.	McFadden	April 21, 2017			Personal - 2 weeks
Rico, Andreama	After School IP	After School Program	May 19, 2017			Personal - 9 months
Sanchez, Lirio	Preschool Teacher	ECE	June 1, 2017			Personal - 10 months

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
 Board Meeting - June 13, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RESIGNATIONS						
Tate, Vanessa	Licensed Vocational Nurse	Health/Home-Hospital Instr.	March 31, 2017			Personal - 1 year, 10 months
Vargas, Laura	Head Start Teacher	Head Start/State Preschool	May 17, 2017			Personal - 8 years, 2 months
Zuniga, Luz	Activity Supervisor	Santiago	June 2, 2017			Personal - 5 months
TERMINATIONS						
ID# 31318	Fd. Svc. Wkr.	Nutrition Svcs.	May 17, 2017			
ID# 30800	After School IP	Diamond	June 1, 2017			
VOLUNTARY DEMOTION						
Alfaro, Cesar	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	May 8, 2017		13/6	From Fd. Svc. Spvr. Int.
ABSENCES (3 to 20 duty days) - Without Pay						
Dunkle, Whitney	After School IP	Harvey	May 30, 2017	June 21, 2017		Personal
Garcia, Lily	Headstart Teacher	Child Development	May 30, 2017	June 23, 2017		Personal

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - June 13, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ABSENCES (3 to 20 duty days) - Without Pay (Continuation)						
Mendoza, Patricia	Teacher Aide	Lorin Grisot	June 13, 2017	June 22, 2017		Personal
LEAVES (21 duty days or more) - Without Pay						
Frias, Omar	Computer Technician Autism	MacArthur	August 7, 2017	June 4, 2018		Personal
Macias, Ana	Paraprofessional	Mitchell	April 24, 2017	June 21, 2017		Personal
Ramirez, Elizabeth	Instr. Asst. Sev. Dis.	Adult Transition	August 14, 2017	May 31, 2018		Personal
MILITARY LEAVE						
Nguyen, Nhon Kiet	Sch. Police Officer	School Police	June 7, 2017	June 27, 2017		
NEW HIRES						
Anaya Sanchez, Jennifer	SSP Sp. Ed.	Carr	May 31, 2017		19/2	Probationary
Brennan, Brittany	After School IP	After School Programs	May 16, 2017		16/1	Probationary
Hernandez, Michelle	After School IP	After School Programs	June 9, 2017		16/1	Probationary
Jones, Lucas	School Police Officer	School Police	June 14, 2017		40/1	Probationary
Lopez, Mayra	Community & Family Outreach Liaison	School Climate	June 14, 2017		36/1	Probationary

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar
 Board Meeting - June 13, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
NEW HIRES (Continuation)						
Macias, Daniel	Activity Supervisor	Valley	May 23, 2017		10/1	
Maqueda, Christian	Activity Supervisor	Valley	May 26, 2017		10/1	
McCoy, Bersalin	Activity Supervisor	Century	May 19, 2017		10/1	
Plascencia, Sylvia	Activity Supervisor	Sierra	May 12, 2017		10/1	
Ramires, Bertha	Teacher's Aide	ECE	May 22, 2017		10/1	Probationary
Ruvalcaba Ruiz, Maria	Activity Supervisor	King	May 31, 2017		10/1	
REASSIGNMENTS (Change of Work Site)						
Calderon, Betty	Categorical Budget Analyst	Budget Dept.	May 10, 2017			From Special Ed.
Godinez, Jorge	Budget Technician	Budget Dept.	May 10, 2017			From Facilities
Gonzalez, Maria	Sr. Fd. Svc. Wkr.	Saddleback	April 19, 2017			From Santa Ana High
Pritchett, Jaime	Budget Technician	Budget Dept.	May 15, 2017			From Deputy Supts. Office
Torres, Jocelyn	After School IP	Diamond	May 30, 2017			From Sierra
REASSIGNMENT						
Ruiz Castellanos, Oscar	Fd. Svc. Spvr. Elem.	Nutrition Svcs.	April 19, 2017			From Sr.Fd. Svc. Wkr.

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - June 13, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ADJUSTMENT OF WORKING ASSIGNMENT						
Azhar, Khadija	After School IP	After School Program	April 17, 2017		16/3	From 4 hours to 6 hours
TEMPORARY ASSIGNMENTS						
Aguilar, Josue	From Custodian to Rv. Ld. Custodian	Bldg. Svcs.	May 18, 2017	May 22, 2017	28/5 + Diff.	
Archila, Yadira	From Site Clerk to Sch. Off. Mgr. Elem.	Monroe	April 24, 2017	April 28, 2017	28/5	
Barraza, Erica	From Sr. Fd. Svc. Wkr. to Fd. Svc. Spvr. Int.	Nutrition Svcs.	May 8, 2017	June 21, 2017	27/1	
Bejar, Jose	From Rv. Ld. Custodian to Plant Cust. Elem.	Bldg. Svcs.	April 12, 2017	April 14, 2017	28/6	
Cortez, Jim	From Custodian to Rv. Ld. Custodian	Bldg. Svcs.	June 5, 2017	June 9, 2017	28/4 + Diff.	
Espino, Hugo	From Custodian to Lead Custodian H.S.	Bldg. Svcs.	May 1, 2017	May 5, 2017	28/5 + Diff.	
Goddard, Joshua	From Mgr. of Fd. Svcs. Operations to Asst. Dir. of Fd. Svcs.	Nutrition Svcs.	May 1, 2017	June 30, 2017	Level 38/1	
Gonzalez, Marily	Site Coordinator	After School Programs	June 5, 2017	June 21, 2017	\$25	

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
 Board Meeting - June 13, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TEMPORARY ASSIGNMENTS (Continuation)						
Lopez, Gerson	From Custodian to Rv. Ld. Custodian	Bldg. Svcs.	February 1, 2017	June 2, 2017	28/5 + Diff.	
Lopez, Olga	From After School IP to Site Coordinator	After School Programs	May 15, 2017	June 21, 2017	\$25	
Lopez, Priscilla	From Site Clerk to Sch. Off. Asst. Sec.	Century	May 27, 2017	June 23, 2017	24/3	
Pantoja, Angel	From Groundskeeper to Ath. Fld. Grndkpr. H.S	Bldg. Svcs.	May 30, 2017	June 30, 2017	25/6	
Pedraza, Sandra	From Sch. Off. Asst. Sec. to Sch. Off. Mgr. Int.	Carr	May 12, 2017	May 19, 2017	28/5	
Pham, Ryan	From After School IP to Site Coordinator	After School Programs	May 5, 2017	May 10, 2017	\$25	
Ramirez, Edgar	From Library Media Tech. to Computer Tech.	Mendez	June 2, 2017	June 21, 2017	28/2	
Sanchez Alvarado, Habib	From Fd. Svc. Wkr. to Fd. Svc. Spvr. Elem.	Nutrition Svcs.	May 10, 2017	June 21, 2017	15/2	
Tapia, Zaira	From After School IP to Site Coordinator	After School Programs	May 17, 2017	May 19, 2017	\$25	
Ugalde, Victor	From Custodian to Lead Custodian H.S.	Bldg. Svcs.	April 1, 2017	May 31, 2017	28/5 + Diff.	

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - June 13, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
HOURLY APPOINTMENTS						
Feil, Sydney	Instr. Asst. Provider	Deputy Supts. Office	May 30, 2017		16/1	
Trigilio, Carl	Instr. Asst. Provider	Deputy Supts. Office	May 16, 2017		16/1	
SUBSTITUTES						
Cali, Andrea	Custodian		May 16, 2017		23/1	
Cumpian Jr. III	Custodian		May 22, 2017		23/1	
Diaz, Anthony	Custodian		May 22, 2017		23/1	
Espinoza, Pablo	Custodian		May 15, 2017		23/1	
Farias Granados, Raul	Custodian		May 22, 2017		23/1	
Gasper, Sharon	Custodian		May 15, 2017		23/1	
Lopez Rodriguez, Francisco	Custodian		May 15, 2017		23/1	
Loza, Gustavo	Custodian		May 15, 2017		23/1	
Sosa Garcia, Martin	Custodian		May 15, 2017		23/1	
Vega, Alberto	Custodian		May 15, 2017		23/1	
SHORT TERM						
Rodriguez, Graciela	Sch. Off. Asst. Elem.	Jackson	June 26, 2017	July 28, 2017		

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - June 13, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
EXTENDED SCHOOL YEAR (ESY)						
Ambriz, Fabiola	Sch. Off. Mgr. Elem.	Martin	July 5, 2017	July 17, 2017		
Avila, Karolina	Sch. Off. Mgr. Int.	Spurgeon	June 30, 2017	July 28, 2017		
Beltran, Aurelia	Sch. Off. Mgr. Elem.	Washington	July 5, 2017	July 17, 2017		
Beltran, Esther	Sch. Off. Mgr. Elem.	Taft	July 5, 2017	July 17, 2017		
Benoun, Maria	Sch. Off. Mgr. Elem.	Santiago	July 5, 2017	July 17, 2017		
Cifuentes, Cristina	Sch. Off. Mgr. Elem.	Heninger	July 5, 2017	July 17, 2017		
Corona, Greta	Sch. Off. Mgr. Elem.	Mitchell	June 30, 2017	July 28, 2017		
Dominguez, Rocio	Sch. Off. Mgr. Elem.	Kennedy	July 5, 2017	July 17, 2017		
Euyoque, Elva	Sch. Off. Mgr. Elem.	Taft	June 30, 2017	July 28, 2017		
Fernandez, Cuca	Sch. Off. Mgr. Elem.	Muir	June 30, 2017	July 28, 2017		
Gonzales, Olive	Sch. Off. Mgr. Elem.	Martin	June 30, 2017	July 28, 2017		
Gonzalez, Sandra	Sch. Off. Mgr. Elem.	Mitchell	July 5, 2017	July 17, 2017		
Moran, Joanna	Sch. Off. Mgr. Elem.	Kennedy	June 30, 2017	July 28, 2017		
Moran, Maribel	Sch. Off. Mgr. Elem.	Heninger	June 30, 2017	July 28, 2017		
Ornelas, Juana	Sch. Off. Mgr. Int.	Spurgeon	July 5, 2017	July 17, 2017		
Prado, Marilu	Sch. Off. Mgr. Elem.	Martin	June 30, 2017	July 28, 2017		
Rodriguez,						
Veronica	Sch. Off. Mgr. Elem.	Santiago	June 30, 2017	July 28, 2017		
Torres, Sandra	Sch. Off. Mgr. Elem.	Muir	July 5, 2017	July 17, 2017		
Varela, Lisa	Sch. Off. Mgr. Elem.	Washington	June 30, 2017	July 28, 2017		

RESOLUTION NO. 16/17-3193

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

RESOLUTION OF THE GOVERNING BOARD OF THE SANTA ANA UNIFIED SCHOOL DISTRICT
TO GRANT A SECOND EASEMENT TO THE ORANGE COUNTY WATER DISTRICT

WHEREAS, the Santa Ana Unified School District ("District") owns real property located at 3101 W. Harvard Street, Santa Ana, CA 92704 (A.P.N.: 408-021-01), commonly known as the Heritage Museum of Orange County ("District Property"); and

WHEREAS, the Orange County Water District, a political subdivision of the State of California organized under Chapter 924 of the Statutes of 1933, as amended ("OCWD"), has indicated its intention to construct, operate, and maintain a below grade groundwater monitoring well and well system appurtenances, fencing, gates, new sink, irrigation for garden, and locks at the District Property, and has requested that the District grant certain portions over, under and through the District Property and necessary right-of-way thereto, as identified in Exhibit "A" attached hereto, in the form of a non-exclusive permanent easement, temporary construction easement, and maintenance easement (collectively, the "Easement"); and

WHEREAS, the proposed Easement that includes the description and location of the Easement is set forth in Exhibit "A" attached hereto and incorporated herein by this reference; and

WHEREAS, the District does not need the Easement area for classroom buildings or educational purposes; and

WHEREAS, the District may grant the Easement if, after adoption of this Resolution of Intent and publication of notice, the District's Governing Board adopts, in a regular open meeting ("Public Hearing"), by a two-thirds vote of all its members, a resolution authorizing and directing the Superintendent, or Superintendent's designee, to execute and deliver the Easement; and

WHEREAS, notice of the Governing Board's intent to grant the Easement ("Notice") shall be given pursuant to Education Code section 17558 by posting copies of this Resolution of Intent signed by the members of the Governing Board, or majority thereof, in three (3) public places in the District not less than ten (10) days before the date of the Public Hearing, and by publishing the Notice once not less than five (5) days before the date of the Public Hearing in a newspaper of general circulation, published in the District, if there is one, or if there is no such newspaper published in the District, then in an newspaper published in the county in which the District or any part thereof is situated and having a general circulation in the District; and

WHEREAS, the Public Hearing shall be held on June 13, 2017, Board meeting at 6:00 p.m., or as soon thereafter as the matter may be heard in the Santa Ana Unified School District Board Room, located at 1601 E. Chestnut Avenue, Santa Ana, CA 92701.

NOW THEREFORE, BE IT RESOLVED, that the District's Governing Board hereby finds, determines, declares, orders and resolves as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. The real property upon which the Easement is to be located is not needed for school classroom buildings or educational purposes.

55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103

Section 3. The District intends to grant and convey the Easement.

Section 4. The Superintendent and Superintendent's designee is hereby authorized to provide public notice as required by Education Code section 17558.

Section 5. The District's Governing Board shall hold a public hearing on June 13, 2017, Board meeting at 6:00 p.m. at its regular place of meeting for a public hearing, or as soon thereafter as the matter may be heard and shall consider authorizing the grant and conveyance of the Easement from the District to OCWD in accordance with the Easement attached hereto as Exhibit "A."

The foregoing resolution was considered, passed, and adopted by this Board at its regular meeting of 13th day of June 2017.

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

AYES: John Palacio, Valerie Amezcua, Cecilia Iglesias, Alfonso Alvarez, and Rigo Rodriguez

NOES: --


ABSENT --

STATE OF CALIFORNIA)

) ss:


COUNTY OF ORANGE)

I, John Palacio, President of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 13th day of June 2017, and passed by a vote of 5-0 of said Board.



John Palacio, President of the Governing Board for the Santa Ana Unified School District, State of California

I, Cecilia Iglesias, Clerk of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 13th day of June 2017, and passed by a vote of 5-0 of said Board.



Cecilia Iglesias, Clerk of the Board of Education of the Santa Ana Unified School District, State of California

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

Transfer of Remaining Balance and
Closing of Associated Student Body (ASB) Fund

WHEREAS, the District has determined that Fund 95 (Associated Student Body); is no longer required for special purposes as set up by the District when the funds were established: and

WHEREAS, the Associated Student Body maintains its own general fund with accounts held at Wells Fargo Bank: and

NOW, THEREFORE, BE IT RESOLVED that the Santa Ana Unified School District fund shall be closed and a check issued for the remaining balance of \$1,236,777.73 as of June 14, 2017. The check should be made payable to Santa Ana Unified Student Body and deposited to Wells Fargo Bank with any residuals to Fund 0101.

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

AYES: John Palacio, Valerie Amezcua, Cecilia Iglesias, Alfonso Alvarez, and

NOES: Rigo Rodriguez

ABSENT ---

STATE OF CALIFORNIA)

) SS:

COUNTY OF ORANGE)

I, Cecilia Iglesias, Clerk of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 13th day of June, 2017, and passed by a vote of 5-0 of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 13th day of June, 2017.



Cecilia "Ceci" Iglesias
Clerk of the Board of Education

1 RESOLUTION NO. 16/17-3183

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5 Approval of the Mitigated Negative Declaration for the Advanced Learning Academy Expansion Project
6 located at 1325 E. Fourth Street in Santa Ana

7 WHEREAS, the Santa Ana Unified School District (SAUSD) Board of Education ("Board") desires to
8 develop the Advanced Learning Academy expansion project (the "Project") located at 1325 E. Fourth Street in
9 the City of Santa Ana, Orange County, State of California ("Property"); and

10
11 WHEREAS, the Project will include construction, operation, and maintenance of the redeveloped campus
12 to provide educational facilities for students grades six through twelfth of the Advanced Learning Academy as
13 well as adult education for the Santa Ana College for the benefit of the District and the community it serves; and
14

15 WHEREAS, the Board desires to have the SAUSD construct ten (10) new classrooms on the
16 northeastern portion of the campus in order to house the projected enrollment growth of the Advanced Learning
17 Academy; and

18
19 WHEREAS, the District, acting as the Lead Agency as defined in Section 21067 of the Public Resources
20 Code, has undertaken the preparation of a Mitigated Negative Declaration and Initial Study, an environmental
21 assessment and study of the Project; and
22

23 WHEREAS, a Notice of Availability for the Mitigated Negative Declaration and Initial Study for the
24 Project was issued for a 20-day public review period beginning May 3, 2017, and ending May 23, 2017, submitted
25 to potentially affected state agencies and local agencies (responsible agencies), posted in the offices of the SAUSD
26 (1601 East Chestnut Avenue), posted on-site at 1325 E. Fourth Street, posted on the website of the SAUSD
27 (www.sausd.us), and advertised in the OC Reporter newspaper; and
28

29 WHEREAS, in compliance with the CEQA Guidelines, the SAUSD submitted copies of the Mitigated
30 Negative Declaration and Initial Study and a Notice of Completion (NOC) to the California State Clearinghouse
31 for distribution to potentially affected state agencies; and
32

33 WHEREAS, the District received, considered and responded to comments received from the public and
34 other interested agencies regarding the Mitigated Negative Declaration and Initial Study; and
35

36 WHEREAS, the Initial Study disclosed that there is no substantial evidence that the construction or
37 operation of the Project will have a significant effect on the environment because Mitigation Measures have been
38 incorporated into the Project; and
39

40 WHEREAS, the Board has carefully reviewed and considered the Initial Study, the Mitigated Negative
41 Declaration, and its supporting sources and comments received by affected governmental agencies and other
42 interested persons, and all other relevant information contained in the record for the Project; and
43

44 WHEREAS, the Board has determined that the Mitigated Negative Declaration and the Mitigation
45 Measures incorporated therein responding to such comments and Monitoring Program therefore is adequate,
46 complete and has been prepared in accordance with CEQA; and

47
48 WHEREAS, the Mitigated Negative Declaration has been prepared in compliance with CEQA and reflects
49 the Board's independent judgment and analysis; and
50

51 WHEREAS, the Mitigated Negative Declaration and all supporting material, which constitute a record of
52 these proceedings are kept at the offices of the Santa Ana Unified School District located at 1601 East Chestnut
53 Avenue, Santa Ana, California 92701-6322; and
54

55 WHEREAS, all other legal prerequisites to the adoption of the Resolution have occurred.
56

57 NOW, THEREFORE, the Board hereby finds, determines, declares, orders and resolves as follows:
58

59 Section 1- Recitals. That all of the recitals set forth above are true and correct, and the Board so finds
60 and determines.
61

62 Section 2- Compliance with CEQA. That the Board reviewed and considered the information
63 contained in the Mitigated Negative Declaration, Initial Study, comments from the public and interested agencies,
64 and the District's responses to such comments. The Board hereby makes the following specific findings with
65 respect to the Mitigated Negative Declaration:
66

67 (a) That the Mitigated Negative Declaration prepared for the Project contains a complete and
68 accurate reporting of the environmental impacts associated with the Project; and
69

70 (b) That the Mitigated Negative Declaration has been completed in compliance with CEQA
71 and the State CEQA Guidelines; and
72

73 (c) That the Project will not result in a significant effect upon the environment because the
74 mitigation measures described in the Mitigated Negative Declaration have been added to the Project; and
75

76 (d) That there is no substantial evidence in the record supporting a fair argument that the
77 Project may result in significant impacts to the environment; and
78

79 (e) That the Mitigated Negative Declaration reflects the independent judgment of the District;
80 and
81

82 Section 3- Location and Custodian of Records. The location and custodian of records with respect to all
83 of the relevant documents and any other materiel which constitutes the administrative record for the Mitigated
84 Negative Declaration are as follows: Assistant Superintendent of Facilities and Governmental Relations, 1601
85 East Chestnut Avenue, Santa Ana, California 92701.
86

87 Section 4- Public Notice. The Board finds that the public and interested government agencies have been
88 afforded ample notice and opportunity to comment on the Notice of Availability, Mitigated Negative Declaration,
89 and the Project.
90

91 Section 5- Adoption of Mitigated Negative Declaration and Mitigation Monitoring Plan. The Board
92 hereby adopts the Mitigated Negative Declaration, Mitigation Measures for the Project and the Mitigation
93 Monitoring Program, incorporated herein by reference.
94

95 Section 6- Notice of Determination. The Board hereby delegates authority to the Superintendent of the
96 District, or her designee, to cause a Notice of Determination and a Certificate of Fee Exemption to be filed with

97 the Orange County Clerk and the State of California within five (5) working days after the Board's adoption of
98 the Mitigated Negative Declaration.
99

100 Section 7- Project Approval. The Board hereby approves the construction and operation of the Project.
101
102
103

104 The foregoing resolution was considered, passed, and adopted by this Board at its regular meeting of June 13, 2017.
105
106

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

109 AYES: John Palacio, Valerie Amezcua, Alfonso Alvares, and Rigo Rodriguez

110 NOES: Cecilia Iglesias

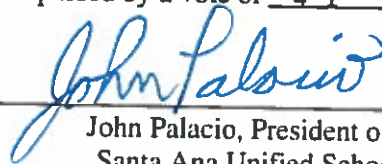
111 ABSENT --
112

113 STATE OF CALIFORNIA)

114) ss:

115 COUNTY OF ORANGE)
116
117
118

119 I, John Palacio, President of the Board of Education of the Santa Ana Unified School District of Orange County,
120 California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular
121 meeting thereof held on the 13th day of June 2017, and passed by a vote of 4-1 of said Board.
122

123
124 
125

126 John Palacio, President of the Governing Board for the
127 Santa Ana Unified School District, State of California
128
129
130

131 I, Cecilia Iglesias, Clerk of the Board of Education of the Santa Ana Unified School District of Orange County,
132 California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular
133 meeting thereof held on the 13th day of June 2017, and passed by a vote of 4-1 of said Board.
134

135
136 
137

138 Cecilia Iglesias, Clerk of the Board of Education of the
Santa Ana Unified School District, State of California



SANTA ANA UNIFIED SCHOOL DISTRICT
ASSESSMENT AND DATA SPECIALIST

JOB SUMMARY:

Under general supervision of site Principal, maintain and prepares a variety of technical, and specialized records and reports; designs and manages related databases; oversees and participates in receipt and distribution of a variety of Federal/State/Local mandated and other assessment tests to be administered at school sites; provides technical and specialized information and assistance regarding assessment testing to assigned school site administrator and staff; train and support staff in Federal/State/SAUSD assessments.

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.

- Performs with a significant degree of independent accountability difficult technical and administrative work in data/information. **E**
- Preparation and maintenance of comprehensive records/reports for site administrator and staff. **E**
- Researches, compiles, disaggregates, manipulates, organizes and interprets a variety of routine to complex statistical and/or technical data and information. **E**
- Produces, updates, maintains and distributes a variety of comprehensive and specialized reports. **E**
- Follows established procedures to maintain confidentiality and security or pertinent data and information, including test results, confidential student records and other information. **E**
- Develops, maintains, monitors, utilizes and updates specialized databases to maintain assessment testing records, including Federal, State, and Local mandated tests and Physical fitness testing data and information. **E**
- Reviews and audits student and demographic information. **E**

ASSESSMENT AND DATA SPECIALIST (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Identifies and corrects or ensures correction of issues/errors/omissions, discrepancies in compliance with established State and Federal requirements/accountability systems. **E**
- According to established State and SAUSD requirements, oversees, supervises and participates in the receipt and distribution of testing materials. **E**
- Oversees, monitors and accepts delivery of testing materials and distribution of testing materials from publishing sources. **E**
- Coordinates and participates in inspection, shelving and/or processing of newly received testing materials. **E**
- Identifies receiving errors/issues and notifies/follows-up with publishing contacts to ensure issues are appropriately rectified. **E**
- Enforces and follows established procedures to protect confidentiality and security of testing materials. **E**
- Counts, sorts, organizes, packs and prepares assigned testing materials for distribution to school sites. **E**
- Serves as an advisor to administration with results-oriented information and provides expertise to staff and others. **E**
- Responds to requests for routine to non-routine information and complaints. **E**
- Trains school site staff regarding assessment programs, test administration protocol, and record keeping. **E**
- Trains parents to help enhance their understanding state and local assessments. **E**
- Researches and recommends action to resolve issues, as appropriate. **E**
- Confers with and provides technical assistance to school site staff, participates in assessment/testing workshops, meetings and conferences, as assigned. **E**
- Prepare communications; make appointments, maintain files and speak on supervisor's behalf. Compose correspondence and type rough drafts or notes. **E**

ASSESSMENT AND DATA SPECIALIST (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- Make arrangements for staff meetings, administrative meetings, schedules and maintains the assessment calendar for the school site administrator. **E**
- Participate in meetings; staff, parents and/or community and conferences as required to share assessment information. **E**
- Perform related duties as required.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Principles, practices, rules, requirements, guidelines, terminology and procedures applicable to testing/assessment coordination and administration.
- Policies and procedures related to areas of a responsibility
- Assessment and test administration tools, equipment, forms and reports.
- Principles, practices and methods used to prepare and present clear and comprehensive reports of assessment/testing data.
- Advanced uses of database and other software to create and maintain documents and materials requiring the interpretation and manipulation of data.
- Correct English usage, including spelling, grammar and punctuation.
- Administrative practices and procedures, including record keeping and filing practices and procedures.

Ability to:

- Interpret, apply, explain and reach sound decisions within the scope of authority in accordance with testing/assessment regulations, policies and procedures.
- Ability to type at least 55 words per minute.
- Ability to multitask and scheduling meetings through various types of media and interfaces.
- 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.
- Design and maintains specialized databases to support assessments record maintenance.
- Bilingual desired.
- Communicate clearly and effectively, orally and in writing.
- Deal with sensitive and difficult situations.

ASSESSMENT AND DATA SPECIALIST (CONTINUED)

KNOWLEDGE AND ABILITIES: (continued)

Ability to: (continued)

- 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.
- Must demonstrate dependability to complete the duties of the position as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and some additional course work in secretarial or clerical subjects and four years increasingly responsible clerical, secretarial or administrative experience, including at least two years of experience in the field of secretarial and/or research.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- School and office environment.
- Driving a vehicle to conduct work.

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 twenty (20) pounds.

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

Board Approved: 6/13/17



SANTA ANA UNIFIED SCHOOL DISTRICT

COORDINATOR OF HUMAN RESOURCES

JOB SUMMARY:

Under the direction of the Associate Superintendent of Human Resources and/or designee; will provide overall management and supervision assistance to Human Resources to serve as a liaison between the Human Resources operations staff and Human Resources leadership; provide management level support and highly responsible assistance to Human Resources Leadership Team to ensure that the human resources and administrative operational needs are met in accordance with SAUSD District and Board policies and procedures. Receives direction from higher-level management staff and may exercise direct supervision over clerical staff.

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.

- Serve as a liaison for the Human Resources Leadership Team and Human Resources operations staff. **E**
- Support Human Resources regarding personnel matters including recruitment, screening, transfers, employee relations, new positions, and position control. **E**
- Analyze, evaluate, and make recommendations on proposed classifications and work with Human Resources to develop class specifications. **E**
- Prepare, evaluate and update a variety of reports regarding staffing ratios, alternative staffing methods, operational effectiveness, and personnel activities. **E**
- Act as a resource to District management and staff regarding personnel policies and procedures, as well as collective bargaining. **E**
- Provide staff assistance to the Human Resources Leadership Team on special projects related to procedures, activities, and operations as related to personnel matters and human resource administration. **E**
- Confer with Human Resources Leadership Team to determine needs and develop recommendations for changes in processes. **E**

COORDINATOR OF HUMAN RESOURCES (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Research and make recommendations related to staffing, classifications, and policies to meet program needs. E
- Consult with management staff in developing program's operational goals. E
- Participate in developing policies related to Human Resources and coordinating their implementation. E
- Perform related duties similar to the above in scope and impact as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of human resources.
- Principles and methods of research.
- Federal, state, and local laws, codes, and regulations affecting assigned work area.
- Basic report preparation
- Collective Bargaining, Labor Code, Educational Code, and District policies and procedures.

Ability to:

- Interpret, apply, explain and reach sound decisions within the scope of authority in accordance with Collective Bargaining, Labor Code, Educational Code, 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.
- Must demonstrate attendance sufficient to complete the duties of the position as required.

COORDINATOR OF HUMAN RESOURCES (CONTINUED)

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible human resources leadership or related experience.
At least three years teaching experience or related experience.

Training:

Equivalent to Bachelor's degree from an accredited college or university with major course work in human resources, business, public administration, or a related field. Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Administrative Services Credential preferred.

WORKING CONDITIONS:

Work Atmosphere Requirements:

- Workplace atmosphere is moderately-paced with moderate to high pressure.
- Physical ability to meet the following requirements:
 - Perform the essential functions of the job and operate all required equipment.
 - Communicate and exchange information successfully in person, via e-mail, and by telephone.
 - Travel throughout the District and County to a variety of sites within a reasonable time frame.

Mental and Emotional Requirements:

- Memorize to recall facts, figures, codes, instructions, and information, and to complete tasks in a timely manner.
- Concentrate under pressure to perform tasks and meet deadlines.
- Interact successfully with all those encountered through the course of work.

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



June 13, 2017

SANTA ANA UNIFIED SCHOOL DISTRICT**COORDINATOR OF INTERNATIONAL BACCALAUREATE****JOB SUMMARY:**

Under direction of the site principal, the Coordinator of the International Baccalaureate Program will provide administrative leadership in the development and implementation of Diploma Program (DP). The Coordinator of International Baccalaureate 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 International Baccalaureate Diploma Program Coordinator and subject trainings. **E**
- Oversee the student selection process. **E**
- Ensure that candidates meet program and examination requirements and fulfill International Baccalaureate Organization regulations. **E**
- Ensure that all International Baccalaureate staff have access to relevant publications and updated resource materials and are fully informed of current program content and subject requirements. **E**
- Interview and hire International Baccalaureate staff as needed to stay International Baccalaureate Organization compliant. **E**
- Ensure that all International Baccalaureate regulations set forth in the Learner Profile booklet, Standards and Practices, Principles into Practice, Handbook of Procedures, and Basis for Practice, as well as subject guides are followed. **E**
- Coordinate administration of the final examinations, review data, analyze results, and ensure that all conditions for conducting examinations are met. **E**
- Oversee, observe, and evaluate International Baccalaureate teachers. **E**
- Organize regular staff meetings for review of student progress and discussion of appropriate strategies to ensure best performance. **E**

REPRESENTATIVE DUTIES: (continued)

- Work with the International Baccalaureate 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 International Baccalaureate requirements. **E**
- Lead professional development for Diploma Program teachers through meetings, workshops, and coaching. **E**
- Ensure that all International Baccalaureate staff are informed of and adhere to International Baccalaureate Organization regulations. **E**
- Ensure that accurate student records are maintained. **E**
- Coordinate with the Counselor/Careers Advisor 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 Diploma Program policies for Assessment, Academic Honesty, Language, and Special Educational Needs.
- Counsel Diploma Program students on course selection, college admissions and career planning. **E**
- Maintain regular communication with all Diploma Program stakeholders (students, teachers, parents, SHS administrators, etc.). **E**
- Serve as Diploma Program advocate for all stakeholders (students, parents, teachers, administrators). **E**
- Contribute to the marketing of the program within and outside the school. **E**
- Keep copies of all correspondence with International Baccalaureate Organization including forms, documents, and reports. **E**
- Facilitate self-study in preparation for evaluation site visit. **E**
- Gather and utilize International Baccalaureate data. **E**
- Oversee school International Baccalaureate budget for student fees, training, technology and supplies. **E**
- Contribute to the marketing of the program within and outside the school. **E**

COORDINATOR OF INTERNATIONAL BACCALAUREATE (CONTINUED)

June 13, 2017

REPRESENTATIVE DUTIES: (continued)

- Keep copies of all correspondence with International Baccalaureate Organization including forms, documents, and reports. **E**
- Facilitate self-study in preparation for evaluation site visit. **E**
- Oversee school International Baccalaureate budget for student fees, training, technology and supplies. **E**
- Perform related duties as required.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Principles and practices of International Baccalaureate Program.
- Federal, state, and local laws, codes, and regulations regarding International Baccalaureate Program.
- Educational Codes and District policies and procedures.

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.
- Communicate clearly and effectively, orally and in writing.
- Make public presentations.
- Establish and maintain effective and leadership relationships with all stakeholders.

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.
- Direct experience leading or teaching in an IB Program preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential.
- Valid International Baccalaureate Coordinator Certification and training.
- Valid Administrative Credential.
- Valid California Driver's License.

COORDINATOR OF INTERNATIONAL BACCALAUREATE (CONTINUED) June 13, 2017

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 twenty (20) pounds.

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

Board Approved: 6/13/17



SANTA ANA UNIFIED SCHOOL DISTRICT

COORDINATOR OF SCHOOL CLIMATE

JOB SUMMARY:

Under the direction of the Director of School Climate, provide leadership and coordination to develop and implement a District vision for promoting positive school climate, restorative practices and the social and emotional health of all students. Plan, develop, implement and direct programs and services designed to promote success for all students including: student attendance, violence prevention and intervention, school safety, alternative discipline, parent involvement and education, positive school climate, Positive Behavioral Interventions and Supports, and behavioral interventions.

REPRESENTATIVE DUTIES:

- Participate in Data Dialogues with School Positive Behaviors Interventions and Support (PBIS) Leadership Committees. **E**
- Plan, support and provide trainings to community liaisons, Restorative Practice (RP) Specialists, counselors, school psychologists, teachers, administrators, PBIS Leadership teams and parents on PBIS and Restorative Practice tools. **E**
- Support the coordination and integration of school climate and comprehensive learning support systems with district and school level improvement efforts. **E**
- Promote the integration of social, emotional, and civic learning into existing curriculum as well as civic engagement through service-learning and other practices. **E**
- Oversee school climate assessment using valid and reliable tools that directly contribute to strategies and resources that are integrated into school improvement plans. **E**
- Ensure fiscal compliance and data integrity. **E**
- In collaboration with other district divisions and in consultation with site personnel, provide leadership to enhance family, school community partnerships through positive school climate initiatives, committees at both site and district level. **E**
- Participate in School Climate Committee. **E**
- Coordinate, recruit, and implement School Climate Parent Institute. **E**
- Promote professional development opportunities that educate and facilitate school climate reform and the delivery of effective learning supports. **E**

COORDINATOR OF SCHOOL CLIMATE (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- Seek and support allocation of resources to support school climate expansion at school sites such as funding, in kind supports, and partnerships. **E**
- Provide ongoing forums (e.g. principal meetings, student/staff) for discussion with district and school staff to review progress, challenges and solutions and improvements. **E**
- Provide support to ensure effective implementation and sustainability of school climate improvement on school sites and district. **E**
- Represent Director of School Climate at the District, County and State at gatherings related to Social Emotional Learning, Restorative Practices and Positive Behavioral Interventions and Supports. **E**
- Supervise planning, development, and implementation of innovative programs to assess the amount, duration and effect of district and site level student discipline, prevention, and intervention programs and provide feedback, support, assistance and training/staff development to sites of specific discipline program outcomes and best practices. **E**
- Support Pupil Placement Committee processes in collaboration with district and site level administrations. **E**
- Oversee the planning, development and implementation of alternatives to suspension and expulsion in district elementary, intermediate and high schools; work with the county and community agency programs to facilitated increased alternative and options for student who violate the district's Code of Behavior and laws as it relates to minors. **E**
- Assist school sites in the development of violence prevention, and education curriculum and programs and the elementary and secondary levels. **E**
- Ensure programs to foster safe schools and school safety, positive school culture and climates, conflict resolution, and prevention of student involvement in antisocial behaviors such as substance abuse, simultaneously serve to increase self-esteem, self-work, growth mindset, and self-management. **E**
- Provide leadership to the development and implementation of interagency communication, coordination and collaboration of services for students. **E**
- Maintain a professional code of ethics and a collaborative work ethic; represent the district in a variety of settings and meetings in the community; advocate for students and families. **E**
- Perform related duties as assigned.

COORDINATOR OF SCHOOL CLIMATE (CONTINUED)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Evidence Based assessments related to school climate.
- Quantitative and qualitative evaluation of programs.
- Strategies for development and implementation of district-wide programs.
- Knowledge and understanding of social emotional learning to enhance academic performance.
- Positive alternatives to suspension to promote student engagement through a varied use of strategies and interventions.
- Restorative practices and other interventions to promote positive school climate.
- Knowledge of programs to promote student attendance and engagement.
- Assist with coordination and training of Positive Behavioral Interventions and Supports.

Ability to:

- Communicate effectively with school sites stakeholders including but not limited to students, parents, staff, Board, Cabinet, administrative staff and community partners.
- Oversee multiple programs, services and trainings.
- Work independently with minimal direction, confidentiality and discretion.
- Promote teamwork and collaboration with the following stakeholders including but not limited to students, parents, staff and community partners.
- Develop goals and objectives and position resources to meet established goals and deadlines on time.
- Work effectively in an urban-school environment.
- Work independently and initiate action as needed.
- Function within appropriate line-staff relationships.
- Work effectively with administrators, staff, parents, community, and in multicultural and bilingual environments.
- Effectively interpret and analyze data and/or assessments.

EDUCATION AND EXPERIENCE:

- Bachelor's degree.
- Master's degree preferred.
- Experience in a leadership position in education.
- At least two years teaching or related experience.
- Experience with School Climate, Positive Behaviors Interventions and Support (PBIS), and Social Emotional Learning (SEL) preferred.

COORDINATOR OF SCHOOL CLIMATE (CONTINUED)

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential preferred.
- Valid Pupil Personnel Services Credential preferred.
- Administrative Credential.
- Valid California driver's license.
- Bilingual and Biliterate (English/Spanish) preferred.

WORKING CONDITIONS:

Environment:

- Office environment.
- Numerous interruptions.
- Driving 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 of time.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

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



SANTA ANA UNIFIED SCHOOL DISTRICT

DIRECTOR OF CLASSIFIED PROFESSIONAL DEVELOPMENT

JOB SUMMARY:

Under the general direction of a Deputy Superintendent and/or designee, assist in the planning, organizing, and directing of the District's comprehensive professional development for all classified employees.

REPRESENTATIVE DUTIES:

- Provide an organized program of both, short-term and long-term Districtwide staff development activities. **E**
- Plan and coordinate Districtwide staff development. **E**
- Assist in the development, implementation, and evaluation of staff development efforts for classified employees. **E**
- Develop and coordinate a web based catalogue and calendar of Professional Learning Opportunities for staff. **E**
- Design and deliver district-wide staff development programs, including developing program objectives, learning outcomes, curriculum, and materials. **E**
- Conduct needs analyses by developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups. **E**
- Evaluate the effectiveness of staff development programs with regard to individual and organizational performance by observing programs, developing, administering, and analyzing assessments, surveys, and questionnaires, conducting focus groups, measuring achievement of learning outcomes, and utilizing other relevant methodologies. **E**
- Coordinate training courses and programs including scheduling classes, equipment, and instructors; coordinate the selection and contracting of external training programs and consultants. **E**
- Create and maintain a variety of records and reports, including project and activity reports, surveys, evaluation documentation, and tracking systems. **E**
- Assist with the development and monitoring of the staff development budget. **E**
- Attend meetings and seminars to obtain information for use in staff development programs. **E**

DIRECTOR OF CLASSIFIED PROFESSIONAL DEVELOPMENT (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Provide clear, accessible resources for classified employees to develop a growth plan specific to their professional goals and in collaboration with their supervisor. **E**
- Provide classified employees with tangible, highly accessible tools they can utilize at their convenience to progress in their growth plan and achieve their goals. **E**
- Promote collaboration and knowledge-sharing among classified employees across the District. **E**
- Provide all classified employees with resources and support they need to be successful in their jobs. **E**
- Encourage classified employees to establish goals, make conscious choices, and take action. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles of adult learning theory.
- Principles and best practices of instructional design.
- Methods and techniques for conducting needs assessments.
- Methods and techniques associated with evaluating the effectiveness of staff development programs.
- District organization, policies, procedures, and objectives.
- Available resources related to areas of assignment.
- Principles of English grammar, spelling, and composition.
- Office procedures, methods, and equipment.
- Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications.
- Principles of report preparation.
- Principles and procedures of record keeping.

DIRECTOR OF CLASSIFIED PROFESSIONAL DEVELOPMENT (CONTINUED)

KNOWLEDGE AND ABILITIES: (continued)

Ability to:

- Design and deliver staff development programs using a variety of instructional techniques and formats such as e-learning, role playing, simulations, team exercises, group discussions, videos, and lectures.
- Remain current on training and organizational development trends.
- Provide information, assistance, and training to employees, supervisors, and administrators.
- Express complex technical concepts clearly and concisely, both orally and in writing.
- Operate office equipment, including computers and associated software including word processing, spreadsheet, email, presentation, and database applications.
- Learn and apply new information and skills.
- Research, collect, compile, and analyze information.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Understand and carry out oral and written directions.
- Plan and organize work to meet changing priorities and deadlines.
- Exercise initiative and independence of judgment and action.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered in the course of work.
- Type, keyboard, and/or enter data at a speed necessary for successful job performance.
- Prepare reports, tables, and spreadsheets by gathering and organizing information and data from a variety of sources

EDUCATION AND EXPERIENCE:

- Master's Degree from an accredited college or university
- Three years' site principal experience or three years of increasing leadership in a classified management position
- Desirable: Experience in coordinating professional development

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Valid California Administrative Credential desired
- Valid California driver's license
- Bilingual Spanish/English is desirable

DIRECTOR OF CLASSIFIED PROFESSIONAL DEVELOPMENT (CONTINUED)

WORKING CONDITIONS:

ENVIRONMENT:

- Typical office environment.

PHYSICAL ABILITIES:

- Sufficient vision to read volumes of printed materials.
- Sufficient hearing to conduct in person and telephone conversations.
- Sufficient physical mobility to move about the District and drive a car.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

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



Santa Ana Unified School District

BOARD POLICY NO: 3550**SUBJECT: Food Service/Child Nutrition Program****CATEGORY: Business and Non-Instructional Operations****EFFECTIVE: 6/13/2017****RESPONSIBLE OFFICE(S): Business Services, Nutrition Services****REVIEWED: 5/23/2017****SCOPE:**

The Governing Board recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the District's food service programs and to maximize their participation in available programs.

POLICY:

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease.
2. Meet or exceed nutritional standards specified in law and administrative regulation.
3. Be prepared in ways which will appeal to students, retain nutritive quality and foster lifelong healthful eating habits.
4. Be served in age-appropriate portions
5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices and in accordance with federal and state requirements.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, bell schedules, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation and allocate funds to maintain and modernize the facilities.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.



Santa Ana Unified School District

BOARD POLICY NO: 3550

SUBJECT: Food Service/Child Nutrition Program

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE:

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the administrative review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas required by CDE.

DESIRED OUTCOME:

Students will participate in the District's food service programs. The Superintendent or designee will support strategies that promote participation in school meal programs.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

- BP 0500 Accountability
- BP 3551 Food Service Operations/Cafeteria Fund
- BP 3552 Summer Meal Program
- BP 3553 Free and Reduced Price Meals
- BP 3554 Other Food Sales
- BP 3555 Nutrition Program Compliance
- BP 5030 Student Wellness
- BP 7110 Facilities Master Plan

Legal Reference:

Education Code:

- | | |
|---------------|--|
| 35182.5 | Contracts, non-nutritious beverages |
| 38080-38103 | Cafeteria, establishment and use |
| 45103.5 | Contracts for management consulting services; restrictions |
| 49430-49436 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| 49490-49494 | School breakfast and lunch programs |
| 49500-49505 | School meals |
| 49510-49520 | Nutrition |
| 49530-49536 | Child Nutrition Act |
| 49540-49546 | Child care food program |
| 49547-49548.3 | Comprehensive nutrition services |
| 49550-49562 | Meals for needy students |
| 49570 | National School Lunch Act |
| 51795-51797 | School gardens |

Health and Safety Code:

- | | |
|---------------|-----------------------------|
| 113700-114437 | California Retail Food Code |
|---------------|-----------------------------|



Santa Ana Unified School District

BOARD POLICY NO: 3550**SUBJECT: Food Service/Child Nutrition Program****CATEGORY: Business and Non-Instructional Operations****EFFECTIVE:****RESPONSIBLE OFFICE(S): Business Services, Nutrition Services****REVIEWED: 5/23/2017****Code of Regulations, Title 5:**

15510	Mandatory meals for needy students
15530-15535	Nutrition education
15550-15565	School lunch and breakfast programs
15575-15578	Requirements for foods and beverages outside federal meal programs

United States Code, Title 42:

1751-1769	National School Lunch Program, including:
1758	Local wellness policy
1761	Summer Food Service Program and Seamless Summer Feeding Option
1769	Fresh Fruit and Vegetable Program
1771-1793	Child nutrition, especially:
1773	National School Breakfast Program

Code of Federal Regulations, Title 7:

210.1-210.31	National School Lunch Program
220.1-220.21	National School Breakfast Program
245.1-245.13	Eligibility for free and reduced-price meals and free milk

Management Resources:**CSBA Publications:**

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

California Department of Education Publications:

School Meals Initiative Summary

Healthy Children Ready to Learn, January 2005

California Project Lean Publications:

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

U.S. Department of Agriculture Publications:

School Breakfast Toolkit

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

Food Buying Guide for Child Nutrition Programs, December 2007

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Dietary Guidelines for Americans, 2005



Santa Ana Unified School District

BOARD POLICY NO: 3550

SUBJECT: Food Service/Child Nutrition Program

CATEGORY: Business and Non-Instructional Operations

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

EFFECTIVE: .

REVIEWED: 5/23/2017

Web Sites:

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Farm Bureau Federation: <http://www.cfbf.com>

California Food Policy Advocates: <http://www.cfpa.net>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/fns>



Santa Ana Unified School District

BOARD POLICY NO: 3551

SUBJECT: Food Service Operations/Cafeteria Fund

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

SCOPE:

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. All revenues accruing to the Cafeteria Fund will be maintained and expended in accordance with federal and state regulations.

POLICY:

The Superintendent or designee shall ensure that all food services administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria in accordance with federal and state regulations.

In addition, meals may be sold to other individuals and organizations that are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or students' siblings.

The Superintendent or designee shall recommend meal prices, based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760, for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture foods.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred.

OR

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law. Program financial reports shall be presented regularly to the Board.



SUBJECT: Food Service Operations/Cafeteria Fund

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

Contracts with Outside Providers

With Board approval, the district may enter into a contract for food service consulting services or food service management services in one or more district schools.

DESIRED OUTCOME:

The Cafeteria Fund shall be maintained separately from the District's General Fund. Cafeteria Funds shall be used only as allowed by law.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**District Policies and Procedures:**

- BP 3100 Budget
- BP 3300 Expenditures and Purchases
- BP 3311 Bids
- BP 3312 Contracts
- BP 3400 Management of District Assets/Accounts
- BP 3460 Financial Reports and Accountability
- BP 3550 Food Service/Child Nutrition Program
- BP 3552 Summer Meal Program
- BP 3553 Free and Reduced Price Meals
- BP 3554 Other Food Sales
- BP 3555 Nutrition Program Compliance
- BP 3600 Consultants
- BP 4231 Staff Development

Legal Reference:**Education Code:**

- | | |
|-------------|--|
| 38080-38086 | Cafeteria, establishment and use |
| 38090-38095 | Cafeterias, funds and accounts |
| 38100-38103 | Cafeterias, allocation of charges |
| 42646 | Alternate payroll procedure |
| 45103.5 | Contracts for management consulting services; restrictions |
| 49490-49493 | School breakfast and lunch programs |
| 49500-49505 | School meals |
| 49554 | Contract for services |

Health and Safety Code:

- | | |
|---------------|-----------------------------|
| 113700-114437 | California Retail Food Code |
|---------------|-----------------------------|

United States Code, Title 42

- | | |
|-----------|-----------------------------|
| 1751-1769 | School lunch programs |
| 1771-1791 | Child nutrition, including: |
| 1773 | School breakfast program |



Santa Ana Unified School District

BOARD POLICY NO: 3551

SUBJECT: Food Service Operations/Cafeteria Fund

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

Code of Federal Regulations, Title 2

255 Cost Principles for State, Local, and Indian Tribal Governments

Code of Federal Regulations, Title 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:**California Department of Education Management Bulletins:**

USDA-FDP-02-2010 Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, August 2010

USDA-SNP-01-2008 Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, February 2008

00-111 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, July 2000

California Department of Education Publications:

California School Accounting Manual

Food Distribution Program Administrative Manual

U.S. Department of Education Guidance:

FAQs About School Meals

Web Sites:California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>California School Nutrition Association: <http://www.calsna.org>U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>



Santa Ana Unified School District

BOARD POLICY NO: 3552

SUBJECT: Summer Meal Program

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

SCOPE:

The Governing Board recognizes that child nutrition programs have a positive and direct impact upon children's well-being and achievement. To help students and other children in the community remain well-nourished throughout the summer vacation, the district shall sponsor a summer meal program as approved by the California Department of Education (CDE).

POLICY:

The Superintendent or designee shall operate summer meal service sites based on state and federal program criteria and an assessment of family and community needs. When feasible, the Superintendent or designee shall involve local governmental agencies, food banks, and/or community organizations in identifying suitable site locations. The site(s) shall be approved by the CDE before meal service is initiated.

The summer meal program may be offered in conjunction with educational enrichment or recreational activities in order to encourage participation in other wellness and learning opportunities.

The Superintendent or designee shall develop and coordinate outreach and promotional activities to inform parents/guardians and the community about the availability of the summer meal program and its location(s) and hours.

The Superintendent or designee shall maintain accurate records of all meals served and shall ensure the timely submission of reimbursement claims in accordance with state procedures.

The Superintendent or designee shall regularly report to the Board regarding program implementation, number of participants, and program costs. As needed, the Board shall direct the Superintendent or designee to identify program modifications to increase program quality or children's access to meal services.

DESIRED OUTCOME:

Students and children in the community will have access to meals during summer vacation.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

- BP 3550 Food Service/Child Nutrition Program
- BP 3551 Food Service Operations/Cafeteria Fund
- BP 3552 Summer Meal Program
- BP 3553 Free and Reduced Price Meals
- BP 3554 Other Food Sales
- BP 3555 Nutrition Program Compliance
- BP 6142.7 Physical Education and Activity
- BP 6177 Summer School



Santa Ana Unified School District

BOARD POLICY NO: 3552**SUBJECT: Summer Meal Program****CATEGORY: Business and Non-Instructional Operations****EFFECTIVE: 6/13/2017****RESPONSIBLE OFFICE(S): Business Services, Nutrition Services****REVIEWED: 5/23/2017****Legal Reference:****Education Code:**

- 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
- 49490-49494 School breakfast and lunch programs
- 49500-49505 School meals
- 49510-49520 Nutrition
- 49530-49536 Child Nutrition Act
- 49547-49548.3 Comprehensive nutrition services
- 49550-49562 Meals for needy students
- 49570 National School Lunch Act

Code of Regulations, Title 5:

- 15510 Mandatory meals for needy students
- 15550-15565 School lunch and breakfast programs

United States Code, Title 42:

- 1751-1769 School lunch programs, including:
- 1758b Local wellness policy
- 1761 Summer Food Service Program and Seamless Summer Feeding Option
- 1771-1792 Child nutrition, especially:
- 1773 School breakfast program

Code of Federal Regulations, Title 7:

- 210.1-210.31 National School Lunch Program
- 220.1-220.22 National School Breakfast Program
- 225.1-225.20 Summer Food Service Program

Management Resources:**CSBA Publications:**

- Providing Access to Nutritious Meals During Summer, Policy Brief, June 2010
- Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
- Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

California Department of Education Management Bulletins:

- USDA-SFSP-06-2008 Summer Food Service Program Outreach Requirement Clarification, October 2008

U.S. Department of Agriculture Publications:

- The Summer Food Service Program: Food That's in When School is Out, 2010, Nutrition Guidance for Sponsors, rev. March 2010
- The Summer Food Service Program: Food That's in When School is Out, 2010 Site Supervisor's Guide, rev. January 2010
- The Summer Food Service Program: Food That's in When School is Out, 2010 Monitor's Guide, rev. January 2010
- The Summer Food Service Program: Food That's in When School is Out, 2010 Administrative Guidance for Sponsors, rev. December 2009
- National School Lunch Program's Seamless Summer Option Questions and Answers, 2009



Santa Ana Unified School District

BOARD POLICY NO: 3552

SUBJECT: Summer Meal Program

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

WEB SITES:

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

California Center for Research on Women and Families, Summer Meal Program Coalition:
<http://www.ccrwf.org>

California Department of Education, Nutrition: <http://www.cde.ca.gov/ls/nu>

California Food Policy Advocates: <http://www.cfpa.net>

California School Nutrition Association: <http://www.calsna.org>

Child Nutrition Information and Payment System: <https://www.cnips.ca.gov>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov>



Santa Ana Unified School District

BOARD POLICY NO: 3554
SUBJECT: Other Food Sales
CATEGORY: Business and Non-Instructional Operations
EFFECTIVE: 6/13/2017
RESPONSIBLE OFFICE(S): Business Services, Nutrition Services
REVIEWED: 5/23/2017

SCOPE:

The Governing Board believes that sales of foods and beverages at school during the school day should be aligned with the district's goals to promote student wellness. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administrative regulation and shall not reduce student participation in the district's food service program.

POLICY:

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's food service program, including sales by student or school-connected organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

When vending machines are sponsored by the district or a student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities and when they may operate.

DESIRED OUTCOME:

All foods and beverages sold on campus will be sold in compliance with state and federal laws, Board policy, and administrative regulation.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

- BP 3312 Contracts
- BP 3550 Food Service/Child Nutrition Program
- BP 3551 Food Service Operations/Cafeteria Fund
- BP 3553 Free and Reduced Price Meals
- BP 5030 Student Wellness

Legal Reference:

Education Code:

- | | |
|-------------|--|
| 35182.5 | Contracts, non-nutritious beverages |
| 48931 | Authorization and sale of food |
| 49430-49434 | Pupil Nutrition, Health, and Achievement Act of 2001 |
| 51520 | School premises; prohibited solicitations |

Code of Regulations, Title 5:

- | | |
|-------------|--|
| 15500 | Food sales in elementary schools |
| 15501 | Sales in high schools and junior high schools |
| 15575-15578 | Requirements for foods and beverages outside the federal meals program |

Health and Safety Code:

- | | |
|---------------|-----------------------------|
| 113700-114437 | California Retail Food Code |
|---------------|-----------------------------|



Santa Ana Unified School District

BOARD POLICY NO: 3554

SUBJECT: Other Food Sales

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

United States Code, Title 42:

1751-1769 National School Lunch Act, including:
1758 Local wellness policy
1771-1791 Child nutrition, School Breakfast Program

Code of Federal Regulations, Title 7:

210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program

Management Resources:**CSBA Publications:**

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

California Department of Education Management Bulletins:

06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006

Fiscal Crisis and Management Assistance Team Publications:

Associated Student Body Accounting Manual and Desk Reference, 2002

National Association of State Boards of Education Publications:

Fit, Healthy and Ready to Learn, 2000

Web Sites:

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

National Association of State Boards of Education (NASBE): <http://www.nasbe.org>

U.S. Dept. of Agriculture, Food and Nutrition Information Center: <http://www.nal.usda.gov/fnic>



Santa Ana Unified School District

BOARD POLICY NO: 3555

SUBJECT: Nutrition Program Compliance

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

SCOPE:

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

POLICY:

Coordinator:

The Board designates the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing its nutrition programs and to investigate any related complaints.

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties.
2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff.

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs.
4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants.
5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below.
6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency.

**SUBJECT: Nutrition Program Compliance****CATEGORY: Business and Non-Instructional Operations****EFFECTIVE: 6/13/2017****RESPONSIBLE OFFICE(S): Business Services, Nutrition Services****REVIEWED: 5/23/2017**

7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities.
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet.
9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint.
10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants.

Notifications:

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be filed anonymously or by a third party.

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



Santa Ana Unified School District

BOARD POLICY NO: 3555**SUBJECT: Nutrition Program Compliance****CATEGORY: Business and Non-Instructional Operations****EFFECTIVE: 6/13/2017****RESPONSIBLE OFFICE(S): Business Services, Nutrition Services****REVIEWED: 5/23/2017**

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http:// www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, stating "This institution is an equal opportunity provider," may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints:

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

When a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (800) 952-5609 and press option 2.
2. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake@usda.gov.



Santa Ana Unified School District

BOARD POLICY NO: 3555

SUBJECT: Nutrition Program Compliance

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

DESIRED OUTCOME:

The District will be in compliance with all state and federal nondiscrimination laws as they apply to the district's nutrition programs.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

- BP 1312.3 Uniform Complaint Procedures
- BP 3550 Food Service/Child Nutrition Program
- BP 3552 Summer Meal Program
- BP 3553 Free and Reduced Price Meals
- BP 5030 Student Wellness
- BP 5125 Student Records
- BP 6159 Individualized Education Program
- BP 6164.6 Identification and Education Under Section 504

Legal Reference:

Education Code:

- 200-262.4 Prohibition of discrimination
- 48985 Notices to parents in language other than English
- 49060-49079 Student records
- 49490-49590 Child nutrition programs

Penal Code:

- 422.6 Interference with constitutional right or privilege

Code of Regulations, Title 5:

- 3080 Application of section
- 4600-4687 Uniform complaint procedures
- 4900-4965 Nondiscrimination in elementary and secondary education programs

United States Code, Title 20:

- 1400-1482 Individuals with Disabilities in Education Act
- 1681-1688 Discrimination based on sex or blindness, Title IX

United States Code, Title 29:

- 794 Section 504 of the Rehabilitation Act of 1973

United States Code, Title 42:

- 2000d-2000d-7 Title VI, Civil Rights Act of 1964
- 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
- 2000h-2000h-6 Title IX
- 12101-12213 Americans with Disabilities Act

Code of Federal Regulations, Title 7:

- 210.23 National School Lunch Program, district responsibilities
- 215.7 Special Milk Program, requirements for participation
- 215.14 Special Milk Program, nondiscrimination
- 220.7 School Breakfast Program, requirements for participation
- 225.3 Summer Food Service Program, administration
- 225.7 Summer Food Service Program, program monitoring



Santa Ana Unified School District

BOARD POLICY NO: 3555

SUBJECT: Nutrition Program Compliance

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 6/13/2017

RESPONSIBLE OFFICE(S): Business Services, Nutrition Services

REVIEWED: 5/23/2017

Code of Federal Regulations, Title 28:

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

Code of Federal Regulations, Title 34:

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

California Department of Education Publications:

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. November 2015

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE
PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

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

Notice of Non-Discrimination, August 2010

Web Sites:

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

**SUBJECT: Pregnant/Parenting/Married Students****CATEGORY: Students****EFFECTIVE: 6/2017****RESPONSIBLE OFFICE(S): Early Childhood Education/Cal-SAFE****REVIEWED: 5/2017****SCOPE:**

The Governing Board recognizes that early marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Santa Ana Unified School District therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

(cf. 51131.1 – Chronic Absence and Truancy)
(cf. 5147 – Dropout Prevention)
(cf. 6011 – Academic Standards)
(cf. 6146.1 High School Graduation Requirements)
(c.f. 6146.11 Alternative Credits Toward Graduation)
(cf. 6146.2 – Certificate of Proficiency/High School Equivalency)

POLICY:

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, or related recovery (E.C. 230; 20 USC 1681-1688) (cf. 0410 – Nondiscrimination in District Programs and Activities)

For school related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has dissolved. (Family Code 7002)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred educational setting unless an alternative strategy is necessary to meet the needs of the student and his/her child.

(cf. 6158 – Independent Study)
(cf. 6181- Alternative Schools/Programs of Choice)
(cf. 6184 - Continuation Education)
(cf. 6200 - Adult Education)

When necessary, reasonable accommodations shall be provided to pregnant and parenting students to enable them to access the educational program. Any education program or activity, including extracurricular activity, that is offered to pregnant students, shall be equal to that offered to other students. A student's participation in such programs shall be voluntary. (5 CCR 4950)

Educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include but are not limited to:

1. Case Management Services (cf. 6164.2 Guidance/Counseling Services)
2. Childcare (cf. 1020 – Youth Services) (cf. 5148 – Child Care and Development)
3. Home-To-School Transportation (Bus Pass)



Santa Ana Unified School District

BOARD POLICY NO: 5146**SUBJECT: Pregnant/Parenting/Married Students****CATEGORY: Students****EFFECTIVE: 6/2017****RESPONSIBLE OFFICE(S): Early Childhood Education/Cal-SAFE****REVIEWED: 5/2017**

4. Nutritional Meal Supplements (E.C. 49553, 42 USC 1786, and 7 CFR 246.1-246.28)
5. Academic/Higher Ed Counseling (cf. 6164.2 – Guidance/Counseling Services)

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development. (c.f. 4131) (c.f. 4231) (c.f. 4331)

Reasonable Accommodations

A pregnant student shall have access to any service available to other students with temporary disabilities or medical conditions. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (E.C. 222)

1. Access to a private location, other than a restroom, to breastfeed or express milk for her infant child. (cf. 6173 – Home/Hospital Instruction)
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for breast pump or any other equipment used to express milk.
4. Access to a place to store expressed breast milk safely.
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child.

Absences

The district shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by a physician. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. (34 CFR 106.40)

A parenting student may also request exemption from attendance because of a related physical or mental condition or because of personal services that must be rendered to a dependent. (cf. 5112.3 – Student Leave of Absence) (E.C. 48410)

Complaints

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and (cf. 1312.3 – Uniform Complaint Procedures)

DESIRED OUTCOME:

Through this policy, the District shall comply with applicable state and federal law related to a student's actual or potential parental, family, or marital status and their full access to all district programs and activities. Additionally, this policy will establish a process for accommodations for lactating students.

SUBJECT: **Pregnant/Parenting/Married Students**CATEGORY: **Students**EFFECTIVE: **6/2017**RESPONSIBLE OFFICE(S): **Early Childhood Education/Cal-SAFE**REVIEWED: **5/2017****Legal Reference:**Education Code

220	Reasonable accommodations: lactating students
230	Sexual Discrimination
8200-8498	Child Care and Development Services Act
48205	Excused absences
48220	Compulsory education requirement
48410	Persons exempted from continuation classes
49553	Nutrition Supplements for pregnant and parenting students in adult education classes
51220.5	Parenting skills and education
51745	Independent Study
52610.5	Enrollment of pregnant and parenting students in adult education

Family Code

7002	Description of emancipated minor
------	----------------------------------

Health and Safety Code

104460	Tobacco prevention services for pregnant and parenting students
--------	---

Code of Regulations, TITLE 5

4600-4687	Uniform complaint procedures
4950	Nondiscrimination, marital and parental status

Code of Regulations, TITLE 22

101151-101239.2	General licensing requirements for child care centers
1013151-101439.1	Infant care centers

UNITED STATES CODE, TITLE 20

16181-1688	Title IX, Education Act Amendments
------------	------------------------------------

UNITED STATES CODE, TITLE 42

1786	Special supplemental nutrition program for women, infant, and children
------	--

CODE OF REGULATIONS, TITLE 7

246.1-246.28	Special supplemental nutrition program for women, infants, and children
--------------	---

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40	Marital and parental status
--------	-----------------------------