

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

MINUTES

Regular Board Meeting
Santa Ana Board of Education

Tuesday, September 27, 2022

CALL TO ORDER

Board President Rodriguez called the meeting to order at 5:13 p.m.

Other Board members present were Ms. Torres and Mr. Palacio.

CLOSED SESSION PRESENTATIONS

Dr. Rodriguez asked if there was anyone wishing to address the Board related to closed session items.

There was no one wishing to address the Board.

RECESS TO CLOSED SESSION

The Regular Board meeting recessed to closed session at 5:13 p.m. to consider labor negotiations, personnel matters, existing litigation, and real property negotiations.

Dr. Alvarez and Mrs. Amezcua arrived at 5:15 p.m.

RECONVENE REGULAR MEETING

The Regular Board meeting reconvened at 6:00 p.m.

Cabinet members in attendance were Superintendent Almendarez, Dr. Perez, Ms. Flores, Ms. Marking, Ms. Barquin, Dr. Llamas, Dr. Olamendi, and Mr. Williams.

PLEDGE OF ALLEGIANCE

Enzo Aguila, third grade student, led the Pledge of Allegiance.

REPORT OF ACTION TAKEN IN CLOSED SESSION

By a vote of 4-0-1, the Board took action to appoint Julie Choi to the position of Assistant Principal, Taft Elementary School.

Motion: Ms. Torres

Second: Dr. Rodriguez

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mr. Palacio

Abstain: Mrs. Amezcua

By a vote of 4-0, the Board took action to approve a settlement agreement between the District and four (4) charter schools: NOVA Academy, El Sol Science and Arts Academy, Edward B. Cole Academy, and the Orange County Educational Arts Academy. The agreement settles a dispute over the District's claims for equitable contributions for special education services provided by the District to students enrolled in the Charter Schools. The settlement amount agreed to will be paid over time and each charter school will pay a separate amount consistent with the services rendered.

Motion: Mrs. Amezcua

Second: Ms. Torres

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua

Not Present: Mr. Palacio

RECOGNITIONS/ACKNOWLEDGEMENTS

5.1 Certificated Employee of the Month for September 2022, Dawn Aguila

Ms. Jennifer Flores, Associate Superintendent of Human Resources, announced Dawn Aguila as Certificated Employee of the Month for September 2022. Ms. Flores invited Dr. Marisol Rexach, Director of Professional Learning & New Teacher Induction, to say a few words in honor of Ms. Aguila.

5.2 Classified Employee of the Month for September 2022, Luis Zamudio

Ms. Jennifer Flores, Associate Superintendent of Human Resources, announced Luis Zamudio as Classified Employee of the Month for September 2022. Ms. Flores invited Dr. Emily Wolk, Executive Director of Research & Evaluation, to say a few words in honor of Mr. Zamudio.

SUPERINTENDENT'S REPORT

Superintendent Almendarez shared that our COVID-19 positivity rates continue to fall and that the most recent data from the Orange County Health Department shows our overall rates across our Santa Ana zip codes are now lower than the county average. He cautioned this is no time to let our guard down and that we must continue to take all necessary precautions to keep our schools among the safest places for children. He encouraged everyone to get their annual flu vaccine. SAUSD is partnering with Kaiser Permanente again to offer free flu vaccines for all elementary school students beginning October 1. Parents can check with their child's school for more information on exact times and dates for the upcoming flu clinics. Superintendent invited all community members to this year's College and Career Community Resource Fair, co-sponsored by SAUSD and the City of Santa Ana. This year's event takes place this Thursday, September 29 at the Santa Ana Zoo, from 6:00 p.m. to 8:00 p.m. The free event will include information on 4-year schools, community colleges, Career Technical Education, and the military. It will also include free entry to the zoo, raffles, giveaways, live entertainment, and free food and refreshments. This event is open to all students and families in grades PreK through 12. For more information visit www.sausd.us or follow us on social media for more information.

Superintendent encouraged everyone who is eligible to register to vote for the upcoming November 8 general election. This includes all our youth in this community, especially those who will turn 18 before the election. In California, the last day to register is October 24. However, California allows voters to conditionally register up until election day and submit a provisional ballot. He added that voting is a hallmark of a strong democracy and engaged citizenry. One of the most effective ways to ensure your voice is heard is to cast your ballot. For more registration information and other resources visit registertovote.ca.gov.

PUBLIC PRESENTATIONS

Dr. Rodriguez asked Ms. Olson if there were any public presentations. There was no one wishing to address the Board.

APPROVAL OF CONSENT CALENDAR

The following item was removed from the consent calendar for discussion and separate action:

8.9 Approval/Ratification of Listing of Grant Award Applications with Santa Ana Unified School District for 2022-2023 School Year

Motion by Ms. Torres, second by Dr. Alvarez to approve the remainder of the consent calendar.

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

8.1 Approval of Regular Board Meeting Minutes - September 13, 2022; Approval of Special Board Meeting Minutes - September 20, 2022

8.2 Acceptance of Gifts in Accordance with Board Policy (BP) 3290 - Gifts, Grants, and Bequests

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

8.4 Approval of Payment and Reimbursement of Costs Incurred for Student(s) with Disabilities for 2022-23 School Year

8.5 Ratification of Master Contract and/or Individual Service Agreement with Nonpublic School and/or Agency for Student with Disabilities for 2022-23 School Year

8.6 Ratification of Memorandum of Understanding with Irvine Unified School District for 2022-2023 School Year

8.7 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District for 2022-23 School Year

8.8 Approval/Ratification of Listing of No-Cost Community Partnership Agreements with Santa Ana Unified School District for 2022-23 School Year

8.10 Approval/Ratification of Listing of Software License Agreements with Santa Ana Unified School District for 2022-23 School Year

8.11 Approval/Ratification of Listing of Disposal of Obsolete Unrepairable Computer Equipment and Miscellaneous Furniture

8.12 Approval/Ratification of Listing of Santa Ana Unified School District Public Works Projects Awarded Utilizing California Uniform Public Construction Cost Accounting Act for 2022-23 School Year

8.13 Ratification of Purchase Order Summary and Listing of all Purchase Orders for the Period of August 24, 2022 through September 13, 2022

8.14 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of August 24, 2022 through September 13, 2022

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

ITEM REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION

8.9 Approval/Ratification of Listing of Grant Award Applications with Santa Ana Unified School District for 2022-2023 School Year

Item removed by Ms. Amezcua

Motioned by Ms. Torres Second by Dr. Alvarez. Board member Amezcua asked questions and provided individual input on the the four (4) community schools model and asked that information be shared with the community and that the Board be kept updated through the B2B.

Approve/ratify the listing of grant applications with Santa Ana Unified School District for the 2022-2023 school year.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

PUBLIC HEARING

9.1 Review Statement of Assurance for Sufficiency of Pupil Textbooks and Instructional Materials for 2022-23 School Year, Per Education Code Sections 60119 and 60422

Dr. Rodriguez opened up the meeting to conduct a public hearing for the Review Statement of Assurance for Sufficiency of Pupil Textbooks and Instructional Materials for 2022-23 School Year, Per Education Code Sections 60119 and 60422. He asked Ms. Olson if there was anyone wishing to address the Board related to the subject. There was no one wishing to address the Board. Hearing none, Dr. Rodriguez declared the public hearing closed.

REGULAR AGENDA - ACTION ITEMS

Motion by Mrs. Amezcua, second by Ms. Torres to approve items 10.1 through 10.8 together. Hearing no opposition, the Board proceeded to vote.

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.1 Adoption of Resolution No. 22/23-3481 – Statement of Assurance for Sufficiency of Pupil Textbooks and Instructional Materials for 2022-23 school year

Adopt Resolution No. 22/23-3481 – Statement of Assurance for Sufficiency of Pupil Textbooks and Instructional Materials for 2022-23 School Year.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.2 Ratification of Deputy Superintendent's Participation of the American Association of School Administrators (AASA) - University of Southern California (USC) Urban Superintendents Academy Program

Ratify the Deputy Superintendent's Participation of the American Association of School Administrators (AASA) - University of Southern California (USC) Urban Superintendents Academy Program.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.3 Approval of New Job Description: Safety Manager

Approve the new job description: Safety Manager.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.4 Approval of New Job Description: Emergency Services Manager

Approve the new job description: Emergency Services Manager.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.5 Approval of New Job Description: Risk Management Coordinator

Approve the new job description: Risk Management Coordinator.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.6 Approval of Deductive Change Order No. 1 for Bid Package 1 General Construction for the Interior Upgrades at Roosevelt-Walker Academy

Approve the Deductive Change Order No. 1 for Bid Package 1 General Construction for the Interior Upgrades at Roosevelt-Walker Academy.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.7 Acceptance of Completion of Contract for Bid Package 1 General Construction for the Interior Upgrades at Roosevelt-Walker Academy

Accept the Completion of Contract for Bid Package 1 General Construction for the Interior Upgrades at Roosevelt-Walker Academy.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.8 Approval of First Amendment to License Agreement with BH EQUITIES 70 LLC, a Delaware Limited Partnership to Utilize the Parking Area for the Central Kitchen

Approve the First Amendment to License Agreement with BH EQUITIES 70 LLC, a Delaware Limited Partnership, to Utilize the Parking Area for Central Kitchen.

Motion by Mrs. Amezcua, second by Ms. Torres

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.9 Adoption of Resolution No. 22/23-3478 – Proclaiming October 2022 as LGBTQ+ History Month

Adopt Resolution No. 22/23-3478 – Proclaiming October 2023 as LGBTQ+ History Month.

Motion by Ms. Torres, second by Dr. Alvarez

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.10 Adoption of Resolution No. 22/23-3479 – Proclaiming September 15 through October 15, 2022, as National Hispanic Heritage Month

Adopt Resolution No. 22/23-3479 – Proclaiming September 15 through October 15, 2022, as National Hispanic Heritage Month.

Motion by Ms. Torres, second by Mr. Palacio

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

10.11 Adoption of Resolution No. 22/23-3484 - Proclaiming October 10-14, 2022 as National School Lunch Week

Adopt Resolution No. 22/23-3484 proclaiming October 10-14, 2022, National School Lunch Week.

Motion by Ms. Torres, second by Dr. Rodriguez

Final Resolution: Motion Carries 5-0

Yes: Dr. Rodriguez, Ms. Torres, Dr. Alvarez, Mrs. Amezcua, Mr. Palacio

BOARD REPORTS

Mrs. Amezcua announced that September is National Deaf Awareness Month and added that it is really important that we don't forget that. She asked that moving forward it be recognized. Mrs. Amezcua asked Superintendent about her previous request on communicating out to the community on term limits. She shared that the community will see a measure ballot on term limits on the November ballot and that ballots will drop on October 10, 2022. She shared that she has received a lot of complaints about a particular school and reminded everyone that we removed BP 5131.71 Zero Tolerance, a long time ago. Kids are being labeled if they come to school dressed a certain way. She suggested that we need to bring in the police department and groups like Neutral Ground. She asked what it means when a Principal places a student on probation and asked Superintendent to follow up on this issue. Lastly, Mrs. Amezcua requested a list of investigations that she asked for three weeks ago to be provided in closed session. She shared that students and parents are contacting her about the Speech & Debate program. She highly recommends that parents and students are addressed and that information be shared with the Board.

Mr. Palacio commented on the parking agreement for the employees at Central Kitchen. He also commented on the approved Kaiser Foundation administration of influenza vaccines for students and suggested that we should work with our partners for flu shots for families and/or share where they can go. Mr. Palacio asked for academic test results for last school year and shared his concern with the decreasing impact of the mariachi program.

Dr. Alvarez invited everyone to the Santa Ana Unified School District's College and Career Community Resource Thursday, September 29, 2022 at the Santa Ana Zoo from 6:00 - 8:00 p.m. He also announced that the next Joint School Collaboration City Council Subcommittee meeting will be taking place Monday, October 3, 2022. One of the items being discussed at the meeting is regarding McKinney Vento kids.

Ms. Torres shared that last week was banned book week and encouraged everyone to read some of the books. She gave a shout out to teachers that are advising GSA groups. Ms. Torres also echoed the concerns with the dress code and asked staff to take a look at the Board Policy and added that there is a large amount of sexism. She reminded everyone that there is a uniform complaint process. She thanked District staff for all their work and lastly, she shared that Barnes and Nobles has a Chicano Studies display.

Dr. Rodriguez congratulated the District on the community school's award. He echoed many of the points made by the other Board members. Dr. Rodriguez closed the meeting in memory of Michael Miller, teacher since 2002, who passed away unexpectedly. Mrs. Amezcua and Mr. Palacio also asked to close in memory of Georgina "Gina" Manzo, teacher since 1997, and Armando Aguinaga, Cecilia Aguinaga's husband.

ADJOURNMENT

Having no further business to come before the Board, Dr. Rodriguez adjourned the meeting at 7:06 p.m.

The next Regular Meeting of the Board of Education will be held on Tuesday, October 11, 2022 at 6:00 p.m.

ATTEST:


Superintendent

RESOLUTION NO. 22/23-3481
BOARD OF EDUCATION
SANTA ANA UNIFIED SCHOOL DISTRICT
ORANGE COUNTY, CALIFORNIA

Statement of Assurance for Sufficiency of Pupil
Textbooks and Instructional Materials for the 2022-23 School Year

WHEREAS, Education Code Section 60119 establishes steps and procedures to ensure the availability of textbooks and instructional materials in order to be eligible to receive funds for that purpose, and;

WHEREAS, the procedures require that school districts take appropriate action to ensure the availability of textbooks and instructional materials on a yearly basis, and;

WHEREAS, pursuant to Education Code Sections 60119, the Board is required to hold a public hearing to encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and;

WHEREAS, the Board is required to provide 10 days' notice of the public hearing or hearings, and;

WHEREAS, the notice shall contain the time, place, and purpose of the hearing and be posted in three public places within the school district, and;

WHEREAS, the hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours, and;

WHEREAS, the governing Board of a school district, as part of the required hearing, shall also make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects, and;

28 WHEREAS, the governing Board shall also determine the availability of laboratory science
29 equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive, and;

30 WHEREAS, a public hearing was held on September 27, 2022, at 6:00 p.m. o'clock, which is
31 on or before the eighth week of school and;

32 WHEREAS, the Board is required to make a determination, through a resolution, as to whether
33 each pupil in each school in the district has, sufficient textbooks or instructional materials, or both, that
34 are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education
35 Code 33126 in each of the following subjects, as appropriate, that are consistent with the content and
36 cycles of the curriculum framework adopted by the State Board:

- 37 (i) Mathematics,
- 38 (ii) Science,
- 39 (iii) History-social science,
- 40 (iv) English/language arts, including the English language development component of an
41 adopted program,
- 42 (v) Visual and performing arts. (Not listed in 60605 or 33126)

43 NOW, THEREFORE BE IT RESOLVED, that the governing Board makes the determination
44 that each pupil of the district, has available sufficient textbooks or instructional materials, or both, that
45 are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education
46 Code Section 33126 in each subject listed above, consistent with the content and cycles of the
47 curriculum framework adopted by the State Board and adopted by this Board in accordance with the
48 procedures as established.

49 BE IT FURTHER RESOLVED, that for the 2022-23 school year, the Santa Ana Unified
50 School District, has provided each pupil with sufficient textbooks or instructional materials, or both,
51 that are aligned to the content standards adopted pursuant to Education Code Section 60605 and
52 Education Code Section 33126 in each subject listed above, consistent with the content and consistent
53 with the cycles and content of the curriculum framework adopted by the State Board for those subjects.

BE IT FURTHER RESOLVED, that for the 2022-23 school year, the Santa Ana Unified School District has provided sufficient textbooks or instructional materials, or both, that are consistent with the content and cycles of the curriculum frameworks adopted by the state board, to each pupil enrolled in a foreign language or health course, and that sufficient laboratory science equipment applicable to science laboratory courses offered in grades 9 to 12, inclusive, is available to pupils.

AYES: Members: **Rodriguez, Torres, Alvarez, Amezcua, Palacio**

NOES: Members:

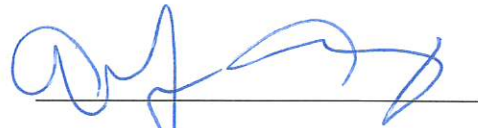
ABSENT: Members:

STATE OF CALIFORNIA)

COUNTY OF ORANGE)

I, Alfonso Alvarez, Ed.D., Clerk of the Board of Education of Santa Ana Unified School District of Orange County, California, hereby certify that the foregoing Resolution was duly and regularly adopted by the said Board of Education at a regular Board meeting thereof held on the 27th day of September, 2022, and passed by a vote of 5-0 of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of September, 2022.



Alfonso Alvarez, Ed.D.

Clerk of the Board of Education

Resolution #22/23-3481



SANTA ANA UNIFIED SCHOOL DISTRICT

SAFETY MANAGER

JOB SUMMARY:

Under the general direction of the Executive Director of Risk Management, the Safety Manager will supervise and coordinate the activities and operations of the District's environmental, health, and safety programs within the Risk Management Department, including occupational health, safety and facilities environmental compliance programs designed to ensure environmental regulatory compliance and prevent occupational injury and illness, and damage to property; to coordinate assigned activities with other divisions, departments, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Executive Director of Risk Management.

REPRESENTATIVE DUTIES:

- Coordinate the organization, staffing, and operational activities of the District's environmental, health, and safety programs including developing and administering training programs, establishing effective committees, developing and improving the communication systems, maintaining a compliance system, and performing inspections and investigations. **E**
- Participate in the development and implementation of goals, objectives, policies, and priorities for the environmental, health, and safety programs; recommend and implement policies and procedures. **E**
- Identify opportunities for improving safety methods and procedures; identify resource needs; review with appropriate management staff; implement improvements. **E**
- Direct, coordinate, and review the work plan for environmental, health, and safety programs; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. Participate in the selection of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies. **E**
- Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary. **E**
- Design, develop, coordinate, administer, and implement training classes for District staff including industrial hygiene, fire prevention and protection, life safety, job safety, health education programs, air quality permitting requirements, hazardous materials, spill control management, and related issues; provide presentations at new employee orientation classes. **E**
- Review accident reports and violations and provide recommendations to departments on safe work practices, engineering controls, compliance practices, personal protective equipment, and corrective measures to reduce the potential of environmental violations and workplace injuries and property damage; attend departmental committee meetings and provide recommendations to mitigate unsafe conditions and work practices. **E**

SAFETY MANAGER: (CONTINUED)

REPRESENTATIVE DUTIES: (continue)

- Design, develop, implement, and maintain record keeping systems to accurately record environmental, health, and safety statistics; prepare customized statistical reports for review and discussion at monthly department meetings; prepare and update required quarterly and monthly reports. **E**
- Develop and implement inspection programs to identify recognized hazards; conduct inspections of District facilities; accompany insurance company loss control representatives regulatory agency compliance personnel on investigation and enforcement inspections; recommend the necessary correction of identified hazards. **E**
- Coordinate and schedule annual emergency evacuation drills for all District sites and Schools in collaboration with School Police Department; conduct debriefing meeting and prepare recommendations for the affected participants in the annual drill. **E**
- Represent the District with regulatory and inspection agencies (e.g., California Division of Occupational Safety and Health (Cal/OSHA), State Water Resources Control Board, South Coast Air Quality Management District, California Environmental Protection Agency, United States Environmental Protection Agency, local Certified Unified Program Agency). **E**
- Assist the Executive Director of Risk Management in evaluating liability exposure; provide photographs and documentation and obtain evidence related to accidents and injuries in order to explain or defend claims; serve as expert witness as necessary. **E**
- Administer the federally mandated Department of Transportation (DOT) Drug and Alcohol Testing program. **E**
- Review and assess new products and tools; recommend new products and tools that are effective in mitigating hazards to departments. **E**
- Prepare and distribute notifications, information, and materials including bulletins, posters, and newsletters. **E**
- Provide staff assistance to the Executive Director of Risk Management; participate on a variety of committees; conduct specialized projects; prepare and present staff reports and other correspondence as appropriate and necessary. **E**
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of environmental, health, and safety; incorporate new developments as appropriate into programs. **E**
- Perform related duties as required.

SAFETY MANAGER: (CONTINUED)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operational characteristics, services, and activities of environmental health and safety programs.
- Investigation techniques and practices.
- Basic medical terminology.
- Principles and practices of risk identification, loss prevention, loss control, and risk transfer; ergonomics principles and practices.
- Principles of budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Principles and procedures of record keeping.
- English usage, grammar, punctuation, and spelling; principles of business letter writing and report preparation.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Pertinent federal, state, and local laws, codes, and regulations.
- Organization and operation of the District.
- Applicable federal, state, and local policies, laws, and regulations.

Ability to:

- Coordinate and direct the District's environmental, health, and safety programs.
- Supervise, direct, and coordinate the work of staff.
- Interpret and explain District safety policies and procedures.
- Design, develop and implement safety training programs.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of experience and education equivalent to the following: Bachelor's degree from an accredited college or university with major course work in occupational health and safety, industrial hygiene, or a related field and five years of responsible environmental, health, and safety and loss prevention program experience including one year of administrative and/or lead supervisory experience.

SAFETY MANAGER: (CONTINUED)

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- A Certified Safety Professional (CSP) designation is desirable.

WORKING CONDITIONS:

Environment:

- Office environment, some travel to different sites.

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or on the telephone.
- Seeing to perform assigned activities.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- 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 duties of the job pursuant to the formal Interactive Process.

Board Approved: September 27, 2022



SANTA ANA UNIFIED SCHOOL DISTRICT

EMERGENCY SERVICES MANAGER

JOB SUMMARY:

Under the general direction of the Chief of Police, with support from the Executive Director of Risk Management, the Emergency Services Manager is responsible for the development, management, implementation, assessment, and continuous improvement of a comprehensive emergency management programs involving the disaster/emergency situations that could potentially affect the school district campuses. This position shall coordinate activities relating to emergency prevention and preparedness, as well as the response, mitigation, and recovery from major emergencies that may occur within the school district.

REPRESENTATIVE DUTIES:

- Develop and maintain the local emergency operation plans including comprehensive school safety plans to state standards, outline the roles and responsibilities of school staff, parents, and community under various emergency contingencies by coordinating the plans of all departments. **E**
- Research, develop, implement, manage, update, and maintain the district wide emergency preparedness plan and the hazard mitigation plan. **E**
- Develop and maintain Emergency Management Education and Training programs including those for parents and the community; coordinate safety and emergency safety drills for the District. **E**
- Identify resources from government and private sector sources that would be available in an emergency; coordinate with appropriate personnel to prepare resources and develop a plan for various types of events. **E**
- Maintain at the ready an emergency operation center (EOC) that incorporates internal procedures and staff requirements to permit key executives to direct and coordinate the emergency response of the school district and local and state agencies. **E**
- Maintain the interoperable communication system and the District's Integrated Emergency Notification System. **E**
- Maintain Emergency Supplies throughout all District Sites. **E**
- Develop a Mass Care & Shelter Program to assist the local Red Cross. **E**
- Determine appropriate equipment and supplies for assigned programs in accordance with established policy; monitor control inventories; plan, organize and arrange appropriate training and staff development activities; participate in orientation for new employees. **E**
- Assess program needs and prepare an annual budget to include supplies and materials to meet mandated requirements. **E**

EMERGENCY SERVICES MANAGER: (CONTINUED)

REPRESENTATIVE DUTIES: (continue)

- Assist in preparation and submission of grant requests to assist in funding program activities or purchasing materials and supplies; establish contacts in the community which may result in obtaining assistance and commitments for the program through business partnerships. **E**
- Communicate and disseminate information to District personnel on program activities and current developments in emergency preparedness and disaster planning. **E**
- Maintain documentation and records of resources, training, and related activities. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Incident Command System (ICS), National Incident Management Systems (NIMS), and Standardized Emergency Management System (SEMS), the California Emergency Services Act, and the Stafford Act.
- Principles of Emergency Management and Emergency Preparedness Planning.
- Mitigations, preparedness, response, and recovery principles.
- Hazard drills, tabletop, functional, and full-scale emergency safety exercises.
- Various emergency notification systems and capabilities.
- Project management principles and streamlining of business processes.
- System-wide requirements for Continuity of Operations Planning (COOP).

Ability to:

- Establish a clear and understandable vision for the Emergency Management Unit, engage the schools, parents, and community in the implementation of the vision, and build the operational components to execute the vision.
- Manage a complex program.
- Lead, direct, supervise, motivate, and inspire others; measure the performance of people, teams, and organizations, and assess performance and progress.
- Identify current and future challenges and propose and implement effective solutions.
- Make effective decisions with sound analytical ability, good judgment, and strong operational focus.
- Maintain accurate reports and records.
- Establish and maintain effective working relationships with others.

EMERGENCY SERVICES MANAGER: (CONTINUED)

KNOWLEDGE AND ABILITIES: (continue)

Ability to:

- Communicate effectively both orally and in writing.
- Successful negotiation and persuasion skills.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to the following: Bachelor's degree in emergency management/preparedness, public administration, or a related field (Master's degree preferred) and five years of professional experience in the development, implementation, and/or evaluation of Emergency Management/Preparedness programs.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- CPR and First Aid trained within the first 6-12 months of employment.

WORKING CONDITIONS:

Environment:

- Office environment, with occasional field work.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or on the telephone.
- Seeing to perform assigned activities.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- 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 duties of the job pursuant to the formal Interactive Process.

Board Approved: September 27, 2022



SANTA ANA UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT COORDINATOR

JOB SUMMARY:

Under the administrative direction of the Executive Director of Risk Management, perform responsible and technical services in the administration of general liability, workers compensation, risk management, emergency preparedness and safety; prepare reports and maintain records and files on claims, litigation, injuries, general liability, and property loss; document and ensure communication of key risks to identify and analyze areas of potential risk.

REPRESENTATIVE DUTIES:

- Maintain input or data quality of risk management systems. **E**
- Recommend ways to control and reduce risk and recommend changes if needed. **E**
- Assist in developing contingency plans to deal with emergencies and organizational emergency response. **E**
- Review and draft policies as needed that comply in the areas of risk and safety. **E**
- Coordinate, conduct, or assist with safety training programs to ensure compliance with all policies and standards. **E**
- Provide technical expertise and information to the Executive Director of Risk Management regarding assigned functions and participate in the formulation of policies, procedures, and programs; assists the Executive Director with various special projects. **E**
- Assist with Risk Management's safety credits, grants and budgets; control expenditures in accordance with established guidelines and limitations. **E**
- Attend and participate in a variety of meetings, conferences, and workshops to maintain current knowledge of laws, codes, rules, and regulations related to assigned functions. **E**
- Serve as the day-to-day liaison with departments, employees, insurance representatives, contractors, and attorneys as needed to complete investigations, coordinate follow-up care and monitor open claims. **E**
- Coordinate other risk-related functions (e.g. drug free workplace testing) according to established guidelines. **E**
- Coordinate, process and maintain records and files on claims for district on work related matters (e.g., injury cases, lawsuits, general liability, property loss, collision, fire, subrogation, and employee claims for personal property damage); record all communication from physicians' insurance agencies and attorneys regarding status of claims, which includes claims intake, investigations submittal and follow-up as may be needed. **E**
- Coordinates investigative efforts; investigates claims, statements, photos and records; attends settlement hearings. **E**

RISK MANAGEMENT COORDINATOR: (CONTINUED)

REPRESENTATIVE DUTIES: (continue)

- Participates in the investigation of incidents and coordinates the preparation of material and evidence for use in hearings, litigation and insurance claim cases. **E**
- Manages all claims and analyzes reports to determine if appropriate preventive measures were in place and/or taken to mitigate future risks; recommends solutions to minimize or prevent further exposure. **E**
- Updates and implements risk management policies and safety standards; assists legal counsel with risk management documents and files during litigation. **E**
- Prepare reports and maintain logs regarding work related injuries and illnesses (e.g., annual self-insured report, Occupational Health and Safety, Employer's First Report, student accident reports, employee safety and emergency response training Safety Committee minutes). **E**
- Review and maintain student accident reports and communicate and provide parent assistance. **E**
- Process employee claims for personal property damage and s management fringe benefit claims. **E**
- Maintain files and records on emergency disaster plans, emergency drills, and air pollution alerts. **E**
- Process and reconcile Risk Management invoices and initiate payments, process purchase order requests, budget items, including contracts and other functions necessary for Risk Management daily operations. **E**
- Assist with the Request for Proposals (RFP) process for risk management. **E**
- Provides exceptional customer service to internal and external customers, and receives and responds to inquiries, requests for assistance, concerns, and complaints in areas of responsibility. **E**
- Direct the work of other employees including training, evaluation, and discipline as needed. **E**
- Perform job-related duties assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic operations, services and activities of a comprehensive risk management program.
- Laws and regulations pertaining to the risk management/loss control field.
- Workers' compensation laws and regulations, safety programs and regulations.
- Terminology and practices of medical treatment.

EMPLOYEE BENEFITS MANAGER: (CONTINUED)

KNOWLEDGE AND ABILITIES: (continue)

Knowledge of:

- Applicable sections of State Education Code.
- Computer usage, including related software.
- English usage, grammar, punctuation, and spelling.
- Math and statistic usage, including terms and concepts.

Ability to:

- Comprehend and apply regulations, procedures, and related information.
- Apply attention to detail.
- Maintain confidentiality.
- Demonstrate initiative and work without close supervision.
- Plan, organize and prioritize daily assignments and work activities.
- Effectively train and lead subordinate staff.
- Work under stressful conditions, with frequent interruptions and changing priorities.
- Remain current in the field by learning and utilizing new skills and information to improve job performance and efficiency.
- Work in a safe manner.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the following: high school graduation with related coursework and five years of experience in the areas of risk management, general liability insurance, workers' compensation, health/ safety, or equivalent.

LICENSES AND OTHER REQUIREMENTS:

Associate Risk Manager (ARM) or Certification of School Risk Manager (CSRM)

WORKING CONDITIONS:

Environment:

- Office environment, with occasional field work.

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or on the telephone clearly and concisely.
- Seeing to perform assigned activities.
- Sitting or standing for extended periods of time.

EMPLOYEE BENEFITS MANAGER: (CONTINUED)

WORKING CONDITIONS: (continue)

Physical Abilities:

- Dexterity of hands and fingers to operate a computer keyboard and other equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- 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 duties of the job pursuant to the formal Interactive Process.

Board Approved: September 27, 2022

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RESOLUTION NO. 22/23-3478

BOARD OF EDUCATION
SANTA ANA UNIFIED SCHOOL DISTRICT
ORANGE COUNTY, CALIFORNIA

Proclamation Declaring October 2022 as LGBTQ+ History Month

WHEREAS, the Santa Ana Unified School District prides itself on its diversity and inclusiveness, providing safe and welcoming spaces for students, regardless of race, ethnicity, national origin, language, disability status, gender expression or identity, and sexual orientation;

WHEREAS, on June 15, 2020, in a landmark decision for lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) persons, the U.S. Supreme Court gave recognition to the LGBTQ community of individuals and they should enjoy the protection of the law;

WHEREAS, President Biden issued an Executive Order in March of 2021 declaring that it was his administration's policy to guarantee an educational environment free from discrimination on the basis of sex, including discrimination on the basis of sexual orientation or gender identity;

WHEREAS, President Biden, in his Executive Order, stated that this guarantee was codified, in part, in Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance;

WHEREAS, the Department of Education's Office of Civil Rights has stated, in a *Notice of Interpretation*, that Title IX applies to protect students from discrimination based on sexual orientation and gender identity;

WHEREAS, state law, under the FAIR Education Act, Senate Bill 48, requires that California K-12 schools provide Fair, Accurate, Inclusive, and Respectful (FAIR) representations of people with disabilities and people who are lesbian, gay, bisexual, or transgender in our curricula, and requires the inclusions of LGBTQ history in kindergarten through 12th grade education;

WHEREAS, the federal and local policies and practices are increasingly acknowledging and focusing on LGBTQ youth and numerous national advocacy and other organizations are giving greater attention to LGBTQ youth on their work. Acceptance and support for all youth, including those who are LGBTQ, make communities and schools safer places;

WHEREAS, as many as 10.3 percent of California students in middle and high schools identify as lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, gender nonconforming, gender fluid, and gender nonbinary (LGBTQ+);

37 **WHEREAS**, youth identifying as LGBTQ+ are overrepresented in the populations of youth
38 experiencing homelessness; youth who are the victims of bullying and discrimination, including,
39 among other things, someone trying to convince them to change their sexuality or gender identity; and
40 youth who have attempted or died as a result of suicide;

41 **WHEREAS**, every school district, including ours, must continue to do more to ensure our
42 LGBTQ+ youth have the supports and resources they need to achieve academically and feel socially,
43 emotionally, mentally, and physically safe at school;

44 **WHEREAS**, for youth identifying as LGBTQ+, the District understands the importance of
45 supporting a student's gender identity by providing a safe and inclusive school climate and promoting
46 appropriate resources, including an individualized Gender Identity Support Plan. The purpose of the
47 Gender Identity Support Plan is to identify the individual needs of identified LGBTQ+ students in
48 accordance with the School Success and Opportunity Act (Assembly Bill AB1266). We are committed
49 to advocating for safe and supportive environments for ALL students, regardless of gender, sexual
50 orientation, gender identity, or expression; and

51 **WHEREAS**, among other supports, the District has developed a memorandum of
52 understanding with the LGBTQ Center OC to ensure that all LGBTQ+ youth and students in the
53 District have access to community resources, education, and social services through various available
54 programs. The District has developed a memorandum of understanding with Kinder Future to support
55 district-wide programming to address the unique needs of all LGBTQ+ youth and their families and
56 thereby improving school climates and culture by providing access to professional development for
57 SAUSD support staff working with LGBTQ+ students and/or families.

58 **NOW, THEREFORE BE IT RESOLVED**, that the Santa Ana Unified School District
59 remains committed to inspire equity, create alliances, celebrate diversity, and establish safe
60 environments in our schools and communities;

61 **NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Board of Trustees of the
62 Santa Ana Unified School District recognizes October 2022 as LGBT History Month, October 11 as
63 National Coming Out Day, and November 20 as Transgender Day of Remembrance to honor the many
64 achievements and contributions of the LGBTQ+ community, National Day of Silence on April 14,
65 2023, as a movement against the harassment and bullying of individuals identifying with the LGBTQ+
66 community, celebrating June 2023 as LGBTQ+ Pride Month; and

67 **BE IT FURTHER RESOLVED**, that the Board of Trustees encourages all schools to
68 incorporate lessons on the LGBTQ+ community in instruction and hold other commemorative
69 activities in honor of LGBTQ+ History Month in October 2022, as well as, during the above
70 mentioned commemoration days.

Upon Motion of Member **Torres** and duly seconded, the foregoing resolution was passed and adopted at a regular meeting of the Board of Trustees on September 27, 2022, by the following vote:

AYES: Rodriguez, Torres, Alvarez, Amezcua, Palacio

NOES:


ABSTAIN:

ABSENT:

[illegible]

I, Alfonso Alvarez, 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 and regularly adopted by the said Board of Trustees at the regular meeting thereof, held on the 27th day of September 2022, and passed by vote of **5-0** of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 27th day of September, 2022.


Alfonso Alvarez, Ed.D.
Clerk of the Board of Education
Santa Ana Unified School District

1 RESOLUTION NO. 22/23-3479

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5
6 **Proclamation Declaring National Hispanic Heritage Month**

7 **September 15-October 15, 2022**

8
9 **WHEREAS**, September 15 through October 15, 2022, has been declared National
10 Hispanic Heritage Month by the President and the Congress of the United States;
11 and

12 **WHEREAS**, in 1968 President Lyndon B. Johnson proclaimed the week of
13 September 15, 1968, as the First National Hispanic Heritage Week; and

14 **WHEREAS**, the founding of the United States is intertwined with the
15 historical settlement and development of the Southwest by descendants of Spanish
16 settlers and indigenous peoples; and

17 **WHEREAS**, the Latino population continues to contribute significantly to the
18 political, economic, and social development of the nation; and

19 **WHEREAS**, the Santa Ana Unified School District serves 43,334 Latino students
20 or approximately 96% of the student population within its K-12 educational system;
21 and

22 **WHEREAS**, the Santa Ana Unified School District recognizes the diversity
23 reflected within the city of Santa Ana, as well as its students and staff, and
24 respects the contributions, culture, and heritage of Latinos in the community;

25 **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education recognizes
26 September 15 through October 15, 2022, as National Hispanic Heritage Month and
27 encourages teachers, other staff members, students, and the community to use this
28 opportunity to honor the contributions of our Latino population.

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

AYES: Rodriguez, Torres, Alvarez, Amezcua, Palacio

NOES :

ABSENT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Alfonso Alvarez, Ed.D., 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 27th day of September, 2022, and passed by a vote of **5-0** of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of September,
2022.

Alfonso Alvarez, Ed.D.
Clerk, Board of Education
Santa Ana Unified School District

RESOLUTION NO. 22/23-3484
BOARD OF EDUCATION
SANTA ANA UNIFIED SCHOOL DISTRICT
ORANGE COUNTY, CALIFORNIA

Proclamation Declaring National School Lunch Week - October 10-14, 2022

WHEREAS, the School Lunch Program has served our nation admirably for over 70 years; and

WHEREAS, the School Lunch Program is dedicated to the health and well-being of our nation's children; and

WHEREAS, the School Lunch Program joins and has been joined through the years by many other excellent child nutrition programs; and

WHEREAS, there is evidence of continued need for awareness and support of the value of school nutrition programs; and

WHEREAS, SAUSD is dedicated to supporting education by serving healthy meals to the students of Santa Ana; and

NOW THEREFORE, BE IT RESOLVED: That the Santa Ana Unified School District's Board of Education declares the week of October 10-14, 2022, as "NATIONAL SCHOOL LUNCH WEEK" and devote this week to the recognition of the dedicated and hardworking people who make the School Lunch Program a reality in their community schools, and encourage all residents of the City of Santa Ana to become aware of the solid foundation for learning provided by a nutritious School Lunch.

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

AYES: **Rodriguez, Torres, Alvarez, Amezcua, Palacio**

NOES:

ABSENT:

1 STATE OF CALIFORNIA)
2) SS:
3 COUNTY OF ORANGE)
4

5 I, Alfonso Alvarez, Ed.D., Clerk of the Board of Education of the Santa Ana
6 Unified School District of Orange County, California, hereby certify that the above
7 and foregoing Resolution was duly adopted by the said Board at a regular meeting
8 thereof held on the 27th day of September, 2022, and passed by a vote of
9 5-0 of said Board.

10
11 IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of September,
12 2022.

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15 Alfonso Alvarez, Ed.D.,
16 Clerk of the Board of Education
17 Santa Ana Unified School District
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