

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

MINUTES

REGULAR MEETING  
SANTA ANA BOARD OF EDUCATION

September 8, 2015

CALL TO ORDER

The meeting was called to order at 5:17 p.m. by Board President Palacio. Other members in attendance were Ms. Iglesias, Ms. Amezcua, Mr. Hernández, and Mr. Richardson.

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 5:17 p.m. to consider anticipated litigation, personnel matters, and negotiations.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:10 p.m.

Cabinet members present were Dr. Miller, Dr. Phillips, Dr. Haglund, Mr. McKinney, Ms. Lohnes, Dr. Rodriguez, Ms. Douglas, Ms. Pueblos, and Mr. Williams.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Natalie Olivarez, sixth-grade student at Advanced Learning Academy.

**SUPERINTENDENT'S REPORT**

Dr. Miller opened his report by mentioning the ribbon cutting ceremony of the Santa Ana Public Schools Sports Complex and the football game between Santa Ana Valley High and Segerstrom High Schools. He also mentioned his participation at the City of Santa Ana 5-K Run and Health Fair. Superintendent Miller attended the Class of 2017 Simon Scholars Awards Dinner. He stated Certificated and Classified employees promoted unity across the District by participating in a District-wide staff development day to prepare for a successful new school year. He visited many school sites on the first day of school, and encouraged everyone to attend high school football games. Dr. Miller concluded his report by announcing that the Orange County Mosquito and Vector Control District will do aerial application spraying on Wednesday, September 9th at 10 p.m. until 4 a.m. and again on Thursday night, September 10th at 10 p.m. to 4 a.m.

**PUBLIC PRESENTATIONS**

Michael Leon, Laura Moore, Caroline Rausch, Thomas Adornetto, Chhoteka Khiev, Gwen Shelton, Dolores Vargas, Theresa Cisneros, Ricardo Espinoza, Luz Avila, Paulette Ronald, and Yolanda Orozco addressed the Board related to funding and extending school library hours.

**1.0 APPROVAL OF CONSENT CALENDAR**

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

- 1.6 Approval of Agreement between Community Matters and Century High School for September 9, 2015 through June 30, 2016
- 1.16 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

It was moved by Mr. Richardson, 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 Minutes - August 25, 2015 and Board Retreat / Workshop Minutes - September 1, 2015
- 1.2 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
- 1.3 Approval of Contract for Head Start Funding for 2015-16 Program Year
- 1.4 Approval of Listing of Agreements/Contracts with Various Consultants

- 1.5 Approval of Agreement between Nancy Fetzer's Literacy Connections and Wilson Elementary School for November 5, 2015 through June 30, 2016
- 1.7 Ratification of Purchase Order Summary and Listing of Orders \$5,000 and Over for Period of August 12, 2015 through August 25, 2015
- 1.8 Ratification of Expenditure Summary and Warrant Listing for Period of August 12, 2015 through August 25, 2015
- 1.9 Approval of Resolution No. 15/16-3078 - General Liability Coverage for Volunteer Medical Team Doctors for District High School Events
- 1.10 Adoption of Resolution No. 15/16-3079 - Authorization of District Appropriations Limits for Fiscal Years 2014-15 and 2015-16
- 1.11 Approval of Deductive Change Order No. 1 for Year-Two Energy Efficient Related Project at Franklin Elementary School
- 1.12 Acceptance of Completion of Contract for Year-Two Energy Efficient Related Project at Franklin Elementary School
- 1.13 Acceptance of Completion of Contract for Bid Package No. 5 - Finish Carpentry at Mitchell Child Development Center Under Modernization Program
- 1.14 Acceptance of Completion of Contract for Bid Package No. 9 - Glazing and Solar Film at Mitchell Child Development Center Under Modernization Program
- 1.15 Acceptance of Completion of Contract for Bid Package No. 11 - Specialties at Wilson Elementary School Under Modernization Program

ITEM REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION:

- 1.6 Approval of Agreement between Community Matters and Century High School for September 9, 2015 through June 30, 2016

It was moved by Mr. Richardson, seconded by Ms. Iglesias, and carried 5-0, to approve the agreement between Community Matters and Century High School for September 9, 2015 through June 30, 2016.

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

It was moved by Ms. Amezcua, seconded by Mr. Palacio, and carried 5-0, to approve the Personnel Calendar including the transition of specific staff members with such topics as: hiring, promotions, transfers, resignations, retirements, and leaves.

PRESENTATIONS

- One-Time Discretionary Draft Expenditure Plan  
Dr. Phillips, Deputy Superintendent, Operations, CBO provided the Board with an estimated revenue and planned expense report.
- Presentation and Discussion of the Santa Ana Unified School District Bid Process  
Ms. Douglas, Assistant Superintendent, Business Services provided the Board with purchasing basics on Bids and Request for Proposals and Request for Quotations methods and process.

**REGULAR AGENDA - ACTION ITEMS**

- 2.0 ACCEPTANCE OF ACTUARIAL STUDY OF WORKERS' COMPENSATION PROGRAM AS OF JUNE 30, 2015
- It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 5-0, to accept Actuarial Study of Workers' Compensation Program as June 30, 2015 and funding at 70% confidence level for 2015-16 in the amount of \$5,347,900 with a funding payroll contribution rate of \$1.47 for 2015-16.
- 3.0 APPROVAL OF DISTRICT'S UNAUDITED ACTUALS FOR 2014-15 SCHOOL YEAR
- It was moved by Ms. Amezcua, seconded by Mr. Palacio, and carried 5-0, to approve the District's Unaudited Actuals for 2014-15 school year.
- 4.0 APPROVAL OF MASTER CONTRACTS AND/OR INDIVIDUAL SERVICE AGREEMENTS WITH NONPUBLIC SCHOOLS AND AGENCIES FOR STUDENTS WITH DISABILITIES FOR 2015-16 SCHOOL YEAR
- It was moved by Ms. Amezcua, seconded by Mr. Palacio, and carried 5-0, to approve the master contracts and/or individual service agreements with nonpublic schools and agencies for students with disabilities for the 2015-16 school year..
- 5.0 APPROVAL OF AGREEMENT WITH BRIGHTBYTES, INC. FOR 2015-16 SCHOOL YEAR
- It was moved by Mr. Hernández, seconded by Mr. Richardson, and carried 5-0, to approve the agreement with BrightBytes, Inc. for 2015-16 school year.
- 6.0 APPROVAL OF AGREEMENT BETWEEN COLLEGEBOARD AND SANTA ANA UNIFIED SCHOOL DISTRICT FOR SEPTEMBER 9, 2015 THROUGH JUNE 30, 2016
- It was moved by Ms. Iglesias, seconded by Ms. Amezcua, and carried 5-0, to approve the agreement between CollegeBoard and the Santa Ana Unified School District for September 9, 2015 through June 30, 2016.

7.0 APPROVAL OF CONSULTANT AGREEMENT BETWEEN PARCHMENT, INC. AND SANTA ANA UNIFIED SCHOOL DISTRICT FOR SEPTEMBER 9, 2015 THROUGH JUNE 30, 2016

It was moved by Mr. Hernández, seconded by Ms. Amezcua, and carried 5-0, to approve the consultant agreement between Parchment, Inc. and the Santa Ana Unified School District for September 9, 2015 through June 30, 2016.

8.0 APPROVAL OF PERSONNEL AGREEMENT WITH ORANGE COUNTY SUPERINTENDENT OF SCHOOLS FOR 2015-16 SCHOOL YEAR

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 5-0, to approve the Personnel Agreement with the Orange County Superintendent of Schools for the 2015-16 school year.

9.0 APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN PIVOT LEARNING PARTNERS AND SANTA ANA UNIFIED SCHOOL DISTRICT

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 5-0, to approve the Memorandum of understanding between Pivot Learning Partners and Santa Ana Unified School District for the period of September 9, 2015 through December 31, 2016.

10.0 APPROVAL OF REVISED JOB DESCRIPTION: ENERGY MANAGER

It was moved by Mr. Palacio, seconded by Mr. Richardson, and carried 5-0, to approve the revised job description of Energy Manager.

11.0 APPROVAL OF NEW JOB DESCRIPTION: ITINERANT SUPPORT TEACHER

It was moved by Ms. Amezcua, seconded by Mr. Hernández, and carried 5-0, to approve the new job description of Itinerant Support Teacher.

NEW AND REVISION OF EXISTING BOARD POLICIES

The Board may direct the revision of any regulation which it finds inconsistent with Board policy.  
(Board Bylaw 9312)

- Board Policy (BP) 5116.2 - Student Enrollment for Impacted Schools (Revised: Adoption)

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 5-0, to adopt the revised Board Policy (BP) 5116.2 - Student Enrollment for Impacted Schools.

**BOARD AND STAFF REPORTS/ACTIVITIES**

Ms. Iglesias

- Attended the SAUSD Class of 2017 Simon Scholars Awards Dinner on September 3;
- Visited MacArthur Fundamental Intermediate, Chavez, Griset Academy, and Community Day on the first day of school.

Mr. Richardson

- Attended the Sports Complex Ribbon Cutting and Wall of Fame Induction Ceremony, Friday, August, 28, 2015;
- Enjoyed the Class of 2017 Simon Scholars Awards Dinner.

Ms. Amezcua

- Thanked staff for a great first day of school;
- Participated in school visits on the first day of instruction;
- Attended the Class of 2017 Simon Scholars Awards Dinner;
- Enjoyed the Valley vs. Segerstrom football game;
- Participated in the Ribbon Cutting Ceremony for the Santa Ana Public School Sports Complex;
- Participated in the 5K community event.

Mr. Palacio

- Enjoyed the City of Santa Ana Plaza Wellness/5k Run;
- Congratulated staff for their hard work in preparation of the first day of school;
- Amazed with the turnout for the Santa Ana Public School Sports Complex Ribbon Cutting Ceremony.

**ADJOURNMENT**

There being no further business to come before the Board, the Board meeting was adjourned at 8:32 p.m. by Board President Palacio.

The next Regular Meeting will be held on Tuesday, September 22, 2015, at 6:00 p.m.

ATTEST:



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

RESOLUTION NO. 15/16-3078

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

GENERAL LIABILITY COVERAGE FOR VOLUNTEER  
MEDICAL TEAM DOCTORS-DISTRICT HIGH SCHOOLS

WHEREAS, Santa Ana Unified School District recognizes the need for and the benefit derived from individuals and groups providing volunteer services to the District; and

WHEREAS, the Santa Ana Unified School District desires to provide General Liability coverage for individuals in their capacity as volunteers to the District while they are performing services for the District in accordance with District regulations and policy; and

WHEREAS, that for the purposes of extending this coverage to official volunteers of the District, particularly medical doctors, who directly volunteer to provide medical services to the District's athletic teams during football season.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Santa Ana Unified School District that the following persons whose volunteer services are accepted in accordance with District regulations and policy shall be covered by the District's Liability insurance program. The type of approved volunteer service shall be on file in the appropriate District or local site office prior to commencing volunteer services.

- Dr. Jonathan Santana
- Dr. Erol Sosa
- David Kruse, MD
- Dr. William Woo
- Dr. Katrina Melgar
- Chris Chroner, MD
- Dr. Margarita Sanchez-Padilla

40 PASSED AND ADOPTED, by the Governing Board on September 8, 2015, by the  
41 following vote:

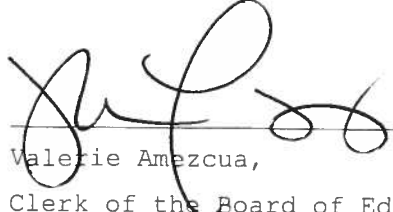
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43 AYES: John Palacio, Cecilia Iglesias, Valerie Amezcua, José A. Hernández, and  
44 Rob Richardson

45 NOES:

46 ABSENT:

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48 I, Valerie Amezcua, Clerk of the Governing Board, do hereby certify that the  
49 foregoing is a true and correct copy of Resolution No. 15/16-3078, which was duly  
50 adopted by the Board of Education of the Santa Ana Unified School District at  
51 meeting thereof held on said date

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53 WITNESSED my hand this 8<sup>th</sup> day of September, 2015 .

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57 Valerie Amezcua,  
58 Clerk of the Board of Education  
59 Santa Ana Unified School District  
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1 RESOLUTION NO. 15/16-3079

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5 **Appropriations Limits for Fiscal Years 2014-15 and 2015-16**

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7 WHEREAS, Article XIII B of the California Constitution provides certain  
8 limitations and controls on the total annual appropriations of any school  
9 district; and,

10 WHEREAS, Division 9, (commencing with Section 7900) of Title 1 of the  
11 Government Code provides for the implementation of Article XIII B; and,

12 WHEREAS, Education Code Section 42132 provides that the governing body of  
13 each school district shall annually adopt a resolution to identify the estimated  
14 appropriations limit for the district for the current fiscal year and the actual  
15 appropriations limit for the district for the preceding fiscal year on or before  
16 September 15 of each year; and,

17 WHEREAS, the documentation used in determining the appropriations limits for  
18 fiscal years 2014-15 and 2015-16 is available for public inspection in the Office  
19 of the Deputy Superintendent, Operations.

20 NOW, THEREFORE, BE IT RESOLVED: That the Board of Education hereby declares  
21 as follows:

22 1. The actual appropriations limit for 2014-15 was \$351,728,794.76, and  
23 the appropriations in the 2014-15 budget did not exceed the limitations imposed by  
24 Article XIII B of the California Constitution.

25 2. The appropriations limit for 2015-16 is estimated to be  
26 \$357,021,658.91, and the appropriations in the 2015-16 budget do not exceed the  
27 limitations imposed by Article XIII B of the California Constitution.

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**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENT</b>					
Kaviani, Revital	Teacher	Santa Ana	February 26, 2015		Retirement - 15 years
<b>RESIGNATION</b>					
Dominguez, Daniel	Teacher	Sierra	July 28, 2015		Moving - 1 year
<b>NEW HIRES/RE-HIRES 2015-16</b>					
Banh, Rachel	Teacher	Segerstrom	August 27, 2015		New Hire - Temporary 44909
Caffrey, Matthew	Teacher	Visual and Performing Arts	August 27, 2015		New Hire - Probationary I
Caroompas, John III	Teacher	Segerstrom	August 27, 2015		New Hire - Probationary I
Chapman, Stephanie	Nurse	Pupil Support Services	August 17, 2015		New Hire - Probationary I
Eduad, Billy	Teacher	Carr	August 27, 2015		New Hire - Probationary I
Espindola, Claudia	Teacher	Adult Transition	August 17, 2015		New Hire - Intern
Gagnier, Joshua	Teacher	Villa	August 27, 2015		New Hire - Probationary I
Gonzalez, Diana	Nurse	Pupil Support Services	August 27, 2015		New Hire - Probationary I

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>NEW HIRES/RE-HIRES 2015-16 (Continued)</b>					
Hall, Matthew	Counselor	Godinez	August 17, 2015		New Hire - Temporary 44920
Heremans, Tiffany	Teacher	Valley	August 27, 2015		New Hire - Probationary I
Herr, Mary	Teacher	Taft	August 27, 2015		New Hire - Probationary I
Hudson, Anne	Teacher	Santa Ana	August 27, 2015		New Hire - Probationary I
Hyde, Diane	Teacher	Esqueda	August 27, 2015		New Hire - Probationary I
Iriart, Wende	Teacher	Lathrop	August 27, 2015		New Hire - Probationary I
Jones, Amanda	Teacher	Walker	August 27, 2015		Rehire - Probationary II
Kim, Jihoo	Curriculum Specialist	K-12 Curriculum Instruction/Staff Development	August 26, 2015		New Hire - Probationary I
Lara, Yuri	Teacher	Valley	August 27, 2015		New Hire - Temporary 44909
Madrigal, Erik	Teacher	McFadden	August 27, 2015		New Hire - Probationary I
Martinez Hernandez, Norma	Teacher	Saddleback	August 27, 2015		New Hire - Probationary I

**Mark A. McKinney, Associate Superintendent, Human Resources**

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>NEW HIRES/RE-HIRES 2015-16 (Continued)</b>					
Michel, Raquel	Counselor	English Learner Programs/Migrant Education	September 30, 2015		New Hire - Probationary I
Neumann, Allison	Teacher	Century	August 27, 2015		New Hire - Temporary 44920
Prouty, Katrina	Speech and Language Pathologist	Speech Department	August 27, 2015		New Hire - Probationary I
Rafter, Kimberly	Teacher	Lathrop	August 27, 2015		New Hire - Probationary I
Renn, Beth	Teacher	Santa Ana	August 27, 2015		New Hire - Probationary I
Richardson, Elizabeth	Teacher	McFadden	August 27, 2015		New Hire - Probationary I
Rodriguez, Thalia	Teacher	Heninger	August 27, 2015		New Hire - Probationary I
Rush, Kathryn	Teacher	Century	August 27, 2015		New Hire - Temporary 44920
Smith, Cherie	Teacher	Valley	August 27, 2015		New Hire - Probationary I
TeGantvoort, Charles	Teacher	Santa Ana	August 27, 2015		Rehire - Intern
Van Gilder, Christine	Teacher	Lathrop	August 27, 2015		New Hire - Temporary 44909
Villalobos-Vargas, Juana	Teacher	Saddleback	August 27, 2015		New Hire - Probationary I



**AGENDA ITEM REQUESTS  
 CERTIFICATED  
 2015-16**

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
10th Grade Counseling	Godinez High School	IASA: Title I Basic Grants Low-Income and Neglected, Part A Unrestricted Discretionary Accounts	\$15,000	September 09, 2015
7/8 Tutoring	Heninger Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$10,000	September 09, 2015
After School Tutoring	Adams Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$9,000	September 14, 2015
After School Tutoring	Harvey Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A Unrestricted Discretionary Accounts	\$10,800	September 09, 2015
After School Tutoring	Martin Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$8,000	September 09, 2015
After School Tutoring	Thorpe Fundamental	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$20,000	September 09, 2015
After School Tutoring	Walker Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$6,000	September 09, 2015

**Board Meeting  
 September 8, 2015**

**AGENDA ITEM REQUESTS  
 CERTIFICATED  
 2015-16**

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
APEX Before and After School	Century High School	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$30,000	September 09, 2015
Before/After/Saturday tutoring	Middle College High School	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$12,000	September 09, 2015
College and Career/Study Skills	MacArthur Fundamental	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$5,000	September 14, 2015
Common Core Secondary Curriculum Professional Development	Deputy Superintendent's Office	Title Ii-Part A Improving Teacher Quality	\$3,588	September 09, 2015
Curriculum Writing Extra Duty-ALA	Deputy Superintendent's Office	Unrestricted Discretionary Accounts	\$4,000	September 09, 2015
Detention Monitor	Century High School	Unrestricted Discretionary Accounts	\$10,000	September 09, 2015
Extended Work Year Days (Ratification)	MacArthur Fundamental	Fund 01 General Fund	\$8,819	August 05, 2015
Extra Duty	Heninger Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$35,000	September 09, 2015

**Board Meeting  
 September 8, 2015**



**AGENDA ITEM REQUESTS  
CERTIFICATED  
2015-16**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
Extra Period	Villa Fundamental	Fund 01 General Fund	\$6,041	March 14, 2016
Extra Period	Villa Fundamental	Fund 01 General Fund	\$6,234	November 30, 2015
Extra Period (Ratification)	Villa Fundamental	Fund 01 General Fund	\$6,188	September 01, 2015
GATE Staff Development Instructor	Ed. Services Elementary Division	Title I-Part A Improving Teacher Quality	\$2,020	September 09, 2015
GLR Planning Meeting	Greenville Fundamental	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$1,400	September 09, 2015
Grades 9-11 Expository Reading & Writing Course (ERWC) Training	Deputy Superintendent's Office	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$20,105	September 09, 2015
Instructional Leadership Team	Walker Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$1,000	September 09, 2015
Intermediate School Expository Reading & Writing Curriculum (ERWC) Training	Deputy Superintendent's Office	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$2,600	September 09, 2015

**Board Meeting  
September 8, 2015**

**AGENDA ITEM REQUESTS  
 CERTIFICATED  
 2015-16**

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
K-6 Tutoring	Heninger Elementary	Unrestricted Discretionary Accounts	\$25,000	September 09, 2015
Library After School and Saturdays	Adams Elementary	Unrestricted Discretionary Accounts	\$5,000	September 21, 2015
Library Literacy Program	Muir Fundamental School	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$1,000	September 09, 2015
PBIS Personal Support Group After School Extra Duty	Century High	Unrestricted Discretionary Accounts	\$3,000	September 09, 2015
PBL Staff Development	Spurgeon Intermediate	Unrestricted Discretionary Accounts	\$30,000	September 09, 2015
Planning	Heroes Elementary School	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$2,500	September 09, 2015
Planning for Instructional Program	Adams Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$1,000	September 14, 2015

**Board Meeting  
 September 8, 2015**

**AGENDA ITEM REQUESTS  
 CERTIFICATED  
 2015-16**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
Planning Intermediate School Expository Reading & Writing Curriculum Training	Deputy Superintendent's Office	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$1,656	September 09, 2015
Professional Development-Teachers	Wilson Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$10,000	September 09, 2015
Program Planning	Middle College High School	Unrestricted Discretionary Accounts	\$4,000	September 09, 2015
SST Participants	Kennedy Elementary	Unrestricted Discretionary Accounts	\$5,000	September 09, 2015
Staff Development	Middle College High School	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$3,645	September 14, 2015
Staff Development Participant	Adams Elementary	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$5,000	September 14, 2015
Student Success Team	Muir Fundamental School	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$3,000	September 09, 2015

**Board Meeting  
 September 8, 2015**

**AGENDA ITEM REQUESTS  
 CERTIFICATED  
 2015-16**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
Teacher Extra Duty-ALA	Deputy Superintendent's Office	Unrestricted Discretionary Accounts	\$4,000	September 09, 2015
Teacher Extra Duty-AVID	Ed. Services Secondary Division	LCFF-Supplemental/ Concentration	\$30,000	September 09, 2015
Teacher Moving due to Construction (Ratification)	Mitchell Child Development	Fund 01 General Fund	\$2,300	July 01, 2015
Teacher Parent Training	Sepulveda Elementary	IASA:Title I Basic Grants Low-Income and Neglected, Part A	\$1,000	September 09, 2015
TOSA- Extra Curricular Assignment	Sepulveda Elementary	IASA:Title I Basic Grants Low-Income and Neglected, Part A	\$2,079	September 09, 2015
Tutoring & Extended Learning Opportunities	Wilson Elementary	IASA:Title I Basic Grants Low-Income and Neglected, Part A	\$8,000	September 09, 2015
Tutoring Intervention	Muir Fundamental School	IASA:Title I Basic Grants Low-Income and Neglected, Part A	\$10,000	September 09, 2015

**Board Meeting  
 September 8, 2015**



**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS</b>						
Aguilar, Edgardo	After School IP	Carr	July 29, 2015			Personal
Bahena, Miguel	After School IP	Santiago	July 29, 2015			Personal
Barriga, Adilene	Fd. Svc. Wkr.	Carr	June 18, 2015			Personal
Bazan Garcia, Josefina	Activity Supervisor	Lowell	June 18, 2015			Personal
Castro, Margarita	Activity Supervisor	Martin	August 19, 2015			Personal
Castro, Mario	Instr. Asst. Computer	Kennedy	August 17, 2015			Personal
Espindola, Claudia	Instr. Asst. Sev. Dis.	Adult Transition	August 14, 2015			To teach for SAUSD - Transition Program
Espinosa, Cecilia	SSP Sp. Ed.	Mitchell	June 18, 2015			Classified Sub. for SAUSD
Galaviz, Maria	After School IP	Willard	August 3, 2015			Personal
Garcia, Martha	Autism Paraprofessional	Mitchell	August 31, 2015			Personal
Garcia, Patricia	After School IP	Madison	July 22, 2015			Classified Sub. for SAUSD
Meza, Violeta	Licensed Vocational Nurse	PSS	July 29, 2015			Personal
Reyes Tenopala, Luis	Site Clerk	Martin	From August 31, 2015 to August 21, 2015			Correction of date
Rodriguez, Jenna	Autism Paraprofessional	Mitchell	June 18, 2015			Personal
Ruiz, Jennifer	After School IP	Diamond	August 6, 2015			Personal

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS (Continuation)</b>						
Sandoval, Rosa	Activity Supervisor	Washington	June 18, 2015			Personal
Serrano, Annel	After School IP	Kennedy	June 18, 2015			Personal
Silvas, Jennifer	Activity Supervisor	Saddleback	August 14, 2015			Personal
Tran, Calvin	Instr. Asst. Sev. Dis.	Valley	August 31, 2015			Personal
<b>VOLUNTARY DEMOTION</b>						
Mendoza, Berenice	Sr. Fd. Svc. Wkr.	Saddleback	September 1, 2015		13/2	From Fd. Svc. Spvr. Elem.
<b>NEW HIRES</b>						
Aguirre, Salina	Fd. Svc. Wkr.	Valley	September 1, 2015		11/1	Probationary
Azhar, Khadija	After School IP	After School Programs	September 1, 2015		16/1	Probationary
Capule, Elben	Accompanist	Visual & Performing Arts	September 9, 2015		30/1	Probationary
Cervantes, Erica	After School IP	After School Programs	September 1, 2015		16/1	Probationary
Cordova, Brian	Paraprofessional	Special Ed.	September 1, 2015		24/1	Probationary
Diaz, Dulce	Site Clerk	Madison	September 9, 2015		24/1	Probationary
Duenas, Evelyn	Activity Supervisor	Godinez	September 1, 2015		10/1	
Galindo, Miriam	Activity Supervisor	Martin	September 1, 2015		10/1	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>NEW HIRES (Continuation)</b>						
Garcia, Maria E.	Fd. Svc. Wkr.	Garfield	September 1, 2015		11/1	Probationary
Gonzalez, Olive	Site Clerk	Martin	September 9, 2015		24/1	Probationary
Lopez, Priscilla	Site Clerk	Century	October 1, 2015		24/1	Probationary
Maquitico, Abigail	After School IP	After School Programs	September 1, 2015		16/1	Probationary
Mendoza, Melanie	Child Dev. Teacher	Head Start	August 31, 2015		IIIIC/1	Probationary
Murguira Ramos, Janet	Fd. Svc. Wkr.	Century	September 1, 2015		11/1	Probationary
Osorio, Maria	Activity Supervisor	Monte Vista	September 1, 2015		10/1	
Prado, Marilu	Site Clerk	Martin	September 9, 2015		24/1	Probationary
Reyes, Maria G.	Activity Supervisor	Valley	September 1, 2015		10/1	
Ruiz, Suzanne	Activity Supervisor	Taft	September 1, 2015		10/1	
Situmeang, Margaret	Site Clerk	School Police	September 9, 2015		24/1	Probationary
Torres, Clarisa	Site Clerk	Lowell	September 9, 2015		24/1	Probationary
Turk, Wendi	Accompanist	Visual & Performing Arts	September 9, 2015		30/1	Probationary
<b>PROMOTIONAL APPOINTMENTS</b>						
Alcala Orozco, Jorge	Autism Paraprofessional	Special Ed.	September 1, 2015		From 20/6 to 24/5	From Instr. Asst. Sev. Dis.
Barajas Valderrama, Veronica	Instr. Asst. Sev. Dis.	Transition Program	August 19, 2015		From 19/3 to 20/4	From SSP Sp. Ed.
Barraza, Erica	Sr. Fd. Svc. Wkr.	Lorin Grisnet	September 1, 2015		From 11/2 to 13/2	From Fd. Svc. Wkr.

**Mark A. McKinney, Associate Superintendent, Human Resources**



**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>PROMOTIONAL APPOINTMENTS (Continuation)</b>						
Mejia, Maria	Instr. Asst. Sev. Dis.	Transition Program	August 19, 2015		From 19/6 to 20/6	From SSP Sp. Ed.
Mercer, Sabrina	Instr. Asst. Sev. Dis.	Transition Program	August 19, 2015		From 19/3 to 20/4	From SSP Sp. Ed.
Preciado, Michelle	Library Media Tech.	Adams	September 9, 2015		From 24/6 to 25/6	From Site Clerk
Quan, Nina	Autism Paraprofessional	Mitchell	September 1, 2015		From 19/2 to 24/1	From SSP Sp. Ed.
Rodriguez, Eric	Instr. Asst. Sev. Dis.	Mitchell	September 1, 2015		From 19/2 to 20/3	From SSP Sp. Ed.
Tavera, Raph	Instr. Asst. Sev. Dis.	Mitchell	September 1, 2015		From 19/2 to 20/3	From SSP Sp. Ed.
Torres, Arlet	Autism Paraprofessional	Mitchell	September 1, 2015		From 17/6 to 24/4	From Instr. Asst. Sp. Ed.
<b>REASSIGNMENTS (Change of work site)</b>						
Aguirre, Eric	SSP Sp. Ed.	Esqueda	September 1, 2015		19/2	From Sp. Ed.
Caldera, Mireya	SSP Sp. Ed.	Jefferson	September 1, 2015		19/1	From Heroes
Cornejo, Edwin	Instr. Asst. Sev. Dis.	Century	September 1, 2015		20/6 + Bil.	From Villa
Cristobal, Alma	Instr. Asst. Sev. Dis.	Willard	September 1, 2015		20/6 + Bil.	From
Escalante, Teresa	Instr. Asst. Sev. Dis.	Muir	September 1, 2015		20/6	McFadden
Garcia, Cecilia	Instr. Asst. Sev. Dis.	Muir	September 1, 2015		20/6 + Bil.	From Lincoln
Gray, Daniel	SSP Sp. Ed.	Walker	September 1, 2015		19/1	From Lincoln

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>REASSIGNMENTS (Change of work site) (Continuation)</b>						
Gutierrez, John	Instr. Asst. Sev. Dis.	Santa Ana	September 1, 2015		20/3	From Muir
Inda-Llamas, Irma	Instr. Asst. Sev. Dis.	Muir	September 1, 2015		20/6 + Bil.	From Lincoln
Lopez, David	Instr. Asst. Sev. Dis.	Willard	September 1, 2015		20/6	From McFadden
Masse, Ailed	Registrar Int.	Villa	August 24, 2015		24/5	From Site Clerk at Roosevelt
Najera, Robert	Instr. Asst. Sev. Dis.	Muir	September 1, 2015		20/6	From Roosevelt
Perez, Donna	Instr. Asst. Sev. Dis.	Willard	September 1, 2015		20/6	From McFadden
Quintana, Olivia	Instr. Asst. Sev. Dis.	Sierra	September 1, 2015		20/6 + Bil.	From Kennedy
Tapia, Gabriela	Activity Supervisor	Mendez	September 1, 2015		10/1	From Thorpe
<b>REASSIGNMENTS</b>						
Klioumis, Frantsesca	SSP Sp. Ed.	Martin	September 1, 2015		19/2	From Itinerant to 1:1 Aide
Villalobos, Dora	SSP Sp. Ed.	Carver	September 1, 2015		19/2	From Site to Itinerant Aide

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ADJUSTMENT OF WORKING ASSIGNMENTS</b>						
Flores, Beatriz	Fd. Svc. Wkr.	MacArthur	September 1, 2015		11/6	From 3.5 hours to 6.5 hours
Fregoso, Maria	Fd. Svc. Wkr.	McFadden	September 1, 2015		11/6	From 3.5 hours to 6.5 hours
Huizar, Renato	Sr. Fd. Svc. Wkr.	Century	September 1, 2015		13/6	From 6.5 hours to 7.5 hours
Martinez, Lobelia	Fd. Svc. Wkr.	Lorin Griset	September 1, 2015		11/1	From 3.5 hours to 6.5 hours
<b>TEMPORARY ASSIGNMENTS - Out of Class Compensation</b>						
Ashbaugh, Timothy	School Police Officer	School Police	July 1, 2015	December 31, 2015	40/6B + Graveyard	
Barba, Rodney	Sr. Groundskeeper	Bldg. Svcs.	March 11, 2015	June 30, 2015	30/5	
Campos, Ashley	School Police Officer	School Police	July 1, 2015	December 31, 2015	40/1 + Graveyard	
Carino, Myrna	Department Specialist	Bldg. Svcs.	August 19, 2015	August 31, 2015	28/5 + Bil.	
Chambers, Dermont	School Police Officer	School Police	July 1, 2015	December 31, 2015	40/6A + Graveyard	
Chesmore, Brian	School Police Supervisor/Sergeant	School Police	July 1, 2015	December 31, 2015	46/5 + Graveyard	
Diaz, Jaime	Attendance Tech.	Willard	August 24, 2015	September 30, 2015	24/3	
Harris, Brian	School Police Supervisor/Sergeant	School Police	July 1, 2015	December 31, 2015	46/6 + Graveyard	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - September 8, 2015**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TEMPORARY ASSIGNMENTS - Out of Class Compensation (Continuation)</b>						
Konstantakos, Kristy	Alarm Monitor/Dispatcher	School Police	July 1, 2015	December 31, 2015	22/1 + Graveyard	
Page, Emir	Attendance Tech.	Saddleback	August 25, 2015	September 11, 2015	24/5	
Preciado, Michelle	Attendance Tech.	Century	August 17, 2015	August 28, 2015	24/6	
Sogsti, Stephen	School Police Officer	School Police	July 1, 2015	December 31, 2015	40/6A + Graveyard	
Solorio, Mary	Alarm Monitor/Dispatcher	School Police	July 1, 2015	December 31, 2015	22/6 + Graveyard	
<b>HOURLY APPOINTMENTS</b>						
Coria, Juan	Instr. Provider	Mendez	August 18, 2015		16/1	
Dzul, Yesenia	Instr. Provider	Valley	August 14, 2015		16/1	
Garcia, Lizbeth	Instr. Provider	Valley	August 14, 2015		16/1	
Nguyen, Hanh	Instr. Provider	Mendez	August 18, 2015		16/1	
Ramirez, Desirae	Instr. Provider	McFadden	August 18, 2015		16/1	
<b>EXTRA SERVICE ASSIGNMENT</b>						
Pliska, Cindy Ann	Detective/Investigator	School Police	June 1, 2015		\$1,000	Stipend

**AGENDA ITEMS REQUESTS  
CLASSIFIED  
2015-16 School Year**

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
Academic Assistance for Students	Carver Elementary	IASA Title I Basic Grants Low-Income and Neglected, Part A	\$4,000	September 10, 2015
Attendance Technician Vacancy Reassignment (Ratification)	Century High	Fund 01 General Fund	\$1,300	August 10, 2015
AVID Tutors/Instructional Providers	Middle College High	LCFF-Supplemental/Concentration	\$60,000	September 09, 2015
Child Care	Carver Elementary	IASA Title I Basic Grants Low-Income and Neglected, Part A	\$500	September 09, 2015
Child Care	Sepulveda Elementary	Unrestricted Discretionary Accounts	\$800	September 09, 2015
Classified Extra Duty (Ratification)	Villa Fundamental	Unrestricted Discretionary Accounts	\$3,000	August 03, 2015
Classified Extra Duty - Before and After School	Wilson Elementary	IASA Title I Basic Grants Low-Income and Neglected, Part A	\$6,000	September 09, 2015
Clerical Support	Heninger Elementary	Unrestricted Discretionary Accounts	\$5,496	September 09, 2015
Computer Instructional Assistant	Heninger Elementary	Unrestricted Discretionary Accounts	\$7,786	September 09, 2015
Computer Technician (Ratification)	Villa Fundamental	Unrestricted Discretionary Accounts	\$14,300	August 10, 2015
Construction Extended Hours (Ratification)	Construction	Fund 01 General Fund	\$8,000	July 01, 2015
Construction Extended Hours (Ratification)	Construction	Fund 01 General Fund	\$8,000	July 01, 2015
Extra Duty	Heroes Elementary	Unrestricted Discretionary Accounts	\$500	September 09, 2015

**AGENDA ITEMS REQUESTS  
CLASSIFIED  
2015-16 School Year**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
Extra Duty	Heroes Elementary	Unrestricted Discretionary Accounts	\$1,000	September 09, 2015
Extra Duty - Computer Lab	Greenville Fundamental	IASA Title I Basic Grants Low-Income and Neglected, Part A	\$5,000	September 09, 2015
Extra Duty - Office	Muir Fundamental	Unrestricted Discretionary Accounts	\$2,000	September 09, 2015
Extra Duty - Teacher/Student Assistance	Remington Elementary	Unrestricted Discretionary Accounts	\$5,000	September 10, 2015
GATE - Clerical Extra Help	Ed. Services Elementary Division	Unrestricted-GATE (7140)	\$5,000	September 09, 2015
GATE Parent Meetings for Gifted Students - Childcare	Ed. Services Elementary Division	IASA Title I Basic Grants Low-Income and Neglected, Part A	\$1,000	September 09, 2015
GATE Parent Meetings for Gifted Students - Translation	Ed. Services Elementary Division	Unrestricted-Gate (7140)	\$1,000	September 09, 2015
Instructional Assistant - Tutoring	Sepulveda Elementary	Unrestricted Discretionary Accounts	\$3,000	September 09, 2015
Interpreter/Translator	Jackson Elementary	Unrestricted Discretionary Accounts	\$3,000	September 09, 2015
Kindergarten Detail Process	Greenville Fundamental	Unrestricted Discretionary Accounts	\$600	September 09, 2015
Noon Supervisor School Activities	Jackson Elementary	IASA Title I Basic Grants Low-Income and Neglected, Part A	\$2,000	September 09, 2015
Office - Conference Translating	Carver Elementary	Unrestricted Discretionary Accounts	\$1,000	September 09, 2015

September 2015

**AGENDA ITEMS REQUESTS  
CLASSIFIED  
2015-16 School Year**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
Office Extra Duty	Heroes Elementary	Unrestricted Discretionary Accounts	\$1,000	September 09, 2015
Parent Conference Translators	Carver Elementary	Unrestricted Discretionary Accounts	\$1,000	September 09, 2015
Parent Translation Support	Adams Elementary	Unrestricted Discretionary Accounts	\$1,500	September 14, 2015
PBIS Support	Adams Elementary	Unrestricted Discretionary Accounts	\$3,000	September 14, 2015
Saturdays Library Classified	Adams Elementary	Unrestricted Discretionary Accounts	\$1,000	September 14, 2015
School-wide Events	MacArthur Fundamental	Unrestricted Discretionary Accounts	\$250	September 09, 2015
School-wide Events	MacArthur Fundamental	Unrestricted Discretionary Accounts	\$1,000	September 09, 2015
School-wide Events/Child Care	Heroes Elementary	IASA Title I Basic Grants Low-Income and Neglected, Part A	\$1,000	September 09, 2015
Segerstrom HS Overtime	Segerstrom High School	Unrestricted Discretionary Accounts	\$5,000	September 09, 2015
Stage Manager - Overtime	Godinez High School	Unrestricted Discretionary Accounts	\$8,000	September 09, 2015
Student Achievement Monitoring Differentiated Instruction	Walker Elementary	Unrestricted Discretionary Accounts	\$3,000	September 09, 2015
Technology Teacher/Student Assistance	Sepulveda Elementary	IASA Title I Basic Grants Low-Income and Neglected, Part A	\$2,500	September 09, 2015
Translation	Walker Elementary	Unrestricted Discretionary Accounts	\$500	October 15, 2015

**AGENDA ITEMS REQUESTS  
 CLASSIFIED  
 2015-16 School Year**

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
Translation (Extra Parent Help)	Harvey Elementary	Unrestricted Discretionary Accounts	\$1,500	September 09, 2015
Translations	Walker Elementary	Unrestricted Discretionary Accounts	\$500	September 18, 2015
Two Staff Development Days for all Teachers (Ratification)	Early Childhood Education	Child Development: CA State Preschool Program QRIS Block Grant RFA	\$28,350	August 26, 2015





## **SANTA ANA UNIFIED SCHOOL DISTRICT**

### **ENERGY MANAGER**

#### **JOB SUMMARY:**

Under the general direction of the Assistant Superintendent of Facilities and Governmental Relations and/or designee. This position is responsible for designing, implementing, coordinating, and monitoring the District's energy management program; also responsible for recommending, developing, and implementing processes for alternative energy sources, consumption and general energy conservation measures; will promote and modify District's energy consumption through efficient utilization and awareness of energy sources.

#### **REPRESENTATIVE DUTIES:**

- Develop and implement the District's energy management program; establish accountability for energy consumption throughout the school district; serve as District representative at management-level meetings, seminars, and conferences relating to energy use and conservation. **E**
- Advise, assist, and make recommendations on alternate energy sources, consumption and general energy conservation measures. **E**
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends. **E**
- Provide input and direction on contractual support activities related to energy management and the purchase of any products that affect energy consumption. **E**
- Monitor federal energy conservation grants received by the district; maintain related records and data as necessary; provide energy and water consumption reports as required. **E**
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation. **E**
- Implement week day, week end, holiday, and summer shutdown checklists for District buildings; direct night setback program for District buildings on week nights, weekends, holidays, and summer recess. **E**
- Perform regular "walk through" audits of all District facilities to ensure operating efficiency, optimum educational environment and compliance with the District's energy policy. **E**

**ENERGY MANAGER (CONTINUED)**

**REPRESENTATIVE DUTIES:** (Continued)

- Supervise the planning and oversight of new buildings, modernizations, and renovations and projects. **E**
- Coordinate required inspections and related engineering programs with city, county, and state. **E**
- Participate in construction planning, construction oversight, and project closeout. **E**
- Coordinate final inspection of completed construction projects and submit recommendation of acceptance. **E**
- Report progress on building construction projects. **E**
- Evaluate and recommend consultants and staff as necessary to achieve duties and District objectives. **E**
- Work with custodial staff to ensure efficient energy usage throughout the year. **E**
- Organize district-wide meter reading program. **E**
- Ensure the District is on proper utility rate schedule and verify billing; and participate in energy rebate programs offered. **E**
- Establish a program to promote energy conservation through positive feedback to all levels of the District and involve personnel and students in taking ownership for the success of the program. **E**
- Coordinate the installation, programming, updating and/or repairs of computerized energy management systems; maintain wiring and installation diagrams of systems; ensure operating efficiency; instruct building and maintenance staff on proper operation of the systems and equipment. **E**
- Prepare and present reports on the status and success of the program. **E**
- Work some evenings, weekends, and holidays. **E**
- Drive a vehicle to and from District locations. **E**
- Perform related functions as assigned.

## **ENERGY MANAGER (CONTINUED)**

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Sound organizational, time management, and leadership skills.
- School district organization, operations, policies, and objectives.
- Pertinent federal, state, and local laws, codes and regulations.
- Principles and practices of organization, administration and personnel management, including supervision training and performance evaluation.
- Principles and practices of budget preparation and administration.
- Energy management systems, conservation practices, applications and policies.
- Computer use and applications related to area of specialization.
- Practices, procedures, techniques and strategies for determining operational effectiveness.
- Coordinate the preparation and administration of a program budget.
- Selecting, supervising, training and evaluating assigned staff.
- Effectively analyze and interpret data, apply and communicate applicable federal, state and local policies, procedures, laws and regulations.
- Interpersonal skills using tact, patience and courtesy.

#### Ability to:

- Exercise leadership through the use of organization, supervisory, and interpersonal skills.
- Establish and maintain cooperative professional working relationships.
- Understand and carry out oral and written directions.
- Plan, organize and administer a comprehensive conservation program.
- Analyze and interpret technical data and communicate it to non-technical individuals.
- Demonstrate effective team-building and diplomacy skills.
- Train and evaluate staff.
- Prepare and present oral and written reports and findings and maintain a variety of files and records.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines; plan and organize work.
- Effectively represent the school district to the community.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in business or public administration or a related field, and/or three (3) years of increasingly responsible experience in energy conservation, or environmental studies, preferably in a school district or other public agency.

**ENERGY MANAGER (CONTINUED)**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Environment:

- Construction and facilities and office environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or on the telephone.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Seeing to read a variety of materials and drive a vehicle.
- Reaching over head, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate warehouse equipment and vehicles.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Lifting or moving objects, normally not exceeding sixty (60) pounds.

Hazards:

- Working at heights.

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

Board Approved: September 8, 2015 (12/9/14)



## **SANTA ANA UNIFIED SCHOOL DISTRICT**

### **ITINERANT SUPPORT TEACHER**

#### **JOB SUMMARY:**

Under direction of the school site principal, provides large and small group instruction during the regular teacher's absence; develops classroom lesson plans or follows lesson plans provided by the teacher; maintains standard pupil behavior and provides an orderly learning environment; may be asked to grade papers, correct assignments and check homework depending upon the length of the assignment; performs other related duties as assigned and/or other additional classroom support as assigned by the school principal.

#### **REPRESENTATIVE DUTIES:**

- Provides learning experiences and teaches the lessons of study prescribed by the classroom teacher or administrator. **E**
- Develops and uses instructional materials suitable for verbal and/or visual instruction of students with wide range of mental, physical, and emotional maturity. **E**
- Provides individual and group instruction designed to meet individual needs and motivate students. **E**
- Establishes and maintains standards of student control required to achieve effective participation in all activities. **E**
- Provides appropriate instruction and activities for students to meet school/ District policies, goals and objectives. **E**
- Follows school protocols and procedures. **E**
- Perform related duties as assigned.

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

- Possession of a valid California teaching credential with CLAD/BCLAD authorizing service at the elementary or secondary level preferred; **or**
- Valid Emergency 30-Day Substitute Teaching Permit based on the baccalaureate degree and CBEST (California Basic Education Skills Test).
- Valid California driver's license.

## **ITINERANT SUPPORT TEACHER (CONTINUED)**

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree including all courses to meet credential requirements.
- Student teaching, internship, or other teaching experience.

### **REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Classroom environment.
- Occasionally works in outside weather conditions.
- Noise level in the work environment is usually moderate.

#### **PHYSICAL ABILITIES:**

- Required to stand and/or walk for extended periods of time.
- Sitting for extended periods of time.
- Seeing to view a computer monitor, read a variety of materials, and monitor student work. This includes: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Seeing to drive a vehicle to conduct work.
- Hearing and speaking accurately to exchange information.
- Dexterity of hands and fingers to write and operate instructional equipment.
- Bending at the waist, sit, stoop, kneel, crouch, and/or crawl to assist students.
- Occasionally lift and/or move objects, normally not exceeding ten (10) pounds.

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

Board Approved: September 8, 2015

**Santa Ana Unified School District**

**BP 5116.2**

Students

Student Enrollment for Impacted Schools

Student enrollment and waiting list priority for all impacted schools shall be made through a random, unbiased process, i.e. district lottery. An impacted school is one that has a higher number of enrollment applications than the school capacity.

Parents/Guardians shall enroll their students at all schools during the annual Open Enrollment period of January-February. Parents/Guardians shall enter their students into the lottery, during the open enrollment period or on a waiting list, through completion of designated enrollment forms provided at each site and/or Pupil Support Services. This procedure will also determine the student's placement on the impacted school's waiting list. District policy prohibits enrollment for any student based upon his/her academic or athletic performance. (Administrative Regulation 5116.2 contains information on wait list protocol)

Legal Reference:

EDUCATION CODE:

35160 Authority of governing boards

35160.1 Board authority of school districts

15160.5 District policies rules and regulations

35291 Rules

35351 Assignment of students to particular schools

GOVERNMENT CODE:

53312.7 Establishment of community facilities districts, goals and policies

