

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

MINUTES

REGULAR MEETING
SANTA ANA BOARD OF EDUCATION

May 13, 2014

CALL TO ORDER

The meeting was called to order at 5:04 p.m. by Board President Yamagata-Noji. Other members in attendance were Mr. Palacio and Ms. Iglesias.

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

CLOSED SESSION PRESENTATIONS

Dr. Yamagata-Noji asked those wishing to address the Board in matters pertaining to Closed Session to step to the lectern.

Patrick Yrarrazaval-Correa, Valley High School Principal addressed the Board related to a personnel matter.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:05 p.m. to consider legal issues, negotiations, and personnel matters.

Mr. Richardson arrived during Closed Session.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:19 p.m.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Estefania Huitron, 12th grade student at Valley High School.

RECOGNITIONS / ACKNOWLEDGMENTS

The Gates Millennium Scholars Program

Dr. Yamagata-Noji called Ms. Miller, Assistant Superintendent, Secondary Education to the lectern. She introduced Rafael Reyes, 12th grade student at Segerstrom High School and Estefania Huitron, 12th grade student at Valley High School. Both Rafael and Estefania received full tuition academic scholarships to use at any college or university of their choice.

Mr. Hernandez arrived during the recognition / acknowledgment piece.

Orange County Cooking Up Change Competition

Dr. Yamagata-Noji called Ms. Miller, Assistant Superintendent, Secondary Education to the lectern. She introduced Mr. Patrick Cornforth, Learning Director at Valley High School. Mr. Cornforth called students Gustavo Ruiz, Lily Gutierrez, and Josue Suastagui. Students will represent the District at the National competition in Washington DC.

Recognition for Melissa Escobedo, 12th Grade Student at Godinez Fundamental High School, for Being Placed in the Top 5 of Arts Orange County's Imagination Celebration Poster Contest

Dr. Yamagata-Noji called Ms. Miller, Assistant Superintendent, Secondary Education to the lectern. She introduced Ms. Pat Wayne, Deputy Director at Arts Orange County. Ms. Wayne called Melissa Escobedo, 12th grade student at Godinez Fundamental High School who was awarded \$50.00 and recognized as the second place winner of the annual Imagination Celebration County-wide Family Arts Festival.

Classified Employee of the Month for May 2014, Dolores Vargas

Dr. Yamagata-Noji called Mr. McKinney, Associate Superintendent, Human Resources to the lectern. He introduced Mr. Steve Longacre, Principal at Taft Elementary School, and Ms. Dolores Vargas, Library Media Technician. Ms. Vargas was selected as the Classified Employee of the Month for May 2014 for her positive attitude, a total "can do" approach to all tasks assigned, and consistently puts students first in everything she does.

Customer Service Employee of the Month for May 2014, Angelina Perez

Dr. Yamagata-Noji called Mr. McKinney, Associate Superintendent, Human Resources to the lectern. He introduced Ms. Rita Pereira, Principal at Franklin Elementary School, and Ms. Angelina Perez, School Office Manager. Ms. Perez was selected as the Customer Service Employee of the Month for May 2014. When needed, Angelina supervises students at lunch lines, helps students with homework, and delivers Christmas baskets to the community during Christmas time.

SUPERINTENDENT'S REPORT

Dr. Miller opened his report by mentioning the Educator of the Year celebration. Dr. Miller stated that in honor of all staff appreciation week, cabinet members and other administrators delivered Krispy Kreme donuts to all sites in the District this morning. Superintendent Miller thanked the Heritage Museum for the Welcome Reception he received. Dr. Miller went to the GATE Showcase at Diamond Elementary School and was able to see projects of innovation and a planetarium. Dr. Miller concluded his remarks by mentioning the Healthnuts and Handlebars fundraising blog.

PUBLIC PRESENTATIONS

Dr. Yamagata-Noji asked those wishing to address the Board on matters related to agenda items to step to the lectern. Jerry Cazales addressed the Board related to the after school program, Toyama Karate-Do. Sandra Ortega, Guadalupe Valdez, Ramona Alvarez, Dulce Saavedra, Hairo Cortes, and Ana Urzua addressed the Board related to Local Control and Accountability Plans, Positive Behavioral Interventions and Supports, and school climate.

1.0 APPROVAL OF CONSENT CALENDAR

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

- 1.5 Approval of Memorandum of Agreement between High School, Inc. Foundation and Santa Ana Unified School District
- 1.6 Approval of Courses: Engineering Geometry with Physics - Math, Engineering Geometry with Physics - Science, Principals of Engineering, Human Body Systems, Flight and Space, and Medical Detectives
 - 1) Approval of Engineering Geometry with Physics - Math Course and Engineering Geometry with Physics - Science Course
 - 2) Approval of Course Outline for Principles of Engineering
 - 3) Approval of Human Body Systems Course
 - 4) Approval of Course Outline for Flight and Space
 - 5) Approval of Course Outline for Medical Detectives
- 1.14 Ratification of Submission of K-8 California Fresh Fruit and Vegetable Program Renewal Grant Application for 2014-15 School Year
- 1.15 Adoption of Resolution No. 13/14-3015 - Establish Education Protection Account

- 1.17 Approval of Substitute Subcontractor for Bid Package No. 1 New Building and Sitework - Roofing at Wilson Elementary School Under Overcrowding Relief Grant Program
- 1.18 Approval of Substitute Subcontractor for Repair of Gymnasium - Roofing at Valley High School

It was moved by Mr. Hernández, seconded by Mr. Richardson, and carried 5-0, to approve the remaining items on the Consent Calendar as follows:

- 1.1 Approval of Minutes of Regular Board Meeting - April 22, 2014
- 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 Memorandum of Understanding between Roadtrip Nation Experience and Santa Ana Unified School District for 2014-15 School Years
- 1.4 Approval of Memorandum of Understanding between County of Orange Social Services Agency and Santa Ana Unified School District for 2014-19 School Years
- 1.7 Approval of Fifth Amendment to Agreement No. FCI-SD-22 with Children and Families Commission of Orange County for 2013-14 Program Year
- 1.8 Approval of Expulsion of Students for Violation of California Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915(c) According to Board Policy 5144.

344185 - Carr

For the violation of Education Code Section 48900, paragraph C that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after May 13, 2015.

303458 - Lorin Griset

For the violation of Education Code Section 48900, paragraph A that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after January 30, 2015.

340567 - McFadden

For the violation of Education Code Section 48900, paragraph A that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after June 19, 2014.

327572 - Sierra

For the violation of Education Code Section 48900, paragraph N, .2 that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after May 13, 2015.

415170 - Spurgeon

For the violation of Education Code Section 48900, paragraph A, B that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after May 13, 2015.

341606 - Spurgeon

For the violation of Education Code Section 48900, paragraph B that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after January 30, 2015.

- 1.9 Approval of Payment and Reimbursement of Costs Incurred for Designated Instructional Services for Students with Disabilities for 2013-14 School Year
- 1.10 Approval of Memorandum of Understanding with Girls Inc. of Orange County
- 1.11 Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of April 9, 2014 through April 22, 2014
- 1.12 Ratification of Expenditure Summary and Warrant Listing for Period of April 9, 2014 through April 22, 2014
- 1.13 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of April 9, 2014 through April 22, 2014
- 1.16 Approval of Rejection of Government Code §910 and §910.2 Claims Against Santa Ana Unified School District - File Numbers: 14-15285 JT, 14-15667 JT, 14-15694 JT, 14-15823 RV and 14-15831 DP
 - 1) Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-15285 JT
 - 2) Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-15667 JT
 - 3) Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-15694 JT
 - 4) Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-15823 RV
 - 5) Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-15831 DP
- 1.19 Authorization to Reject all Bids and Rebid Phase I Modernization Project at Mitchell Child Development Center
- 1.20 Adoption of Resolution 13/14-3014 - Implementation of Energy Conservation Guidelines
- 1.21 Approval of Personnel Calendar
- 1.22 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests

ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION:

- 1.5 Approval of Memorandum of Agreement between High School, Inc. Foundation and Santa Ana Unified School District

It was moved by Dr. Yamagata-Noji, seconded by Mr. Richardson, and carried 5-0, to approve the Memorandum of Agreement between the high School, Inc. Foundation and Santa Ana Unified School District.

- 1.6 Approval of Courses: Engineering Geometry with Physics - Math, Engineering Geometry with Physics - Science, Principals of Engineering, Human Body Systems, Flight and Space, and Medical Detectives

It was moved by Dr. Yamagata-Noji, seconded by Mr. Richardson, and carried 5-0, to approve the courses: Engineering Geometry with Physics - Math, Engineering Geometry with physics - science, Principals of Engineering, Human Body Systems, Flight and Space, and Medical Detectives.

- 1) Approval of Engineering Geometry with Physics - Math Course and Engineering Geometry with Physics - Science Course
- 2) Approval of Course Outline for Principles of Engineering
- 3) Approval of Human Body Systems Course
- 4) Approval of Course Outline for Flight and Space
- 5) Approval of Course Outline for Medical Detectives

- 1.14 Ratification of Submission of K-8 California Fresh Fruit and Vegetable Program Renewal Grant Application for 2014-15 School Year

It was moved by Ms. Igelsias, seconded by Dr. Yamagata-Noji, and carried 5-0, to ratify the submission of the K-8 California Fresh Fruit and Vegetable Program renewal grant application for the 2014-15 school year.

- 1.15 Adoption of Resolution No. 13/14-3015 - Establish Education Protection Account

It was moved by Mr. Palacio, seconded by Dr. Yamagata-Noji, and carried 4-1, Ms. Iglesias dissenting, to adopt Resolution No. 13/14-3015 to establish the Education Protection Account.

- 1.17 Approval of Substitute Subcontractor for Bid Package No. 1 New Building and Sitework - Roofing at Wilson Elementary School Under Overcrowding Relief Grant Program

It was moved by Ms. Iglesias, seconded by Dr. Yamagata-Noji, and carried 4-0, Mr. Richardson out of room, to approve Best Contracting, Inc. as the substitute subcontractor for Bid Package No. 1 New Building and Sitework - Roofing at Wilson Elementary School under the Overcrowding Relief Grant Program.

1.18 Approval of Substitute Subcontractor for Repair of Gymnasium - Roofing at Valley High School

It was moved by Ms. Iglesias, seconded by Dr. Yamagata-Noji, and carried 4-0, Mr. Richardson out of room, to approve FC & Sons Roofing, Inc. as the substitute subcontractor for Repair of Gymnasium - roofing at Valley High School.

ANNOUNCEMENT

Dr. Yamagata-Noji acknowledged District retirees and highlighted gifts received.

PRESENTATIONS

Public Disclosure of Tentative Agreement with Santa Ana Educators' Association

Dr. Yamagata-Noji called Mr. Mark McKinney, Associate Superintendent, Human Resources to the lectern. He provided the Board with the cost and language that will be reviewed for SAEA Collective Bargaining Tentative Agreement.

Review of 2014-15 Preliminary Local Control Accountability Plan

Dr. Yamagata-Noji called Dr. Phillips, Deputy Superintendent, Operations to the lectern. She provided the Board a preliminary review of LCAP goals; Dr. Haglund, Deputy Superintendent, Educational Services provided student feedback; He introduced consultant Jeannette LaFors, Director of Equity Initiatives, The Education Trust-West. Ms. LaFors along with Albert Rodriguez, Executive Director, Parent Institute for Quality Education (PIQE), and Guadalupe Valdez, parent community leader all whom provided the Board with additional feedback and recommendations.

Summer Extended Learning Opportunities

Dr. Yamagata-Noji called Ms. Miller, Assistant Superintendent, Secondary Education. She provided information on summer school credit recovery, advance placement classes, and preparation of incoming 9th graders; Dr. Rodriguez, Assistant Superintendent, Elementary Education provided the Board with information on two different summer programs and introduced Susan Mercer, SAEA President. In collaboration with teachers, a summer project was created to provide unique teaching opportunities. Dr. Rodriguez provided the Board with a summary of the new summer enrichment learning opportunities.

REGULAR AGENDA - ACTION ITEMS

2.0 APPROVAL OF 2014 SUMMER EXTENDED LEARNING OPPORTUNITIES FOR PRE-KINDERGARTEN THROUGH GRADE 12 SCHOOLS

It was moved by Dr. Yamagata-Noji, seconded by Mr. Richardson, and carried 5-0, to approve the 2014 Summer Extended Learning Opportunities for the Pre-Kindergarten through grade 12 schools.

3.0 APPROVAL OF CONSULTANT AGREEMENT WITH UNIVERSITY OF SOUTHERN CALIFORNIA CREATIVE TECHNOLOGIES INSTITUTE FOR DEVELOPMENT OF A SIMULATION FOR THREAT ASSESSMENT TRAINING

It was moved by Mr. Palacio, seconded by Mr. Richardson, and carried 4-1, Dr. Yamagata-Noji dissenting, to approve consultant agreement with University of Southern California Creative Technologies Institute for the development of a Simulation for Threat Assessment Training, in the amount of \$273,629.00.

4.0 APPROVAL OF PERSONNEL AGREEMENT WITH ORANGE COUNTY DEPARTMENT OF EDUCATION SAFE SCHOOLS AND SUPPORT SERVICES FOR MENTAL HEALTH SUPPORT FOR 2014-15 SCHOOL YEAR

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 5-0, to approve the Personnel Agreement with the Orange County Department of Education Safe Schools and Support Services for mental health support for the 2014-15 school year.

5.0 AUTHORIZATION TO OBTAIN BIDS FOR ADDITIONAL PARKING LOTS AND SITE WORK AT CARVER, SANTIAGO, AND WASHINGTON ELEMENTARY SCHOOLS

It was moved by Mr. Richardson, seconded by Dr. Yamagata-Noji, and carried 5-0, to authorize staff to obtain bids for additional parking lots and site work at Carver, Santiago, and Washington elementary schools.

6.0 APPROVAL OF APPOINTMENT OF BOND OVERSIGHT COMMITTEE MEMBERS

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 4-1, Dr. Yamagata-Noji dissenting, to select two of the seven applicants listed and approve their appointment to the Bond Oversight Committee. The two selected applicants were Albert Durazo and Alex Flores.

7.0 ADOPTION OF RESOLUTION 13/14-3006 - AUTHORIZATION OF THIRD AMENDMENT TO STANDARDIZE DISTRICT FACILITY COMPONENTS

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 5-0, to adopt Resolution No. 13/14-3006 to authorize the third amendment to Standardize District Facility Components.

8.0 AUTHORIZATION TO AWARD CONTRACT FOR BID PACKAGE NO. 20 PARKING LOT IMPROVEMENTS AT WILLARD INTERMEDIATE SCHOOL UNDER MODERNIZATION PROGRAM - PHASE 2

It was moved by Mr. Richardson, seconded by Mr. Hernández, and carried 5-0, to authorize staff to award a contract to Palp, Inc. dba Excel Paving Company for Bid Package No. 20 parking lot improvements at Willard Intermediate School in the amount of \$688,627 under the Modernization Program - Phase 2.

9.0 APPROVAL OF REVISED JOB DESCRIPTION: DIRECTOR OF RESEARCH AND EVALUATION

It was moved by Mr. Palacio, seconded by Mr. Richardson, and carried 5-0, to approve the revised job description of Director of Research and Evaluation to Executive Director of Research and Evaluation.

10.0 APPROVAL OF NEW JOB DESCRIPTION: DIRECTOR OF COMMUNITY RELATIONS

It was moved by Mr. Palacio, seconded by Mr. Richardson, and carried 3-0, Ms. Iglesias and Mr. Richardson out of room, to approve the new job description of Director of Community Relations.

REVISION OF EXISTING BOARD BYLAWS AND BOARD POLICIES

11.0 REVISION OF EXISTING BOARD BYLAWS 9010 - PUBLIC STATEMENTS AND 9220 - GOVERNING BOARD ELECTIONS

It was moved by Mr. Palacio, seconded by Mr. Hernández, and carried 3-0, Ms. Iglesias and Mr. Richardson out of room, to adopt and implement revisions on existing Board Bylaws 9010 - Public Statements and 9220 - Governing Board Elections.

12.0 BOARD POLICY 1312.3 - UNIFORM COMPLAINT PROCEDURES (REVISION)

It was moved by Dr. Yamagata-Noji, seconded by Mr. Hernández, and carried 3-0, Ms. Iglesias and Mr. Richardson out of room, to revise Board Policy 1312.3 - Uniform Complaint Procedures.

REVISION OF EXISTING ADMINISTRATIVE REGULATIONS

The Board shall be kept informed of all administrative regulations and they shall be included in the district's policy manual. The Board may direct the revision of any regulation which it finds inconsistent with Board policy. (Board Bylaw 9313)

- Administrative Regulation 1312.3 - Uniform Complaint Procedures (Revision)

No action required.

- Administrative Regulation 6153 - School - Sponsored Trips (Revision)

No action required.

BOARD AND STAFF REPORTS/ACTIVITIES

Mr. Palacio

- Announced the Santa Ana LULAC will be awarding \$81,000 in scholarships to primarily SAUSD students.
- Attended the Santa Ana Chamber-Difference Makers Luncheon.
- Attended the Segerstrom vs. Orange High School game at the Angel Stadium.
- Attended the Orange County Human Relations Legacy Awards; excellent program.
- Attended the Educator of the Year Ceremony at Santa Ana High School; very well received.
- Attended the Welcome Reception for Dr. Miller at the Heritage Museum.
- Participated in the Arbor Day/Graffiti Removal Day at Delhi Park.
- Attended the Parent of the Year Ceremony at Segerstrom High School.

Mr. Richardson

- Announced the Arts on the Lawn event on Friday, May 16th at Santa Ana High School.

Ms. Iglesias

- Attended the Prayer Breakfast at Calvary Chapel.
- Attended Templo Calvario as they honored teachers and educators.
- Looking forward to the upcoming commencement ceremonies.
- Attended the Every 15 Minutes assembly at Santa Ana High School.

Dr. Yamagata-Noji

- Mentioned she will be attending the CSBA Board of Directors and Delegate Assembly meetings.
- Pleased with Civil Rights and social justice discussions related to the 60th anniversary of Brown v. Board of Education, highlighting the Mendez case.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 10:14 p.m. to consider legal issues, negotiations, and personnel matters.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 11:25 p.m.

REPORT OF ACTION TAKEN IN CLOSED SESSION

By a vote of 3-0, the Board took action to approve the Workers' Compensation Stipulated Award for certificated employee, as named in Closed Session, Claim No. SUSD-006431, in the amount of \$36,570.00.

Moved: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio X Iglesias _____
Seconded: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio _____ Iglesias X
Ayes: Yamagata-Noji X Hernández _____ Richardson _____ Palacio X Iglesias X
Noes: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio _____ Iglesias _____
Final Vote: Ayes 3 Noes 0 Abstain _____ Absent 2

By a vote of 4-0, the Board took action to approve the PERB CSEA settlement, Case No. LA-CE-5203-E. The essences of the settlement agreement with CSEA are the following:

- Back pay restoration of approximately 244 custodians, public safety officers, and other CSEA unit members
- Back pay period includes July 1, 2008 to current
- Back pay includes loss wages due to reduction of work year, vacation and/or sick leave compensation that would have been earned, as well as a 7% per annum increase as required by PERB
- The total cost of the settlement is approximately \$2.8 million.

Moved: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio X Iglesias _____
Seconded: Yamagata-Noji _____ Hernández _____ Richardson X Palacio _____ Iglesias _____
Ayes: Yamagata-Noji X Hernández _____ Richardson X Palacio X Iglesias X
Noes: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio _____ Iglesias _____
Final Vote: Ayes 4 Noes 0 Abstain _____ Absent 1

By a vote of 5-0, the Board took action to appoint Lucinda Pueblos to the position of Executive Director of School Renewal.

Moved: Yamagata-Noji X Hernández _____ Richardson _____ Palacio _____ Iglesias _____
Seconded: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio X Iglesias _____
Ayes: Yamagata-Noji X Hernández X Richardson X Palacio X Iglesias X
Noes: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio _____ Iglesias _____
Final Vote: Ayes 5 Noes 0 Abstain _____ Absent _____

By a vote of 5-0, the Board took action to appoint Gloria Olamendi to the position of Coordinator of Special Education.

Moved: Yamagata-Noji X Hernández _____ Richardson _____ Palacio _____ Iglesias _____
Seconded: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio X Iglesias _____
Ayes: Yamagata-Noji X Hernández X Richardson X Palacio X Iglesias X
Noes: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio _____ Iglesias _____
Final Vote: Ayes 5 Noes 0 Abstain _____ Absent _____

ADJOURNMENT

There being no further business to come before the Board, Dr. Yamagata-Noji adjourned the meeting at 11:27 p.m. in memory of SAUSD employees Steve McKuen and Carlos Camacho.

The next Regular Meeting will be held on Tuesday, June 10, 2014, at 6:00 p.m.

ATTEST:



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

RESOLUTION NO. 13/14-3015

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

Establish Education Protection Account

WHEREAS, the voters approved Proposition 30 on November 6, 2012; and,

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012; and,

WHEREAS, the provision of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f); and,

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year; and

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year; and

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county office of education, charter schools and community college, districts; and

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government; and

1 WHEREAS, a community college district, county office of education, school
2 district, or charter school shall have the sole authority to determine how the
3 monies received from the Education Protection Account are spent in the school or
4 schools within its jurisdiction; and

5
6 WHEREAS, the governing board of the district shall make the spending
7 determinations with respect to monies received from the Education Protection
8 Account in open session of a public meeting of the governing board; and

9
10 WHEREAS, the monies received from the Education Protection Account shall not
11 be used for salaries or benefits for administrators or any other administrative
12 cost; and

13
14 WHEREAS, each community college district, county office of education, school
15 district and charter school shall annually publish on its Internet website an
16 accounting of how money was received from the Education Protection Account and how
17 that money was spent; and

18
19 WHEREAS, the annual independent financial and compliance audit required of
20 community college districts, county offices of education, school districts and
21 charter schools shall ascertain and verify whether the funds provided from the
22 Education Protection Account have been properly disbursed and expended as required
23 by Article XIII, Section 36 of the California Constitution; and

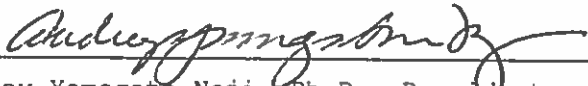
24
25 WHEREAS, expenses incurred by community college districts, county office of
26 education, school districts and charter schools to comply with additional audit
27 requirements of Article XIII, Section 36 may be paid with funding from the
28 Education Protection Act and shall not be considered administrative costs for
29 purposed of Article XIII, Section 36.

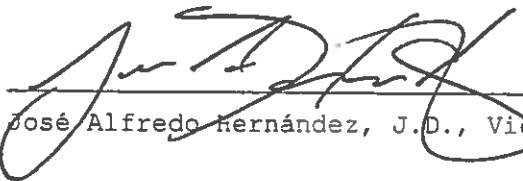
30
31 NOW, THEREFORE, BE IT RESOLVED:

- 32
33 1. The monies received from the Education Protection Account shall be spent
34 as required by Article XIII, Section 36 and the spending determinations
35 on how the money will spent shall be made in open session of public
36 meeting of the governing board of the Santa Ana Unified School District.
37
38

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Santa Ana Unified School District has determined to spend the monies received from the Education Protection Act as attached.

Date: May 13, 2014.


Audrey Yamagata-Noji, Ph.D., President


José Alfredo Hernández, J.D., Vice President


Rob Richardson, Clerk


John Palacio, Member

Dissenting vote
Cecilia Iglesias, Member

**RESOLUTION NO. 13/14-3014
BOARD OF EDUCATION
SANTA ANA UNIFIED SCHOOL DISTRICT
ORANGE COUNTY, CALIFORNIA**

ENERGY CONSERVATION POLICY

The Board embraces energy conservation and believes it to be the District's responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The District recognizes the importance of adopting an energy conservation policy to govern this program. The District also affirms the implementation of this policy will be the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and Cenergistic, Inc. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. A designated campus Administrator will be accountable for energy conservation on his/her campus with Energy Specialist teams conducting energy audits and providing timely feedback.

2. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings.

3. Cenergistic will implement its energy conservation program primarily through an energy management team led by the Energy Specialist(s) in accordance with "Energy Guidelines" that will be adopted by administration and will define the "rules of engagement" for the energy program.

4. Accurate records of energy consumption and cost will be maintained by the Energy Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

WHEREAS, the Board is responsible for overseeing the operations and fiscal accountability of each institution under its governance; and

WHEREAS, the Board embraces energy conservation and desires for the District to become a nationwide institutional leader in energy conservation as part of our social responsibility to respect our natural resources; and

WHEREAS, the Board has engaged Cenergistic to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the District.

NOW THEREFORE, the Board directs the Superintendent and his/her agents to develop and implement short and long range strategies to maximize energy conservation.

PASSED AND ADOPTED, by the Governing Board on May 13, 2014 upon motion of member **Iglesias** and duly seconded, the foregoing Resolution was adopted by the following vote:

AYES: Audrey Yamagata-Noji, Jose Hernandez, Rob Richardson, John Palacio and Cecilia Iglesias

NOES: -

ABSENT -

STATE OF CALIFORNIA)


) ss:

COUNTY OF Orange)

I, Audrey Yamagata-Noji, Ph.D., President of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 13th day of May, 2014 and passed by a vote of 5-0 of said Board.


Audrey Yamagata-Noji, Ph.D.
President of the Board of Education

I, Rob Richardson, Clerk of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 13th day of May, 2014, and passed by a vote of 5-0 of said Board.


Rob Richardson,
Clerk of the Board of Education

Personnel Calendar
Board Meeting - May 13, 2014
CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENTS					
Carleton, Cheri	Teacher	Remington	June 20, 2014		Retirement - 43 years
Rodriguez, Jesus S.	Teacher	Heninger	June 20, 2014		Retirement - 30 years
RESIGNATIONS					
Castillo, Mario	Teacher	Davis	June 30, 2013		Moving, Personal - 15 years
Enniss, Elizabeth	Nurse	Early Childhood Education	April 30, 2014		Family Responsibilities - 3 years
NEW HIRES/RE-HIRES 2013-14					
Martinez, Cynthia	Teacher	Willard	April 21, 2014		New Hire - Probationary I
NEW HIRES/RE-HIRES 2014-15					
Barboza, Marlene	Teacher	Valley	August 27, 2014		Rehire - Intern
Beers, Jean	Teacher	McFadden	August 27, 2014		Rehire - Probationary II
Bondoc, Maria	Teacher	Godinez	August 27, 2014		Rehire - Intern
Bonnema, Telly	Teacher	Muir	August 27, 2014		Rehire - Intern

Mark A. McKinney, Associate Superintendent, Human Resources

**Personnel Calendar
Board Meeting - May 13, 2014
CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
NEW HIRES/RE-HIRES 2014-15 (Continued)					
Diaz Millan, Ana	Teacher	Lincoln	August 27, 2014		Rehire - Intern
Dixon, Joseph	Teacher	Special Education	August 27, 2014		Rehire - Intern
Domingo, Crystal	Teacher	Martin	August 27, 2014		Rehire - Intern
Hanna, Howida	Teacher	Mitchell	August 27, 2014		Rehire - Intern
McGeeney, Heather	Teacher	Carver	August 27, 2014		Rehire - Intern
	Speech and Language Pathologist				
Norton, Julie		Speech Department	August 27, 2014		Rehire - Waiver 44911
Rajpurkar, Anagha	Teacher	Saddleback	August 27, 2014		Rehire - Intern
Schirmer, Joseph	Teacher	Lathrop	August 27, 2014		Rehire - Intern
Smith, Carolann	Teacher	Adams	August 27, 2014		Rehire - Intern
Vanmansart, Patricia	Teacher	Greenville	August 27, 2014		Rehire - Intern
Watts, Matthew	Teacher	Godinez	August 27, 2014		Rehire - Intern
FAMILY CARE AND MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Paid with Benefits					
Blash, Megan	Teacher	Godinez	May 27, 2014	June 20, 2014	Statutory
Heil, Jennifer	Teacher	Garfield	March 31, 2014	April 14, 2014	Statutory
Kempe, Patricia	Teacher	Mendez	April 2, 2014	April 27, 2014	Statutory
FAMILY CARE AND MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Without pay with Benefits					
Estrada, Lani	Teacher	Jackson	April 14, 2014	April 24, 2014	Statutory

Mark A. McKinney, Associate Superintendent, Human Resources

Personnel Calendar
Board Meeting - May 13, 2014
CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits					
Kirkwood, Kimberly	Teacher	Martin	April 28, 2014	June 20, 2014	Statutory
Kong, Dawn	Teacher	Saddleback	February 28, 2014	May 11, 2014	Statutory
Ochoa Ceja, Maritza	Teacher	McFadden	May 12, 2014	June 20, 2014	Statutory
Quintero, Rebecca	Teacher	Lincoln	January 14, 2014	March 14, 2014	Statutory
Sauther, Erin	Teacher	Pio Pico	April 28, 2014	June 20, 2014	Statutory
CALIFORNIA FAMILY RIGHTS ACT (3 to 20 duty days) - Paid with Benefits					
Hajjar, Keri	Teacher	Thorpe	May 2, 2014	May 14, 2014	Statutory
Heil, Jennifer	Teacher	Garfield	March 31, 2014	April 14, 2014	Statutory
CALIFORNIA FAMILY RIGHTS ACT (3 to 20 duty days) - Without pay with Benefits					
Estrada, Lani	Teacher	Jackson	April 14, 2014	April 24, 2014	Statutory
CALIFORNIA FAMILY RIGHTS ACT (21 duty days or more) - Paid with Benefits					
Kong, Dawn	Teacher	Saddleback	February 28, 2014	May 11, 2014	Statutory
Quintero, Rebecca	Teacher	Lincoln	January 14, 2014	March 14, 2014	Statutory
EXTENSION ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits					
Evans, Jessica	Teacher	Carver	April 25, 2014	June 20, 2014	Statutory
Hajjar, Keri	Teacher	Thorpe	April 17, 2014	May 1, 2014	Statutory
Hajjar, Keri	Teacher	Thorpe	May 2, 2014	May 14, 2014	Statutory

Mark A. McKinney, Associate Superintendent, Human Resources

**Personnel Calendar
Board Meeting - May 13, 2014
CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN DATE EXTENSION ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more)-Paid with Benefits					
Garcia, Teresa D.	Teacher	Mendez	March 17, 2014	From May 21, 2014 to May 2, 2014	Statutory
2013-14 LEAVE (21 duty days or more) - Without pay and Without Benefits					
Hishiki, Ella	Speech and Language Pathologist	Speech Department	April 14, 2014	June 20, 2014	Statutory
Seaver, Alison	Teacher	Jackson	April 22, 2014	June 20, 2014	Statutory
EXTENSION ON 2014-15 LEAVE (21 duty days or more) - Without pay and Without Benefits					
Acosta, Luisa	Speech and Language Pathologist	Speech Department	August 27, 2014	June 19, 2015	Personal
Blackburn, Kelly	Teacher	Willard	August 27, 2014	June 19, 2015	Personal
Clark, Randy	Teacher	Willard	August 27, 2014	June 19, 2015	Personal
Enache, Giselle	Teacher	Esqueda	August 27, 2014	June 19, 2015	Personal
Fawcett, Tabatha	Teacher	Mendez	August 27, 2014	June 19, 2015	Child Care
Gonzalez, Lisa	Teacher	Esqueda	August 27, 2014	June 19, 2015	Personal
Hayward, Kelly	Teacher	Sierra	August 27, 2014	June 19, 2015	Child Care
Hendricks, Laurie	Teacher	Segerstrom	August 27, 2014	June 19, 2015	Personal
Hishiki, Ella	Speech and Language Pathologist	Speech Department	August 27, 2014	June 19, 2015	Child Care

Personnel Calendar
Board Meeting - May 13, 2014
CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
EXTENSION ON 2014-15 LEAVE (21 duty days or more) - Without pay and Without Benefits (Continued)					
Juhasz, Mary	Teacher	Greenville	August 27, 2014	June 19, 2015	Child Care
Kimbrell, Jennifer	Teacher	Thorpe	August 27, 2014	June 19, 2015	Child Care
Lee, Sung	Teacher	Saddleback	August 27, 2014	June 19, 2015	Personal
	Speech and Language				
Lopez, Pamela	Pathologist	Speech Department	August 27, 2014	June 19, 2015	Child Care
Presby, Monica	Teacher	Lincoln	August 27, 2014	June 19, 2015	Child Care
Rubio, Anita	Teacher	Saddleback	August 27, 2014	June 19, 2015	Personal
Stults-Cuamatzi, Nicole	Teacher	Santa Ana	August 27, 2014	June 19, 2015	Personal
Yepes, Jose	Teacher	Martin	August 27, 2014	June 19, 2015	Personal
2014-15 LEAVE (21 duty days or more) - Without pay and Without Benefits					
Frederick, Carolyn	Teacher	Washington	August 27, 2014	June 19, 2015	Child Care
Herbold, Kenna	Teacher	Godinez	August 27, 2014	June 19, 2015	Child Care
Lee, Linda	Teacher	Godinez	August 27, 2014	June 19, 2015	Personal
Weissman, Ashleigh	Teacher	Godinez	August 27, 2014	June 19, 2015	Personal
EXTENDED SCHOOL YEAR (ESY) SUMMER SCHOOL PRINCIPAL					
Longacre, Steven	Principal	Taft	June 30, 2014	July 25, 2014	19 SS Days/30 Prep. Hours

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - May 13, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
EXTRA DUTY 2013-14					
Bailey, Kathleen	Teacher	Special Education	July 1, 2013	June 30, 2014	6 Days Extra Duty
Flores, Jennifer	Teacher	Segerstrom	December 16, 2013	January 27, 2014	Conference Period
Heslip, Veronica	Psychologist	Psychological Services	June 20, 2014	June 30, 2014	Regular Hourly Rate
DEPARTMENT CHAIRPERSON 2013-14					
Crawford, Brian		Carr	2013-14		Science
SPRING SPORTS 2013-14					
Butler, Merlo	Assistant Coach	Century	2013-14		Track
Caetta, James	Head Coach	Century	2013-14		Volleyball
Cortes, Teodoro	Head Coach	Century	2013-14		Baseball
Crocker, Randy	Assistant Coach	Century	2013-14		Volleyball
Dallas, Thomas	Head Coach	Century	2013-14		Track
Govier, Robert	Assistant Coach	Century	2013-14		Tennis (Boys)
Lapic, Andrew	Head Coach	Century	2013-14		Football
Molina, Fausto Jr.	Assistant Coach	Century	2013-14		Baseball
Munoz, Liana	Assistant Coach	Century	2013-14		Volleyball
Pueblos, Daniel	Assistant Coach	Century	2013-14		Football
Silverman, Steven	Assistant Coach	Century	2013-14		Track
West, Jeffrey	Assistant Coach	Century	2013-14		Baseball
Falkenstein, Daniel	Assistant Coach	Godinez	2013-14		Football

Mark A. McKinney, Associate Superintendent, Human Resources

Personnel Calendar
Board Meeting - May 13, 2014

[illegible]

**AGENDA ITEM REQUESTS
CERTIFICATED
2013-14**

[illegible]

**Board Meeting
May 13, 2014**

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 13, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RETIREMENTS						
Craig, Jay	Plant Custodian Elem.	Hoover	June 30, 2014			34 years, 3 months
De La Riva, Paula	Fd. Svc. Wkr.	Century	June 13, 2014			14 years, 1 month
Magaña, Oliva	Fd. Svc. Wkr.	Saddleback	June 19, 2014			21 years, 4 months
Rodriguez, Jesus	Custodian	Chavez	April 30, 2014			17 years, 7 months
Sanchez, Guadalupe	Sr. Fd. Svc. Wkr.	Carr	June 19, 2014			26 years, 5 months
Zamarripa, Alfonso	Custodian	Valley	April 30, 2014			25 years, 5 months
RESIGNATIONS						
Cromartie, Lakear	Budget Technician	Business Svcs.	April 30, 2014			Personal - 1 year, 11 months
Cruz, Nubia	Sch. Off. Asst. Sec.	Segerstrom	May 2, 2014			Personal - 17 years, 6 months
Ellison, Andre	Computer Technician	Spurgeon	April 25, 2014			Personal - 4 years, 5 months
Fuentes, Veronica	Fd. Svc. Spvr. Elem.	Jackson	May 2, 2014			6 months
Sogsti, Stephen Jr.	School Police Officer	School Police	April 25, 2014			Personal - 3 years, 9 months

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 13, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
39 MONTH REEMPLOYMENT (100 Day Differential Ended)						
Basurto, Virginia	SSP Sp. Ed.	Esqueda	March 5, 2014			
Cueto, Rosa	Fd. Svc. Wkr.	Nutrition Svcs.	April 3, 2014			
Kobert, Lynn	Site Clerk	Monte Vista	March 17, 2014			
ABSENCES (3 to 20 duty days) - Without Pay						
Alvarez, Andrea	School Office Asst. Elem.	Romero-Cruz	April 21, 2014	May 16, 2014		Personal
Thai, Phuong-Thao	SSP Sp. Ed.	Carr	March 17, 2014	April 4, 2014		Personal
FAMILY CARE & MEDICAL LEAVES (21 duty days or more) - Paid						
Hernandez, Alejandro	Custodian	Thorpe	April 23, 2014	June 17, 2014		Statutory Leave
Padilla, Lizbeth	Community and Family Outreach Liason	Student Services	June 9, 2014	August 8, 2014		Statutory Leave
EXTENSION FAMILY CARE & MEDICAL LEAVES (21 duty days or more) - Paid						
Tran, Hanh	Network Technician	ITC	February 27, 2014	May 2, 2014		Statutory Leave

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 13, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
FAMILY CARE & MEDICAL LEAVE/CFRA (California Family Rights Act) (3 to 20 duty day) - Paid						
Chavez, Zaira	Preschool Teacher	ECE	April 14, 2014	April 21, 2014		Statutory Leave
Fox, Larry	Plumber II	Bldg. Svcs.	April 16, 2014	April 25, 2014		Statutory Leave
	Community and Family Outreach					
Robledo, Ariadna	Liason	Willard	April 14, 2014	April 17, 2014		Statutory Leave
PROBATIONARY APPOINTMENTS						
Acevedo, Dennis	Fd. Svc. Wkr.	Godinez	April 24, 2014		11/1	
Arciniega, Rosa	Fd. Svc. Wkr.	Valley	April 24, 2014		11/1	
Avalos, Gloria	Fd. Svc. Wkr.	Segerstrom	April 24, 2014		11/1	
Camanos Jimenez, Adalid	Fd. Svc. Wkr.	Century	April 21, 2014		11/1	
Carrillo, Ricardo	Fd. Svc. Wkr.	Villa	April 21, 2014		11/1	
Contreras, Luz	Fd. Svc. Wkr.	Segerstrom	April 21, 2014		11/1	
Cuellar, Estela	Fd. Svc. Wkr.	Santa Ana	April 21, 2014		11/1	
		Nutrition				
Garcia, Edward	Storekeeper	Svcs.	April 23, 2014		28/1	
Jacobo, Maricela	Fd. Svc. Wkr.	Carr	April 24, 2014		11/1	
Lariz, Leslie	Fd. Svc. Wkr.	Villa	April 24, 2014		11/1	
Martinez, Lobelia	Fd. Svc. Wkr.	Madison	April 24, 2014		11/1	
Morales Reyes, Lilia	Fd. Svc. Wkr.	Century	April 21, 2014		11/1	
Ruiz, Idalia	Fd. Svc. Wkr.	Carver	April 24, 2014		11/1	
	Instr. Asst.					
Trajano Cruz, Steven	Computers	Edison	April 21, 2014		26/1	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 13, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
PROBATIONARY APPOINTMENTS (Continuation)						
Valencia-Lopez, Adriana	Instr. Asst. Sev. Dis.	Adams	April 14, 2014		20/1	
PROMOTIONAL APPOINTMENTS						
Lopez, Esteban	Risk Management Tech.	Risk Management	April 10, 2014		33/1	
Lopez, Xochitl	Benefits Technician	Risk Management	April 16, 2014		32/1	
Marroquin, Saydee	Migrant Ed. Community Asst.	Migrant Ed.	April 28, 2014		30/1	
Torres, Maurilio	Tree Trimmer	Bldg. Svcs.	April 28, 2014		29/5	
REAPPOINTMENT						
Martinez, Juliana	Instr. Asst. Sev. Dis.	Mitchell	May 5, 2014		20/4	
REASSIGNMENT						
Torres Gomez, Beatriz	Fd. Svc. Spvr. Elem.	Garfield	May 5, 2014		15/4	
TEMPORARY ASSIGNMENTS - Out of Class Compensation						
Aguirre, Regina	Registrar Int.	Carr	April 15, 2014	April 17, 2014	24/3	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 13, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TEMPORARY ASSIGNMENTS - Out of Class Compensation (Continuation)						
Angel Felix, Wendi	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	March 13, 2014	June 19, 2014	13/2	
Benz, Michael	School Police Officer	School Police	January 1, 2014	June 30, 2014	40/6 + Graveyard	
Carino, Myrna	Department Specialist	Bldg. Svcs.	April 29, 2014	May 9, 2014	28/5 + Bil.	
Chambers, Dermot	School Police Officer	School Police	January 1, 2014	June 30, 2014	40/6 + Graveyard	
Colin, Nancy	Sch. Off. Asst. Sec.	Mendez	May 1, 2014	May 30, 2014	24/6	
Johnson, Jeff	Alarm Monitor/Dispatcher	School Police	January 1, 2014	June 30, 2014	22/6 + Graveyard	
Johnson, Michael	School Police Officer	School Police	January 1, 2014	June 30, 2014	40/6 + Graveyard	
Leon, Salvador	Mgr. I Bldg. Svcs.	Bldg. Svcs.	April 21, 2014	May 9, 2014	34/6 + \$10 a day	
Macias, Alfredo	Sr. Groundskeeper	Bldg. Svcs.	March 31, 2014	April 4, 2014	30/5	
Mancilla, Anthony	Plant Custodian Elem	Bldg. Svcs.	March 31, 2014	April 4, 2014	28/3	
Najera, Marisela	Family Outreach Liason	PSS	April 21, 2014	May 23, 2014	36/2	
Navarrette, Mario	Sr. Groundskeeper	Bldg. Svcs.	March 26, 2014	June 30, 2014	30/5	
Olson, Matthew	School Police Officer	School Police	April 1, 2014	June 30, 2014	40/1 + Graveyard	
Pantoja, Guadalupe	Sr. Exec. Secretary	Business Svcs.	April 7, 2014	April 9, 2014	37/3 + Bil.	
Perez, Juan	Plant Custodian HS	Bldg. Svcs.	February 1, 2014	April 30, 2014	35/2	
Perez, Paul	Sr. Groundskeeper	Bldg. Svcs.	April 14, 2014	April 18, 2014	30/5	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 13, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TEMPORARY ASSIGNMENTS - Out of Class Compensation (Continuation)						
Sanchez, Eva	Budget Technician	Budget Svcs.	April 28, 2014	June 30, 2014	39/5	
	Alarm				22/6 + Bil.	
Solorio, Mary	Monitor/Dispatcher	School Police	January 1, 2014	June 30, 2014	Graveyard	
		Nutrition				
Tenorio, Rafael	Sr. Fd. Svc. Wkr.	Svcs.	January 1, 2014	June 19, 2014	13/5	
Torres, Margarito	Lead Custodian	Bldg. Svcs.	March 26, 2014	April 30, 2014	28/5 + Diff.	
Vargas, Juan	Plant Custodian HS	Bldg. Svcs.	March 27, 2014	April 11, 2014	35/1	
Velasco, Juan	Sr. Groundskeeper	Bldg. Svcs.	May 12, 2014	May 30, 2014	30/5	
	School Police				46/6 +	
Yates, Rick	Supervisor/Sergeant	School Police	January 1, 2014	June 30, 2014	Graveyard	
ACTIVITY SUPERVISORS						
Baltazar, Yesenia	Activity Supervisor	Monroe	May 5, 2014		10/1	
Cabrera, Maribel	Activity Supervisor	Carver	April 11, 2014		10/1	
Garcia, Angelica	Activity Supervisor	Martin	May 5, 2014		10/1	
Hernandez, Marbella	Activity Supervisor	Heroes	April 29, 2014		10/1	
Lopez, Gildardo	Activity Supervisor	Carver	April 29, 2014		10/1	
Murillo Bizarro, Tania	Activity Supervisor	Muir	April 18, 2014		10/1	
SUBSTITUTES						
Anaya, Stephanie	Fd. Svc. Wkr.		April 14, 2014		11/1	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 13, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
SUBSTITUTES (Continuation)						
Borboa Zavala, Gabriel	Custodian		April 8, 2014		23/1	
Boyzo, Sara	Headstart Teacher		April 17, 2014		\$105	
Coombs, Dana	SLPA		May 2, 2014		19/1	
Correa, Manuel	Custodian		April 9, 2014		23/1	
Curran, Alicia	Clerical		April 29, 2014		20/1	
Dominguez, Mariela	Fd. Svc. Wkr.		April 14, 2014		11/1	
Gordon, LaTanya	Clerical		April 24, 2014		20/1	
Gutierrez-Cueva, Celso	Custodian		April 8, 2014		23/1	
Herrera, Yvette	Fd. Svc. Wkr.		April 14, 2014		11/1	
Jones, Lisa	Fd. Svc. Wkr.		April 14, 2014		11/1	
Marrufo, Yesenia	SSP Sp. Ed.		April 14, 2014		19/1	
Martinez-Hernandez, Soila	Clerical		April 29, 2014		20/1	
Martinez Villa, Erika	Fd. Svc. Wkr.		April 14, 2014		11/1	
Molina, Damaris	Clerical		April 21, 2014		20/1	
Tavera, Ralph	SSP Sp. Ed.		April 29, 2014		19/1	
Van Smaalen, Amanda	SSP Sp. Ed.		April 7, 2014		19/1	
ATHLETIC SPECIALIST						
Barrera, Carlos	Asst. Softball Coach	Century	February 17, 2014		\$18.98	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - May 13, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ATHLETIC SPECIALIST (Continuation)						
Diaz, Luis Jr.	Asst. Baseball Coach	Century	February 17, 2014		\$18.98	
Garcia, Jose	Asst. Track Coach	Century	February 17, 2014		\$18.98	
Graham, Teresa	Head Coach Softball	Century	February 17, 2014		\$23.73	
Hernandez, Andres	Asst. Track Coach	Century	February 17, 2014		\$18.98	
Khin, Sean	Asst. Softball Coach	Century	March 12, 2014		\$18.98	
Kimura, Aaron	Asst. Softball Coach	Century	March 21, 2014		\$18.98	
Lopez, Raymundo	Asst. Baseball Coach	Century	February 18, 2014		\$18.98	
Ramirez, Leonardo	Asst. Baseball Coach	Century	February 17, 2014		\$18.98	
Ramirez, Roberto	Head Coach Tennis	Century	February 17, 2014		\$23.73	
Rojas, Omar	Asst. Volleyball Coach	Century	February 17, 2014		\$18.98	
Solis, Manuel	Asst. Track Coach	Century	February 17, 2014		\$18.98	
Rosas, Jesus	Asst. Spring Football Coach	Santa Ana	May 28, 2014		\$23.73	
Vidana, Bobby	Asst. Spring Football Coach	Santa Ana	May 28, 2014		\$23.73	
Witte, Jerry	Asst. Spring Football Coach	Saddleback	May 28, 2014		\$23.73	

2013-14 School Year

Minutes
May 13, 2014
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**Board Meeting
May 13, 2014**

SANTA ANA UNIFIED SCHOOL DISTRICT
GIFTS RECOMMENDED FOR ACCEPTANCE - May 13, 2014

School:	Gift:	Amount:	Donor:	Used for:
Esqueda Elementary	Children's Books	\$500	George and Margarita Peale Santa Ana	Library
Garfield Elementary		\$800	Converge Church Pastor Don Lee Irvine	Field trips and transportation
Greenville Fundamental		\$1,406	Greenville PTO Mr. John Palacio President Santa Ana	Reimbursement of iPad for Library
Kennedy Elementary		\$10,000	Mariners Church-Lighthouse Community Center Ms. Meredith Miyake Irvine	Instructional materials and field trips
Walker Elementary		\$540	Lifetouch National School Studio Ms. Cathy Becher Eden Prairie, MN	Field trips
Century High School		\$1,920	SunPower Corporation Ms. Renée Solari Program Manager Richmond	Digital Media Arts, Engineering, and Design Academies
Middle College High School		\$5,000	Carlston Family Foundation 2013 Outstanding Teacher Award (Susan Groff) San Rafael	Science department
Santa Ana High School		\$1,800	AMVETS Department of California Mr. Johnny W. Byrum 2 nd Vice Commander Tulare	Purchase of trophies and medals for the State Championship
Segerstrom High School		\$625	Santa Ana Kiwanis Club Mr. John Karpierz Santa Ana	Field trip transportation for Special Education students
Valley High School		\$2,000	Boys and Girls Club Mr. Robert Santana Santa Ana	Spring break field trip
Public Information Office		\$5,000	Schools First Federal Credit Union Ms. Kristin Crellin Executive Director Santa Ana	2014-15 District Educators of Year Dinner and Recognition Ceremony

School:	Gift:	Amount:	Donor:	Used for: Minutes
Special Projects/Wellness	21 Target gift cards	\$525	FCB Educational Services Dr. Frances Byfield Yorba Linda	May 13, 2014 Incentives for secondary students participation in the PEP grant data
May 13, 2014 donations		\$30,116		
2014 Total donations	\$76,229	\$106,345		

For purposes of determining the estimated value of a gift, the District does not perform an appraisal or other such valuation, rather simply reports the value of the gift as provided by the donor.

DH:lr

RESOLUTION NO. 13/14-3006
BOARD OF EDUCATION
SANTA ANA UNIFIED SCHOOL DISTRICT
ORANGE COUNTY, CALIFORNIA
THIRD AMENDMENT TO STANDARDIZE DISTRICT FACILITY COMPONENTS
FOR THE DESIGNATION OF
SPECIFIC MATERIAL(S), PRODUCT(S), THING(S), OR SERVICE(S) ON
PUBLIC WORKS PROJECTS PURSUANT
TO PUBLIC CONTRACT CODE SECTION 3400(c) (2)

WHEREAS, pursuant California Public Contract Code section 3400 ("PCC § 3400") and other applicable law, the District wishes to, in specific instances, list and/or designate in its bids or requests for proposals on its public works projects, specific material(s), product(s), thing(s), or service(s);

WHEREAS, PCC § 3400 (c) (2) provides that the District may specify particular material(s), product(s), thing(s), or service(s) in its specifications for bids in connection with the construction, alteration, or repair of public works upon a finding by the District Board that particular material(s), product(s), thing(s), or service(s) are listed for the purpose of matching "other products in use on a particular public improvement either completed or in the course of completion,"

WHEREAS, on the District's public works projects, the District desires to list the material(s), product(s), thing(s), or service(s) listed on the attached list (Exhibit "A") as the only acceptable material(s), product(s), thing(s), or service(s) for use on the District's construction projects, because those material(s), product(s), thing(s), or service(s) "match other product(s) in use on other District public improvement(s) either completed or in the course of completion" (PCC § 3400 (c) (2)),

WHEREAS, although PCC § 3400 (c) (2) does not require the Board to make specific findings as to why it wishes to match other products in use, the District believes this action is desirable to, among other reasons, and to the extent applicable to specific material(s), product(s), thing(s), or service(s), because:

- The District has already incurred costs to train its employees to service and maintain specific current product(s) and system(s) throughout District campuses.

- The ongoing maintenance, repair, and other work that District staff and/or service providers will have to perform on those product(s) or system(s) will be simplified, more efficient, and less costly if those persons do not have to service different and varied product(s) and system(s).

- The warranties and guarantees for product(s) and system(s) will be easier to coordinate, track, and call upon in the years to come if they are with the same manufacturers / vendors of the particular product(s) or system(s).

- It would be beneficial for the entire District to reduce District costs by implementing uniform system(s) and installing uniform product(s) throughout the District, facilitating maintenance, engineering and overall reliability.

- The District anticipates future construction, alteration, modernization of existing school sites to, among other things, replace and/or upgrade system(s) at those sites.

1 • It would be beneficial to the District to have and use uniform parts and
2 materials throughout the system(s) in use at its sites.

3
4 WHEREAS, the District will endeavor to list, whenever feasible, more than one
5 product or system when more than one product or system is acceptable and has
6 already been used at improvement(s) either completed or in the course of completion
7 and the above conditions are sufficiently satisfied.

8
9 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE SANTA ANA
10 UNIFIED SCHOOL DISTRICT AS FOLLOWS:

- 11
12 1. That the foregoing recitals are true.
- 13
14 2. The District has already incurred costs to train its employees to service and
15 maintain specific current product(s) and system(s) throughout District
16 campuses.
- 17
18 3. The ongoing maintenance, repair, and other work that District staff and/or
19 service providers will have to perform on those product(s) or system(s) will be
20 simplified, more efficient, and less costly if those persons do not have to
21 service different and varied product(s) and system(s).
- 22
23 4. The warranties and guarantees for product(s) and system(s) will be easier to
24 coordinate, track, and call upon in the years to come if they are with the same
25 manufacturers / vendors of the particular product(s) or system(s).
- 26
27 5. It would be beneficial for the entire District to reduce District costs by
28 implementing uniform system(s) and installing uniform product(s) throughout the
29 District, facilitating maintenance, engineering and overall reliability.
- 30
31 6. The District anticipates future construction, alteration, modernization of
32 existing school sites to, among other things, replace and/or upgrade system(s)
33 at those sites.
- 34
35 7. It would be beneficial to the District to have and use uniform parts and
36 materials throughout the system(s) in use at its sites.
- 37
38 8. The District will endeavor to list, whenever feasible, more than one product or
39 system when more than one product or system is acceptable and has already been
40 used at improvement(s) either completed or in the course of completion and the
41 above conditions are sufficiently satisfied.
- 42
43 9. That the material(s), product(s), thing(s), or service(s) listed on Exhibit "A"
44 are the only acceptable material(s), product(s), thing(s), or service(s) for
45 use on the District's public works projects, because those material(s),
46 product(s), thing(s), or service(s) match other product(s) in use on other
47 District public improvement(s) either completed or in the course of completion.
- 48
49 10. That the District shall list in its invitation(s) to bid or other contract
50 solicitations for the District's public works projects, the material(s),
51 product(s), thing(s), or service(s) listed on Exhibit "A" as the only
52 acceptable material(s), product(s), thing(s), or service(s) for use on the
53 District's public works projects.
- 54
55 11. That the District's Superintendent, or the Superintendent's designee, is
56 authorized pursuant to this Resolution to take any action that is necessary to
57 complete the procedures necessary to carry out, give effect to, and comply with
58 the terms and intent of this Resolution.

PASSED AND ADOPTED, by the Governing Board on May 13, 2014 upon motion of member Richardson and duly seconded, the foregoing Resolution was adopted by the following vote:

AYES: Audrey Yamagata-Noji, Jose Hernandez, Rob Richardson, John Palacio, and
NOES: Cecilia Iglesias
ABSENT

STATE OF CALIFORNIA) ss:
COUNTY OF Orange)

I, Audrey Yamagata-Noji, Ph.D., President of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 13th day of May 2014, and passed by a vote of 5-0 of said Board.

Audrey Yamagata-Noji
Audrey Yamagata-Noji, Ph.D., President of the
Governing Board for the Santa Ana Unified School
District

I, Rob Richardson, Clerk of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 13th day of May 2014, and passed by a vote of _____ of said Board.

passed by a vote of _____ of said Board.



Rob Richardson, Clerk of the Board of Education of
the Santa Ana Unified School District

Exhibit "A" (Added Items)

- A. Fire detection and alarm system(s) manufactured by the following manufacture(s):**
- Notifier (located at approximately 70% District sites currently)
 - Silent Knight (located at approximately 10% District sites currently)

These systems are integral safety components at District sites. In addition to the basis in the Resolution for determining that the Board wishes to match new fire detection and alarm systems to existing systems already in use, the District is endeavoring to better coordinate the training, maintenance, and repair of these systems throughout the District. The ever-increasing cost and coordination of varied systems with a limited maintenance personnel staff and a limited budget for outside vendors, requires the District to limit variance in these types of systems to facilitate more control and cost containment in keeping those systems operational.

- B. Carpeting manufactured by the following manufacture(s):**

- Tandus Power Bond (located at approximately 50% District sites currently)

The make and type of carpeting dictates the maintenance and repair process for each. District staff has been trained on the repair and cleaning of the above carpet types.

- C. Locksets and Cylinders manufactured by the following manufacture(s):**

- Schlage (located at approximately 100% District sites currently)

These systems are integral safety components at District sites. In addition to the basis in the Resolution for determining that the Board wishes to match new lock systems to existing systems already in use, the District is endeavoring to facilitate better control over replacement parts, the "re-keying" of locks, and the replacement of lost or stolen keys.

- D. Heating, Ventilation and Air-Conditioning Systems manufactured by the following manufacture(s):**

- ~~Trane (located at approximately 50% District sites currently)~~
- York (located at approximately 20% District sites currently)
- Carrier (located approximately 30% District sites currently)

The District is endeavoring to better coordinate the training, maintenance, and repair of these systems throughout the District. The ever-increasing cost and coordination of varied systems with a limited maintenance personnel staff and a limited budget for outside vendors, requires the District to limit variance in these types of systems to facilitate more control and cost containment in keeping those systems operational.

E. Intrusion Detection Systems manufactured by the following manufacture(s):

- Digital Monitoring Products (DMP) (located at approximately 30% District sites currently)

The District has DMP as an integral safety component for our intrusion detection systems. The Digital Monitoring Products are a critical component that completes the software requirements for our entire monitoring system that our Police Department has chosen to provide the safest campuses possible. There are multiple dealers that can provide DMP panels and programming as well as our staff has received training in these software programs.

F. Intercom Paging System manufactured by the following manufacture(s):

- Bogen (located at approximately 10% District sites currently)
- ICS Rauland (located at approximately 80% District sites currently)

These systems fall in line within endeavor to better coordinate the training, maintenance, and repair of these systems throughout the District. The ever-increasing cost and coordination of varied systems with a limited maintenance personnel staff and a limited budget for outside vendors, requires the District to limit variance in these types of systems to facilitate more control and cost containment in keeping those systems operational.

G. Plumbing Fixtures and Component Systems manufactured by the following manufacture(s):

- American Standard (located at approximately 70% District sites currently)
- Kohler (located at approximately 30% District sites currently)
- Falcon- Waterless Urinals (located at approximately 100% District sites currently)
- Chicago Faucets (located at approximately 80% District sites currently)
- Haws- Drinking Fountains (located at approximately 80% District sites currently)
- Sloan (located at approximately 80% District sites currently)
- Zurn (located at approximately 20% District sites currently)

Plumbing fixtures and systems become very unique and system coordinated when they were late to the commercial industry. It is impossible to inventory the various numbers of parts for the vast system differences. Standardization of the systems will help alleviate over stocked items, obsolete parts and allow us the ability to maintain a reasonable inventory. Our staff members have had numerous hours of training on different components such as valves, cartridge replacement, re-built kits, pressure setting etc.

H. Network system(s) by the following manufacture(s):

- Cisco (located at approximately 100% District sites currently)

In addition to the basis in the Resolution for determining that the Board wishes to align facilities efforts with educational goals, simplify and reuse engineering services to scale, make smart decisions to maximize limited resources, and consolidate infrastructure that results in maintenance and management savings, the District is endeavoring to better coordinate the training, maintenance, and repair of these systems throughout the District. The ever-increasing cost and coordination of varied systems with a limited maintenance and technical personnel staff and a limited budget for outside vendors, requires the District to limit

variance in these types of systems to facilitate more control and cost containment in keeping those systems operational.

I. IP Telephony/Voice Over IP (VoIP) System by the following manufacture(s):

- Cisco (located at approximately 30% District sites currently)

These systems are integral communication components at all District sites. The system falls in line within endeavor to better coordinate the training, maintenance, and repair of the system throughout the District. The ever-increasing cost and coordination of varied systems with a limited maintenance and technical personnel staff and a limited budget for outside vendors, requires the District to limit variance in these types of systems to facilitate more control and cost containment in keeping the system operational.

J. Structured Cabling Systems by the following manufacture(s):

- Systimax (located at approximately 30% District sites currently)
- Uniprise (located at approximately 20% District sites currently)

Structured Cabling Systems become very unique and system coordinated. Enterprised network infrastructure solutions need to maintain a uniform configuration; parts, and installation standards, to maintain high quality, performance and 20-year warranty, to protect the District's investment. It is impossible to inventory the various numbers of parts for the vast system differences. Standardization of the systems will help alleviate over stocked items, obsolete parts and allow us the ability to maintain a reasonable inventory. Our staff members have had numerous hours of training on different components.

K. Solid Plastic Bathroom Partition by the following manufacturer(s):

- Scranton Products 1 inch solid HDPE plastic partitions (located at approximately 60% of District sites currently).

Solid HDPE plastic partitions are more durable and require less maintenance than other products. Standardization will help alleviate over stocked items and allow us the ability to maintain a reasonable inventory. This will limit variance of this type of system to facilitate better inventory and cost control.

L. Door and Gate Hardware by the following manufacturers (s):

- Von Duprin exit hardware (located at approximately 70% of District sites currently).
- LCN Door Closers (located at approximately 70% of District sites currently).

These systems are an integral safety and accessibility component at District sites. The District is endeavoring to facilitate cost control by minimizing training, maintenance and inventory associated with the use of multiple products. Standardization will help alleviate over stocked items and allow us the ability to maintain a reasonable inventory.

M. Rubberized Playground Surfacing manufactured by the following manufacturer(s):

- Pro-Tect Turf (located at approximately 35% of District sites currently).

1 This fall protection system is an integral safety and accessibility component at
2 District sites. The District is endeavoring to facilitate cost control by
3 increasing longevity, minimizing training, maintenance and inventory associated
4 with the use of multiple rubberized products. Standardization will help alleviate
5 over stocked items and allow us the ability to maintain a reasonable inventory.
6

7 **M. Paint manufactured by the following manufacture(s):**

- 8 • Dunn Edwards (located at approximately 80% of District sites currently).
- 9 • Sherwin Williams (located at approximately 10% of District sites
10 currently)
- 11 • Themec (all epoxy coatings)
- 12

13 The District is endeavoring to reduce the cost of stored paint and limit the
14 quantity of colors and types of paint used throughout the District.
15 Standardization will help alleviate over stocked items and allow us the ability to
16 maintain a reasonable inventory.
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SANTA ANA UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR OF RESEARCH AND EVALUATION

JOB SUMMARY:

Under the direction of the Deputy Superintendent and/or designee, provide leadership and coordination to develop and implement ongoing student and program assessment and evaluation processes across the District. Work with leadership to monitor and report the academic achievement of all students and to determine program effectiveness.

REPRESENTATIVE DUTIES:

- Monitor effectiveness of District programs and educational plans; visit program sites and provide technical assistance and support to improve outcomes. **E**
- Lead and direct the evaluation of services designed to increase the academic achievement of all students, including English Learners and students at risk of failure or achieving below expectancy. **E**
- Develop and implement multiple ongoing measures of student performance. **E**
- Develop a comprehensive, computerized student accountability monitoring system for cross-sectional and longitudinal research on student performance and program effectiveness. **E**
- Collaborate with general and categorically funded programs (e.g., Special Education, Title I, Title III), to ensure a coordinated educational approach and to determine the efficiency and effectiveness of related programs. **E**
- Evaluate the impact of parent engagement initiatives related to academic achievement and program improvement efforts. **E**
- Prepare and deliver reports on District and school-level indicators of student performance for all students and disaggregated groups of students to parents, community stakeholders, District staff, and Board. **E**
- Deliver a best-in-class system of assessments and accountability measures, statistical analysis, and support for improving the academic achievement of students in urban settings, and use such information to ensure best practices in District programs. **E**
- Provide direction and oversight on the design and implementation of internal and external research and evaluation projects. **E**

EXECUTIVE DIRECTOR OF RESEARCH AND EVALUATION (CONTINUED)

May 13, 2014

REPRESENTATIVE DUTIES: (Continued)

- Attend Division management team meetings, contribute to the development of a data-focused culture within the Division, and facilitate improved services to all Santa Ana Unified School District students. E
- Represent the District at meetings with County, State, and local officials regarding the evaluation of student performance and program effectiveness. E
- Maintain a professional code of ethics and perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Advanced statistical analysis including multivariate analysis and multi-level modeling for use with large data sets of student performance indicators.
- Quantitative and qualitative evaluation of programs.
- Appropriate uses and interpretations of criterion-referenced and norm-referenced assessments.
- Strategies for identifying and disseminating information relating to best practices for teaching and learning and program monitoring.
- Appropriate assessment methods and procedures for English-fluent and limited-English-proficient students.
- Computerized information management systems.
- School district organization, operations, policies and objectives.
- Applicable Federal, State, and local laws.
- The impacts of socio-cultural factors on student and school performance.
- The emerging role of technology in assessing student performance.
- The California assessment system and guidelines.
- The California content standards.

Ability to:

- Disaggregate and make meaning of complicated data sets.
- Develop goals and objectives and position resources to meet established goals and deadlines on time.
- Communicate effectively with others and develop and present effective and efficient presentations.
- Work effectively in a multi-cultural environment.
- Maintain enthusiasm and provide leadership to assigned programs.
- Work independently with minimal direction, with confidentiality and discretion.
- Communicate effectively both orally and in writing.
- Work effectively with administrators, staff, parents and community and in multicultural and bilingual environments.
- Perform the essential functions of the job.

EXECUTIVE DIRECTOR OF RESEARCH AND EVALUATION (CONTINUED)

Minutes

May 13, 2014

EDUCATION AND EXPERIENCE:

Doctorate preferred. Minimum of 5 years experience providing District and/or school-level data analysis and/or program evaluation.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Administrative Credential desirable.
Valid California driver's license.
Bilingual and Biliterate (English/Spanish) preferred.

WORKING CONDITIONS:**Environment:**

- Office environment.
- Numerous interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing and speaking accurately to exchange information and make presentations.
- Seeing to read a variety of materials and drive a vehicle.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

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: May 13, 2014 (1/84 6/84 6/97 6/00 5/01)

**SANTA ANA UNIFIED SCHOOL DISTRICT****DIRECTOR OF COMMUNITY RELATIONS****JOB SUMMARY:**

Under the direction of the Superintendent, and/or designee, act as a resource and liaison between District Office staff, school site staff, parents, students, and community members.

REPRESENTATIVE DUTIES:

- Serve as a liaison and community resource for students, staff, parents, parents groups, community groups, and advisory committees. **E**
- Acts as a liaison using mediation skills between administration, District staff, school staff members, community members, elected officials, and any other constituency groups, in an interpersonally skilled manner, by using courtesy, tact, diplomacy, sensitivity, patience, and professionalism. **E**
- Serves as a member of the Superintendent's executive staff; gathers information and informs the Superintendent and others on emerging situations. **E**
- Represents the District or the Superintendent at meetings, and host important visitors. **E**
- Facilitate development of District programs and practices responding to community needs, interest, and/or concerns. **E**
- Promote and coordinate involvement by parent, business community and civic representatives in the implementation of the traditional and school improvements programs. **E**
- Develop, establish, and coordinate community resources contacts; maintain information systems on available community resources for use by District personnel, parent, and community groups. **E**
- Monitor the use of community resources and the effectiveness of those resources in meeting District/community needs. **E**
- Provide in-service opportunities for school personnel in working with community resources. **E**

DIRECTOR OF COMMUNITY RELATIONS (CONTINUED)**REPRESENTATIVE DUTIES:** (Continued)

- Facilitate family-District communication and assist with the resolution of problems; report resolution of status of issues to designated staff and/or utilize problem solving skills in working with families. Work collaboratively with school sites, District departments, and various program staff to assure coordinated services. **E**
- Assist in the development and implementation of an effective system for communicating with parents including, parent phone calls, District automated phone call system, parent letters, parent meetings, and community meetings. **E**
- Receive, screen, route, answer, research, and prepare replies to incoming communications (including complaints) by consulting with relevant internal and external parties, as required and directed. **E**
- Establish and maintain positive public relations strategies and strong working relationships with community groups, various community organizations, and law enforcement agencies to assist the District regarding intervention and support efforts; and provide referrals to support parents, students, and families. **E**
- Attend and represent the District at a variety of conferences and workshops to maintain current knowledge of applicable laws, codes, rules, and regulations. **E**
- Conduct research and special studies and prepare narrative and statistical reports; make Board, District, and community presentations; prepare, publish, and distribute findings of research and studies for a broad audience; and maintain records. **E**
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Research-based techniques for mediation, intervention, and problem solving in interpersonal, personnel, and community based issues.
- Modern office practices, procedures, and equipment.
- Record keeping and report preparation techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of the field of specialty.
- Principles, practices, methods, and terminology used in school district administration.

DIRECTOR OF COMMUNITY RELATIONS (CONTINUED)

KNOWLEDGE AND ABILITIES: (Continued)

Knowledge of: (Continued)

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

Ability to:

- Perform a variety of complex functions and coordinate projects and staff.
- Provide training and advisement to District administrators and staff regarding assigned functions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with all levels of staff, students, and the public.
- Utilize good interpersonal skills.
- Demonstrate good judgment, tact, diplomacy, patience, professionalism, and courtesy.
- Operate standard modern office equipment, including computers and related software applications.
- Analyze situations accurately and adopt an effective course of action.
- Speak clearly and concisely, and prepare and deliver oral presentations to small and large groups.
- Work in a multiethnic setting.
- Work independently with little direction.
- Use a variety of mediation skills in different and at times tense settings.
- Compile and verify data and prepare narrative and statistical reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Plan and organize work to meet schedules and timelines, maintain records and prepare correspondence.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Learn and follow oral and written instructions.
- Complete assignments with many interruptions.
- Respond to various inquiries or complaints and ensure timely follow-up.
- Learn, research, synthesize, interpret, apply, explain, and assure compliance with rules, regulations, policies, and procedures as related to District functions.
- Prepare, gather, read, comprehend, analyze, interpret, and report on complex and comprehensive statistical and narrative data and reports.
- Use proper spelling, punctuation, and grammar.
- Understand the internal workings of Santa Ana and engage stakeholders.

DIRECTOR OF COMMUNITY RELATIONS (CONTINUED)**KNOWLEDGE AND ABILITIES: (Continued)****Ability to: (Continued)**

- Engage in school and city community activities.
- Drive a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Public Administration, or Communications, Public Relations, or a related field and a minimum of five (5) years of diversified experience including conducting training, workshops, and staff development programs; individual and small and large group mediation and conflict resolution strategies and techniques; K-12 educational experience preferred; K-12 principal/administrative experience beneficial; non-profit community-based organization experience preferred. Bilingual/bi-literate English-Spanish required. Valid California Administrative Credential with an advanced degree in K-12 educational setting, and/or three (3) years working experience in a K-12 educational setting highly desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

Must have the ability to obtain and maintain vehicle insurance under the District's vehicle insurance policy.

Fluent oral and written skills in Spanish are required for designated assignment.

WORKING CONDITIONS:**Environment:**

- Typical indoor office/school environment.
- Numerous interruptions.
- Frequent travel to and between school sites and community agencies.

Physical Abilities:

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

DIRECTOR OF COMMUNITY RELATIONS (CONTINUED)

WORKING CONDITIONS: (Continued)

Physical Abilities: (Continued)

- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.
- Lifting or moving objects, normally not exceeding twenty
- (20) pounds.

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: May 13, 2014

SANTA ANA UNIFIED SCHOOL DISTRICT**BB 9010**Board BylawsPublic Statements

The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board. Board members shall follow public speaking guidelines similar to members of the public by speaking to specific agenda items and being respectful to members of the public, staff and other Board members.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative. (cf. 9011 - Disclosure of Confidential/Privileged) (cf. 9200 - Board Members)

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963) (cf. 9005 - Governance Standards) (cf. 9011 - Disclosure of Confidential/Privileged Information)

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them. (cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media) (cf. 1340 - Access to District Records) (cf. 9012 - Board Member Electronic Communications)

BB 9010 (b)

Legal Reference:

EDUCATION CODE

35010

Control of district; prescription and enforcement of rules

GOVERNMENT CODE

54960

Actions to stop or prevent violation of meeting provisions

6250-6270

California Public Records Act

54963

Confidential information in closed session

SANTA ANA UNIFIED SCHOOL DISTRICT**BB 9220 (a)**Board BylawsGoverning Board Elections

Any person is eligible to be a Governing Board member, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107) (cf. 9270 - Conflict of Interest)

Board election procedures shall be conducted in accordance with the California Education Code and Elections Code. (cf. 9110 - Terms of Office)

Statement of Qualifications

The district shall assume no part of the cost of printing, handling, translating or mailing candidate statements filed pursuant to Elections Code 13307. Candidates may be required to pay their pro rata share of these costs to the district in advance as specified in Elections Code 13307.

The Board secretary shall notify the county clerk of this policy on or before the 125th day before each Board member election. (Elections Code 10509)

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

Campaign Contributions and Expenditures

The Board believes that the district and community will be best served by imposing a limitation upon campaign contributions in accordance with Board Resolution #02/03-2516. Campaign expenditures shall be in accordance with the California Political Reform Act which creates certain voluntary expenditure limits. (Government Code 85100, et.seq)

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner. (Education Code 5016)

BP 9220 (b)

Legal Reference:

EDUCATION CODE

5000-5033	Elections
5300-5304	General provisions (conduct of elections)
5320-5329	Order and call of elections
5340-5345	Consolidation of elections
5360-5363	Election notice
5380	Compensation (of election officer)
5390	Qualifications of voters
5420-5426	Cost of elections
5440-5442	Miscellaneous provisions (re returns, recounts, etc.)
35107	Eligibility; school district employees
35177	Campaign expenditures or contributions

ELECTIONS CODE

1302	Local elections, school district election
2201	Grounds for cancellation
2220-2226	Residency confirmation procedures
10400-10418	Consolidation of elections
10509	Notice of election by secretary
10600-10604	School district elections
13307	Candidate's statement
13309	Candidate's statement, indigency

GOVERNMENT CODE

1021	Conviction of crime
1097	Illegal participation in public contract
81000-91014	Political Reform Act

PENAL CODE

68	Bribes
74	Acceptance of gratuity
424	Embezzlement and falsification of accounts by public officers
661	Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications
Article 7, Section 7 Conflicting offices
Article 7, Section 8 Disqualification from office

COURT DECISIONS

California ProLife Council Political Action Committee v. Jan Scully et. al.,
(1998) 989 F.Supp. 1282

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 181 (2000)
81 Ops.Cal.Atty.Gen. 98 (1998)

Adopted: (10-00 5-03) 5-14

Santa Ana, CA

SANTA ANA UNIFIED SCHOOL DISTRICT**BP 1312.3(a)****Community Relations****Uniform Complaint Procedures**

The Governing Board recognizes the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying, and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The District shall use the uniform complaint procedures to resolve any complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including those with actual or perceived characteristics such as age, sex, sexual orientation, gender, gender identity, gender expression, genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, color, mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any district or school program, or school activity or any program or activity conducted by the district, which is funded directly by, or that receives or benefits from state and/or federal financial assistance. School personnel shall take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation or bullying.

Uniform complaint procedures shall also be used to address any complaints alleging the district's failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, unauthorized charging of pupil fees for participation in educational activities, failure to comply with the Local Control and Accountability Plan, and the development and adoption of the school safety plan.

(cf. 3553 - Free and Reduced Price Meals)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. This includes keeping the identity of the complainant confidential, as appropriate and except to the

BP 1312.3(b)

extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

(Legal References next page)

BP 1312.3(c)

Legal References:

EDUCATION CODE

200-62.4	Prohibition of discrimination
8200-8498	Child care and development programs
8500-8538	Adult basic education
18100-18203	School libraries
32289	School safety plan, uniform complaint procedures
35186	Williams uniform complaint procedure
41500-41513	Categorical education block grants
48985	Notices in language other than English
49011	Pupil Fees for participation in an educational activity
49060-49079	Student records
49490-49590	Child nutrition programs
52070-52075	Local Control and Accountability Plan
52160-52178	Bilingual education programs
52300-52490	Career-technical education
52500-52616.24	Adult schools
52800-52870	School-based coordinated programs
54000-54028	Economic impact aid programs
54100-54145	Miller-Unruh Basic Reading Act
54400-54425	Compensatory education programs
54440-54445	Migrant education
54460-54529	Compensatory education programs
56000-56867	Special education programs
59000-59300	Special schools and centers
64000-64001	Consolidated application process

CODE OF REGULATIONS, TITLE 5

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

PENAL CODE

422.6	Interference with constitutional right or privilege
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UNITED STATES CODE, TITLE 20

6301-6577	Title I Basic Programs
6601-6777	Title II Preparing and Recruiting High Quality Teachers and Principals
6801-6871	Title III, Language instruction for limited English proficient and immigrant students
7101-7184	Safe and Drug-Free Schools and Communities Act
7201-7283g	Title V Promoting Informed Parental Choice and Innovative Programs
7301-7372	Title V Rural and Low-Income School Programs

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 1312.3(a)

Community Relations

Uniform Complaint Procedures

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Associate Superintendent, Human Resources
1601 E. Chestnut Avenue
Santa Ana, CA 92701
(714) 558-5860

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. (cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties on an annual basis. (5 CCR 4622)

The notice shall:

- 1) Identify the person(s), position(s) or unit(s) responsible for receiving complaints
- 2) Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable
- 3) Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or pursue remedies before civil courts or other public agencies.
- 4) Include statements that:
 - a. The district is primarily responsible for complying with applicable state and federal laws and regulations.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. An unlawful discrimination, harassment, intimidation, or bullying complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.
 - d. A pupil enrolled in a public school shall not be required to pay an unauthorized pupil fee for participation in an educational activity.

AR 1312.3 (b)

- e. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits and charges or a complaint alleging noncompliance with the Local Control and Accountability Plan may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code sections 49013, 52075)
- f. The complainant shall specify the reason(s) for appealing the District's decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall include a copy of the complaint and the District's decision. (cf. 5145.6 - Parental Notification)
- g. Copies of the district's uniform complaint procedures are available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs for which the district receives state or federal funding or which allege unlawful discrimination, harassment, intimidation, or bullying. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

If school personnel witness an act of discrimination, harassment, intimidation or bullying, he or she shall take immediate steps to intervene when safe to do so.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation, or bullying. The complaint must be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

AR 1312.3(c)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code 49011. Pupil fees complaint may be filed anonymously. (EC 49013(d)) A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges or a complaint alleging noncompliance with the Local Control and Accountability Plan may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code sections 49013, 52075)

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or a disability, district staff shall help him/her to file the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation, or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within ten calendar days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present the complaint and evidence or information to the complaint. (5 CCR 4631)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation may result in the dismissal of the

AR 1312.3(d)

complaint because of a lack of evidence to support the allegation. (California Code of Regulations, Title 5, Section 4631)

The District refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in an imposition of a remedy in favor of the complainant. (California Code of Regulations, Title 5, Section 4631)

In accordance with law, the district shall provide the investigator with access to records and/or other information related to the allegation in the complaint. (5 CCR 4631)

Step 4: Response

Unless-extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 days of the district's receipt of the complaint. (5 CCR 4631)

If a public school finds merit in a pupil fees complaint or Local Control and Accountability Plan complaint, that public school shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the public school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The report of the district's decision shall be written in English and when required by Education Code 48985, in the complainant's primary language. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions if any are warranted.
6. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal.

AR 1312.3(e)

7. In addition, any decision concerning discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If an employee or student is disciplined as a result of an investigation of a complaint, the decision shall simply state that effective action was taken and that the employee or student was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or a complaint alleging noncompliance with the Local Control and Accountability Plan is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. This shall, where applicable to a student fee complaint, include reasonable efforts to ensure full reimbursement to them.

Appeals to the California Department of Education

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and whether the facts are incorrect and/or the law has been misapplied. The appeal must include a copy of the locally filed complaint and the district's decision. (5 CCR 4652)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4632)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the district's uniform complaint procedures.
7. Other relevant information requested by the CDE.

The California Department of Education may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

AR 1312.3 (f)**Civil Law Remedies**

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code section 262.3. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For discrimination, harassment, intimidation, or bullying complaints based on state law, a complainant shall wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 6153(a)

Instruction

School - Sponsored Trips

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to these regulations.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All students must complete the Santa Ana Unified School District-Sponsored Voluntary Field Trip form in order to participate in any District-sponsored trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross or American Heart Association and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip.
4. Schools must have made available to parents the ability to purchase medical/hospital insurance for students who may be injured while on field trips. (Education Code 35331)

Supervision

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio will be revised as necessary.

AR 6153(b)

The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3 this ratio shall be one to four.

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least ten days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

AR 6153(c)

4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risk.
5. All trips require prior approval from Education Services.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advanced.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. Swimming activities
 - a. Parents/guardians must provide written permission for the student to participate in the swimming activity. The principal or designee shall ensure that a certified lifeguard or trained swimming coach shall test the swimming ability of all students before a student is allowed in or near the water.
 - b. Swimming facilities must be inspected by the principal and teacher before the trip is scheduled.
 - c. Swimming facilities must provide a certificate of insurance, and an additional insured endorsement naming the District as an additional insured, for not less than \$1,000,000 in liability coverage.
 - d. Lifeguards are required for all swimming activities. If lifeguards are not present at the beach or are not provided by the facility operator, it is the responsibility of the principal to ensure their presence. Students are not to be allowed in the water or pool without a lifeguard present. Lifeguards must be Red Cross certified or equivalent and must be at least 18 years old. The lifeguard's sole responsibility is surveillance. Lifeguards are to have no teaching responsibilities or other duties.

AR 6153(d)

- e. For activities involving the ocean, lake or other large bodies of water, the ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3 this ratio shall be one to four. For pool activities, lifeguards shall be provided at a ratio of one (1) lifeguard for each twenty-five (25) persons in the water.
- f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- g. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- h. Staff and chaperones assigned to supervise students must know how to swim and be prepared to take action in an emergency.
- i. The principal or designee may require students to wear personal flotation devices, depending upon their age.
- j. A buddy system or other means of surveillance shall be arranged in advanced and strictly enforced during swimming activities.