

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

MINUTES

REGULAR MEETING
SANTA ANA BOARD OF EDUCATION

October 25, 2016

CALL TO ORDER

The meeting was called to order at 5:11 p.m. by Board President Palacio. Other members in attendance were Ms. Amezcua and Mr. Hernández.

CLOSED SESSION PRESENTATIONS

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

There were no individuals wishing to address the Board.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:11 p.m. to consider public employment, negotiations, and anticipated litigation.

Ms. Iglesias arrived at 5:24 p.m. and Mr. Richardson arrived at 5:40 p.m.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:30 p.m.

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

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Valerie Ramirez, 5th Grade student at Adams Elementary School.

REPORT OF ACTION TAKEN IN CLOSED SESSION

By a vote of 3-0, the Board took action to appoint Dr. Jonathan E. Swanson, as Principal at Century High School.

Moved:	Palacio	_____	Richardson	_____	Amezcu	<u> X </u>	Hernández	_____	Iglesias	_____
Seconded:	Palacio	_____	Richardson	_____	Amezcu	_____	Hernández	<u> X </u>	Iglesias	_____
Ayes:	Palacio	<u> X </u>	Richardson	_____	Amezcu	<u> X </u>	Hernández	<u> X </u>	Iglesias	_____
Noes:	Palacio	_____	Richardson	_____	Amezcu	_____	Hernández	_____	Iglesias	_____
Final Vote:	Ayes	<u> 3 </u>	Noes	<u> 0 </u>	Abstain	_____	Absent	<u> 2 </u>		

HIGH SCHOOL STUDENT AMBASSADORS

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

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

RECOGNITIONS / ACKNOWLEDGMENTS**Certificated Employee of the Month for October 2016, Patti Dodge**

Patti Dodge, Fourth Grade teacher at Esqueda K-8 School was selected as the October Certificated Employee of the Month because she plants daily seeds of the AVID methodology in her classroom and encourages students to follow a growth mindset in their daily lives.

Classified Employee of the Month for October 2016, Eloise Sanchez

Eloise Sanchez, Office Manager at Davis Elementary School was selected as the October Classified Employee of the Month because of her dedication, work ethic, professionalism and personal communication skills reflect her role as an integral staff member.

Recognition of Santa Ana Public Schools Foundation Mini Grant Recipients for 2015-16 School Year

Board Vice President Richardson recognized Victor De Los Santos, Nicole Eastly, Nora Garcia, Clifford Gerstman, Susan Groff, Carol Harnack, and Elizabeth Solares as the 2015-16 SAPSF Mini Grant recipients.

SUPERINTENDENT'S REPORT

Dr. Phillips opened her report by mentioning that the "We are SAUSD School Choice Fair" was a successful event. She also mentioned the Annual College Fair. Superintendent Phillips attended the Santa Ana High School NJROTC Annual Military Inspection and looked at the beautiful military mural in the NJROTC hallway painted by the Santa Ana High School art students under the direction of Ms. Judith Westing, Art Teacher. She stated she had the pleasure of being a guest reader in celebration of Read for the Record at the Heritage Museum of Orange County. She acknowledged Red Ribbon Week and congratulated the automotive team at Santa Ana High School and Mr. Don Isbell, Director of CTE, for receiving a National Automotive Technical Education Foundation Certification. Dr. Phillips concluded her report by honoring the SAUSD Orange County Teachers of the Year.

PUBLIC PRESENTATIONS

Paul Zive addressed the Board related to the K-8 programs impact on intermediate schools. Maria Gonzalez addressed the Board related to Head Start and Paso a Paso - Together We Read Program. Zeke Hernandez addressed the Board related to LULAC scholarships.

1.0 APPROVAL OF CONSENT CALENDAR

It was moved by Mr. Richardson, seconded by Ms. Amezcua, and carried 5-0, to approve the Consent Calendar as follows:

- 1.1 Approval of Regular Board Meeting Minutes - October 11, 2016
- 1.2 2016-17 Summarized Data of Williams Settlement First Quarterly Report
- 1.3 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests
- 1.4 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
- 1.5 Approval of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and Agencies for Students with Disabilities for 2016-17 School Year
- 1.6 Acceptance of Extension of Nutrition Services/Nutrition Education Obesity Prevention Program Services Award Grant for 2016-17 School Year
- 1.7 Authorization to Amend the Agreement with Colbi Technologies
- 1.8 Ratification of Amendment to Agreement with Parent Institute for Quality Education for Period of February 18 through April 21, 2016

- 1.9 Approval of Renewal Agreement between Angels Reviving Baseball in Inner-Cities League and Santa Ana Unified School District for November 1, 2016 through July 31, 2017
- 1.10 Ratification of Agreement with Equal Opportunity Schools and Santa Ana Unified School District for 2016-18 School Years
- 1.11 Ratification of Agreement with Law Offices of Gibeaut, Mahan & Briscoe for 2016- 17 Fiscal Year
- 1.12 Approval of Agreement between Disciplina Positiva and Santa Ana High School for November 8 through December 20, 2016
- 1.13 Approval of Agreement with Marsh Risk Consulting for 2016-17 Fiscal Year
- 1.14 Approval of Agreement with Jill Ann Hogan for Mental Health Counseling Services for Students with Disabilities for 2016-17 School Year
- 1.15 Approval of Amendment of Data-Sharing Agreement between Harvard Graduate School of Education and its Center for Education Policy Research and Santa Ana Unified School District for October 26, 2016 through June 30, 2018
- 1.16 Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of September 28, 2016 through October 11, 2016
- 1.17 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of September 28, 2016 through October 11, 2016
- 1.18 Approval of Revised Job Description: Deputy Superintendent-Operations & Chief Business Official
- 1.19 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

PUBLIC HEARING

Sunshine Initial Bargaining Proposal from Santa Ana Educators' Association (SAEA) for 2017-18 School Year

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

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

PRESENTATION

Financing School Facilities with Redevelopment Revenues

Mr. Williams, Assistant Superintendent, Facilities and Governmental Relations introduced Keith Weaver from Government Financial Strategies, who provided the Board with sources of redevelopment revenues and projected totals.

REGULAR AGENDA - ACTION ITEMS

2.0 AUTHORIZATION TO AWARD A CONTRACT FOR BID PACKAGE NO. 3802 - BLEACHER REPLACEMENT AT CENTURY HIGH SCHOOL UNDER EMERGENCY REPAIR PROGRAM

It was moved by Ms. Amezcua, seconded by Mr. Richardson, and carried 5-0, to authorize staff to award a contract to J.L. Cobb Painting & Construction for Bid Package No. 3802 - Bleacher Replacement at Century High School under the Emergency Repair Program.

REVISION OF EXISTING BOARD POLICIES

BOARD POLICY (BP) 3100.1 - ESTABLISHMENT AND RESERVATIONS OF FUND BALANCE AS DEFINED BY GOVERNMENTAL ACCOUNTING STANDARDS BOARD 54 (REVISED: FOR ADOPTION)

It was moved by Mr. Richardson, seconded by Ms. Amezcua, and carried 5-0, to adopt the revised Board Policy (BP) 3100.1 - Establishment and Reservations of Fund Balance as Defined by Governmental Accounting Standards Board 54.

BOARD POLICY (BP) 3511 - ENERGY AND WATER CONSERVATION (REVISED: FOR ADOPTION)

It was moved by Mr. Richardson, seconded by Ms. Amezcua, and carried 5-0, to adopt the revised Board Policy (BP) 3511 - Energy and Water Conservation.

BOARD POLICY (BP) 7400 - PARKING (REVISED: FOR ADOPTION)

It was moved by Mr. Richardson, seconded by Ms. Amezcua, and carried 5-0, to adopt the revised Board Policy (BP) 7400 - Parking.

BOARD BYLAW (BB) 9321 - CLOSED SESSION PURPOSES AND AGENDAS (REVISED: FOR ADOPTION)

It was moved by Mr. Richardson, seconded by Ms. Amezcua, and carried 5-0, to adopt the revised Board Bylaw (BB) 9321 - Closed Session Purposes and Agendas.

BOARD AND STAFF REPORTS/ACTIVITIES

Mr. Richardson

- Enjoyed NJROTC Pass and Review;
- Attended the Grove Conference;
- Announced the Superintendent's State of the District Breakfast on November 10th.

Mr. Palacio

- Attended the School Choice Fair;
- Congratulated the SAUSD Orange County Teachers of the Year;
- Announced the Santa Ana High School vs. Segerstrom High School football game, Friday, October 28th at the Santa Ana Bowl.

Ms. Amezcua

- Attended the amazing SAUSD School Choice Fair;
- Announced the Valley De Los Muertos, free community event at Valley High School on November 3rd;
- Proud of the SAUSD OC Teachers of the Year;
- Attended the Grove Conference.

ADJOURNMENT

There being no further business to come before the Board, the Board meeting was adjourned in memory of Steve McGuigan and David Meade at 8:09 p.m. by Board Clerk Amezcua.

The next Regular Meeting will be held on Tuesday, November 15, 2016, at 6:00 p.m.

ATTEST:



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



October 25, 2016

SANTA ANA UNIFIED SCHOOL DISTRICT

DEPUTY SUPERINTENDENT - ADMINISTRATIVE SERVICES

JOB SUMMARY:

Under the direction of the Superintendent, serve as executive head of and is responsible for the operations of the Business Services, Operations, and Facilities divisions and offices assigned by the Superintendent of Schools; assist the Superintendent in the overall operation and management of the District; serve as Superintendent in the Superintendent's absence.

REPRESENTATIVE DUTIES:

- Assist the Superintendent in the direction and coordination of all day-to-day operations of the District and in planning for needed change. **E**
- Carry out specific duties as designated by the Superintendent. **E**
- Interpret District programs and policies to staff and community. **E**
- Assist in the initiation and administration of new Districtwide programs. **E**
- Serve as a member of the Superintendent's Cabinet in analyzing, developing, coordinating, and implementing state laws, Board of Education policies, and administrative regulations. **E**
- Assist the Superintendent in the identification and selection of leadership personnel under his/her supervision. **E**
- Assist in the coordination and preparation of the Board agenda. **E**
- Act as Superintendent and Board Secretary in the Superintendent's absence. **E**
- Develop operational procedures for the District; recommend and review procedures for the allocation of staff; and conduct special studies as authorized. **E**
- Represent the Superintendent and the District with business, industrial and community groups. **E**
- Evaluate management personnel reporting to him/her regarding their effectiveness in carrying out their responsibilities and their capacity for growth and development, and counsels with them regarding such evaluations. **E**

DEPUTY SUPERINTENDENT - ADMINISTRATIVE SERVICES (CONTINUED)**REPRESENTATIVE DUTIES:** (continued)

- Counsel with employees and parents regarding concerns which cannot be resolved by the appropriate responsible administrator. **E**
- Administer the establishment and maintenance of abundant and significant avenues of communication with the communities that schools serve, encouraging feedback providing for its assessment. **E**
- Interpret the policies and regulations of the Board of Education and administrative directives of the Superintendent; monitor relevant programs to ensure consistency with District policies and fiscal responsibility. **E**
- Assist the Superintendent and the Deputy Superintendent of Educational Services/Chief Academic Officer in the evaluation of building principals. **E**
- Evaluate the performance of subordinate personnel. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

- Principles, trends and development of school business services fiscal administration and management, including data processing, risk management and police services.
- Goals, objectives and operating techniques of a large school district.
- Problems involved in the formulation and carrying out of a program of business management for a large school district.
- Accounting principles and practices, budgeting and other fiscal procedures as they apply to a large school district.
- Problems involved in the maintenance and operation of school district buildings, together with knowledge of building construction and ordinances and laws affecting the construction and repair of school buildings.
- Governmental purchasing principles and practices.
- Provisions of the State Education Code and other Codes relative to business practices and procedures.
- Current educational administration principles and practices, including site-based management, supervision, evaluation and training.
- Human Resources operations, position control functions and responsibilities and the appropriate supportive services required to ensure operational effectiveness.
- Laws and regulations regarding personnel practices.

DEPUTY SUPERINTENDENT - ADMINISTRATIVE SERVICES (CONTINUED)

KNOWLEDGE AND ABILITIES: (continued)

Ability to:

- Plan, organize, direct, supervise, and give administrative direction to employees in a variety of professional and technical fields related to the Business Services, Human Resources, Facilities, and Operations.
- Prepare comprehensive and clear reports, conduct difficult correspondence, and prepare work estimates, specifications and contracts.
- Analyze various systems and programs and develop effective conclusions and recommendations.
- Establish and maintain effective and cooperative working relationships with others.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Modify management strategies based on evaluation data.
- Develop new policies and procedures in accordance with the needs of the District.
- Effectively communicate and deal with community groups and the public.
- Speak and write effectively.
- Operate computer and computer programs
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to Master's degree or equivalent experience required; Doctorate desired and experience equivalent to five years business management, personnel management in a large school district, municipal agency or similar large organization or three years' experience as a site principal or District-level administrator.

LICENSES AND OTHER REQUIREMENTS:

- Valid driver's license.
- Willingness to work additional hours periodically.
- Willing to travel as needed.

WORKING CONDITIONS:

Environment:

- Typical office/school environment.
- Numerous interruptions.
- Driving a vehicle to conduct work.

DEPUTY SUPERINTENDENT - ADMINISTRATIVE SERVICES (CONTINUED)

WORKING CONDITIONS: (continued)

Physical Abilities:

- Hearing and speaking accurately to exchange information and make presentations.
- Seeing to read a variety of materials, make presentations and drive a vehicle.
- Sitting or standing for varied periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.
- Physical, mental and emotional stamina to endure long hours and stress.

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: 10/25/16 (10/95, 5/01, 8/9/16)

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENT					
Castro, Jorge	Teacher	Carver	June 22, 2017		Retirement - 10 years
RESIGNATION					
Martinez, Elise	Teacher	Sepulveda	June 22, 2017		Moving - 3 years
NEW HIRES/RE-HIRES 2016-17					
Macias, Manuel	Teacher	Spurgeon	October 3, 2016		New Hire - Temporary 44909
Pak, Isabel	Teacher	Santa Ana	October 6, 2016		New Hire - Temporary 44909
Pineda, Claudia	Teacher	Valley	October 3, 2016		New Hire - Probationary I
Roberts Wilson, Laura	Curriculum Specialist	English Learner Programs and Student Achievement	October 17, 2016		New Hire - Temporary 44909
Vanags, Michael	Teacher	Segerstrom	October 6, 2016		New Hire - Temporary 44909
Vivanco, Tina	Teacher	King	October 3, 2016		New Hire - Temporary 44909

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS					
Watson, Lindsay	Teacher	Edison	August 23, 2016		From Intern to Probationary II
FALL SPORTS 2016-17					
Dallas, Thomas	Assistant Coach	Century	2016-17		Tennis (Girls)
Lapic, Andrew	Head Coach	Century	2016-17		Football
Munoz, Liana	Head Coach	Century	2016-17		Volleyball (Girls)
Pueblos, Daniel	Assistant Coach	Century	2016-17		Football
West, Jeffrey	Head Coach	Century	2016-17		Tennis (Girls)
Diulio, Nickolas	Assistant Coach	Saddleback	2016-17		Football
Gonzalez, Samuel	Assistant Coach	Saddleback	2016-17		Water Polo (Boys)
Gregory, Susan	Assistant Coach	Saddleback	2016-17		Volleyball (Girls)
Griggs, Bishop	Assistant Coach	Saddleback	2016-17		Football
Pesak, Rod	Assistant Coach	Saddleback	2016-17		Football
Silva, Meliton	Head Coach	Saddleback	2016-17		Cross Country
Terich, Michael Jr.	Assistant Coach	Saddleback	2016-17		Football
Thompson, Robert	Head Coach	Saddleback	2016-17		Football
Wenkart, Patricia	Head Coach	Saddleback	2016-17		Tennis (Girls)

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RETIREMENT						
Ullivi, Elisa	Interpreter/Translator Sp. Ed.	Special Ed.	October 7, 2016			1 year, 1 month
RESIGNATIONS						
Barsky, Dena	Library Media Tech.	Lathrop	September 16, 2016			Personal - 1 month
Cobian, Maribel	Preschool Teacher	Lowell	October 14, 2016			Personal - 1 year, 1 month
Corro, Jenny	After School IP	Spurgeon	September 30, 2016			Personal - 1 month
Espinoza, Edgar	Computer Technician	Carr	September 23, 2016			Personal - 6 years, 7 months
Guillen, Nereida	Community and Family Outreach Liaison	Century	October 14, 2016			Personal - 5 years, 8 months
Lopez, Alfredo	After Sch. IP	Esqueda	September 16, 2016			Personal - 10 months
Orizabal, Elizabeth	Preschool Teacher	ECE	August 9, 2016			Personal - 1 year, 5 months
Ortiz, Angel	After School IP	Hoover	October 3, 2016			Personal - 2 months
Rodriguez, Aryanna	Instr. Asst. Provider	Valley	September 27, 2016			Personal - 4 years, 9 months

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ABSENCES (3 to 20 duty days) - Without Pay						
Barreto, Esmeralda	Instr. Asst. Sev. Dis	Valley	September 30, 2016	October 28, 2016		Personal
Gonzalez, Angelica	Site Coordinator	Esqueda	October 4, 2016	November 2, 2016		Personal
Nava, Leticia	SSP Sp. Ed.	Washington	October 24, 2016	November 2, 2016		Personal
Rosas Gonzalez, Victoria	Licensed Vocational Nurse	Jefferson	September 21, 2016	October 18, 2016		Personal
Salgado, Maryann	SSP Sp. Ed.	Wilson	September 26, 2016	October 3, 2016		Revised date
NEW HIRES						
Aranda, Linda	Licensed Vocational Nurse	PSS	October 3, 2016		24/1	Probationary
Carlos, Marina	Teacher's Aide	ECE	October 3, 2016		10/1	Probationary
Castrejon, Edwin	After School IP	After School Program	October 17, 2016		16/1	Probationary
Caton, Guadalupe	SSP Sp. Ed.	Adams	October 10, 2016		19/1	Probationary
Chavarria-Ortiz, Luis	Custodian	Bldg. Svcs.	October 26, 2016		23/1 + Diff.	Probationary
Chavez, Sarai	After School IP	After School Program	October 10, 2016		16/1	Probationary
Contreras, Cristian	Custodian	Bldg. Svcs.	October 26, 2016		23/1 + Diff.	Probationary
Finder, Chelsea	Teacher's Aide	ECE	October 4, 2016		10/1	Probationary
Freshour, Anthony	Activity Supervisor	Santiago	October 12, 2016		10/1	
Fuentes, Celso Jr.	Job Training Asst.	Transition Programs	October 17, 2016		22/1	Probationary
Fuentes, Kenia	Special Ed.	Muir	October 13, 2016		19/1	Probationary
Garcia, Jacqueline	SSP Sp. Ed.	Jackson	September 26, 2016		19/1	Probationary

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - October 25, 2016**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
NEW HIRES (Continuation)						
Hernandez, Patricia	Activity Supervisor	Wilson	October 12, 2016		10/1	
Hudson, Caleb	After School IP	After School Program	October 3, 2016		16/1	Probationary
Kahmar, Kellie	SSP Sp. Ed.	Santiago	October 11, 2016		19/1	Probationary
Lavayen, Omar	Custodian	Bldg. Svcs.	October 26, 2016		23/1 + Diff.	Probationary
Lopez, Emmanuel	Custodian	Bldg. Svcs.	October 26, 2016		23/1 + Diff.	Probationary
Lucero, Delia	After School IP	After School Program	September 12, 2016		16/1	Probationary
Merino Castelan, Tavitia	Teacher's Aide	ECE	October 12, 2016		10/1	Probationary
Muro, Miguel Jr.	Custodian	Bldg. Svcs.	October 26, 2016		23/1 + Diff.	Probationary
Negrette, Brittany	SSP Sp. Ed.	Hoover	September 28, 2016		19/1	Probationary
Ortega, Marina	Teacher's Aide	ECE	October 3, 2016		10/1	Probationary
Ponce, Kathy	After School IP	After School Program	October 26, 2016		16/1	Probationary
Rodriguez, Juana	Activity Supervisor	Wilson	September 30, 2016		10/1	
Small, Anne	After School IP	After School Program	September 26, 2016		16/1	Probationary
Torres Quiroz, Erika	Activity Supervisor	Washington	October 6, 2016		10/1	
Valdovinos, Stephany	SSP Sp. Ed.	Hoover	October 11, 2016		19/1	Probationary
Vicencio, Antoni Jontri	Activity Supervisor	Jefferson	October 10, 2016		10/1	
Villagomez, Karen	After School IP (Itinerant)	After School Program	October 7, 2016		16/1	Probationary
Zaragoza, Alejandro	Custodian	Bldg. Svcs.	October 26, 2016		23/1 + Diff.	Probationary

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
PROMOTIONAL APPOINTMENTS						
Bashir, Amanda	Autism Paraprofessional	Special Ed.	August 31, 2016		From 20/3 to 24/2	From Instr. Asst. Sev. Dis.
Romero, Sara	Fd. Svc. Spvr. Elem.	Nutrition Svcs.	October 26, 2016		From 11/2 to 15/1	From Fd. Svc. Wrk.
REAPPOINTMENT (Returned from Leave)						
Lara, Paola	Site Clerk	Nutrition Svcs.	October 26, 2016		24/6	
TEMPORARY REASSIGNMENTS						
Acosta, Erica	Admin. Secretary HR	Human Resources	October 3, 2016	October 31, 2016	31/6	
Aguiar, Humberto	Plant Cust. Elem.	Bldg. Svcs.	September 19, 2016	September 30, 2016	28/4	
Atilano, Miguel	Ath. Fld. Grndskpr.	Bldg. Svcs.	August 1, 2016	November 30, 2016	25/6	
Barraza, Erica	Fd. Svc. Spvr. HS	Nutrition Svcs.	October 11, 2016	October 14, 2016	31/1	
Carranza, Eric	Maint. Wkr. II	Bldg. Svcs.	October 1, 2016	October 31, 2016	30/3	
Cortez, Jim	Rv. Ld. Custodian	Bldg. Svcs.	August 10, 2016	September 30, 2016	28/3 + Diff.	
Fernandez, Felix	Rv. Ld. Custodian	Bldg. Svcs.	September 9, 2016	October 31, 2016	28/5 + Diff.	
Gallegos, Elizabeth	Personnel Technician	Human Resources	October 3, 2016	October 31, 2016	32/6	
Gonzalez, Maria	Site Coordinator	After School Programs	September 26, 2016	November 30, 2016	\$25	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TEMPORARY REASSIGNMENTS (Continuation)						
Herrera, Brenda	Personnel Assistant	Human Resources	October 3, 2016	October 31, 2016	29/5	
Moreno Alba, Tomas	Carpenter	Bldg. Svcs.	October 1, 2016	October 31, 2016	34/5	
Quintero Rodelo, Roberto	Maint. Wkr. II	Bldg. Svcs.	October 1, 2016	October 31, 2016	30/5	
Ruiz Gonzalez, Maria	Site Coordinator	After School Programs	September 15, 2016	November 2, 2016	\$25	
Ulloa Lopez, Marco	Plant Cust. Elem.	Bldg. Svcs.	September 13, 2016	September 30, 2016	28/2	
Vega, Zami	Site Coordinator	After School Programs	October 3, 2016	October 14, 2016	\$25	
REASSIGNMENTS						
Barriga, Noralyn	Instr. Asst. Computer Autism	Hoover	November 1, 2016		26/6	From Lowell
Diaz, Gloria	Paraprofessional	Jackson	August 24, 2016		24/6 + Bil.	From Jefferson
Gomez, Maria	Autism Paraprofessional	Jackson	August 23, 2016		24/6 + Bil.	From Martin
Lubetkin, Kate	Autism Paraprofessional	Jackson	August 23, 2016		24/6	From Pio Pico
Onchi, Victoria	Autism Paraprofessional	Jackson	August 23, 2016		24/6	From Martin

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
REASSIGNMENTS (Continuation)						
Perez, Lyzzette	SSP Sp. Ed.	El Sol Science & Art Academy	October 7, 2016		19/3	From Santa Ana High
Velazquez, Aracely	Autism Paraprofessional	Jackson	August 23, 2016		24/6	From Washington
HOURLY APPOINTMENTS						
Cardenas, Suzanne	Instr. Asst. Provider	Sierra	September 30, 2016		16/1	
Espinoza, Hilda	Instr. Asst. Provider	Valley	October 4, 2016		16/1	
Hernandez, Adrian	Instr. Asst. Provider	Sierra	October 5, 2016		16/1	
Lizarraga, Ricardo	Instr. Asst. Provider	Godinez	September 30, 2016		16/1	
Maldonado, Vanessa	Instr. Asst. Provider	Lathrop	October 5, 2016		16/1	
Quijano, Ruben	Instr. Asst. Provider	Saddleback	October 4, 2016		16/1	
Ramirez, Chayanne	Instr. Asst. Provider	Saddleback	October 10, 2016		16/1	
Solano, Oscar	Instr. Asst. Provider	Godinez	October 3, 2016		16/1	
Yin, Tsung Kai	Instr. Asst. Provider	Sierra	October 13, 2016		16/1	
SUBSTITUTES						
Brito, Alejandro	Instructional Asst.		October 6, 2016		19/1	
Loken, Nicole	Instructional Asst.		October 6, 2016		19/1	
Ruiz Mata, Laura	Teacher's Aide		October 6, 2016		10/1	
Tran, Tram	Library Media Tech.		October 3, 2016		20/1	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ATHLETIC SPECIALIST						
Brown, Kristen	Asst. Football Coach	Santa Ana High	August 15, 2016		\$28.04	
Castro, Thomas	Asst. Cross Country Coach	Santa Ana High	August 22, 2016		\$22.43	
Contreras, Andres	Asst. Tennis Coach	Santa Ana High	August 15, 2016		\$22.43	
Cruz, Maer	Head Waterpolo Coach	Santa Ana High	August 22, 2016		\$28.04	
Heiland, Danielle	Asst. Waterpolo Coach	Santa Ana High	August 22, 2016		\$22.00	
Lambert, Dakota	Asst. Football Coach	Santa Ana High	August 15, 2016		\$28.04	
Mateo, Patricia	Asst. Cross Country Coach	Santa Ana High	August 22, 2016		\$22.43	
Nava, Carlos	Head Cross Country Coach	Santa Ana High	August 22, 2016		\$28.04	
Perez, Diego	Asst. Football Coach	Santa Ana High	September 15, 2016		\$28.04	
Plascencia, Cesar	Asst. Football Coach	Santa Ana High	August 15, 2016		\$28.04	
Razo Vargas, Jesus	Asst. Volleyball Coach	Santa Ana High	August 15, 2016		\$22.43	
Reyes, Eduardo	Head Tennis Coach	Santa Ana High	August 22, 2016		\$28.04	

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - October 25, 2016

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ATHLETIC SPECIALIST (Continuation)						
Uresti, Hector	Asst. Football Coach	Santa Ana High	August 15, 2016		\$28.04	
Teran, Diego	Asst. Tennis Coach	Santa Ana High	September 1, 2016		\$22.43	
Tukia, John Jr.	Asst. Football Coach	Santa Ana High	August 15, 2016		\$28.04	
Salue, Thomas	Asst. Football Coach	Santa Ana High	August 15, 2016		\$28.04	



Santa Ana Unified School District

BOARD POLICY NO: 3100.1
SUBJECT: Establishment and Reservations of Fund Balance as Defined by Government Accounting Standards Board 54
CATEGORY: Business and Non-Instructional Operations
EFFECTIVE: 10/25/2016
RESPONSIBLE OFFICE(S): Business Services, Budget
REVIEWED: 05/24/2011

SCOPE:

The District hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

POLICY:

This policy shall only apply to the District's governmental funds. Fund Balance shall be composed of nonspendable, restricted, committed, assigned, and unassigned amounts.

- **Nonspendable Fund Balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
- **Restricted Fund Balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.
- **Committed Fund Balance** consists of funds that are set aside for a specific purpose by the district's highest level of decision making authority (governing board). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- **Assigned Fund Balance** consists of funds that are set aside with the intent to be used for a specific purpose by the district's highest level of decision making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.
- **Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

Minimum Fund Balance Policy

The governing board maintains a minimum fund balance policy for the General Fund in order to protect the district against revenue shortfalls or unpredicted one-time expenditures. The policy requires a Reserve for Economic Uncertainties consisting of unassigned amounts equal to no less than two percent of General Fund expenditures and other financing uses.



Santa Ana Unified School District

BOARD POLICY NO: 3100.1

**SUBJECT: Establishment and Reservations of Fund Balance as Defined by Government
Accounting Standards Board**

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 10/25/2016

RESPONSIBLE OFFICE(S): Business Services, Budget

REVIEWED: 05/24/2011

Stabilization Arrangement

A portion of the fund balance of the General Fund is committed for stabilization arrangements, such as might be needed in emergency situations or when revenue shortages or budgetary imbalances occur. The resolution states that, at fiscal year-end, an amount approximately equal to, but not less than, seven percent of the annual operating expenditures of the General Fund is to be committed for use in covering catastrophic losses, including natural and man-made disasters, insurance loss reserves, and limited operating expenses in a period of severe economic uncertainty. On June 30 of each fiscal year, seven percent of the fund balance for the General Fund is reported as committed for economic stabilization. The resolution recognizes that under extreme conditions, the use of resources may result in the committed fund balance amount dropping below the established threshold. Such amounts are required to be reinstated by the end of the subsequent fiscal year.

Authority to Commit Funds

The governing board is the highest level of decision-making authority for the district. Commitments may be established, modified, or rescinded only through budget adoption or resolutions as approved by the governing board.

Authority to Assign Funds

The governing board or designee associate superintendent, business services/chief business officer may assign amounts for specific purposes.

Spending Order Policy

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the district considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the district considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the governing board has provided otherwise in its commitment or assignment actions.

Annual Review and Determination of Fund Balance Reserve Amounts

Compliance with the provisions of this policy shall be reviewed, presented, and discussed as part of the Unaudited Actuals Financial Reporting process and presentation to the Governing Board. The amounts of nonspendable, restricted, committed, assigned, and unassigned fund balances shall be reported in the Unaudited Actuals report.

DESIRED OUTCOME:

Through this policy, the District shall establish and maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures: none

Legal Reference: none



Santa Ana Unified School District

BOARD POLICY NO. 3511

SUBJECT: ENERGY AND WATER CONSERVATION

CATEGORY: Classification: Business and Noninstructional Operations

Effective: 5/1984

RESPONSIBLE OFFICE(S): Business Services, Facilities & Governmental Relations

Revised: 10/2016

SCOPE:

The Governing Board is committed to reducing the District's demand for electricity and water to help conserve natural resources and to save money to support other District needs. To that end, the Board shall establish goals to help reduce the district's energy and water consumption.

POLICY:

The Superintendent or designee shall establish an energy efficiency program which shall include specific strategies designed to help the District use energy more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy costs.

As part of the energy efficiency program, the Superintendent or designee shall develop an emergency action plan to address actions to be taken in the event of power outages in schools, both during and after school operations. The action plan shall also address the role of staff, students and parents/guardians in helping to conserve resources and other activities to help the district meet energy reduction goals. (cf. 3516 - Emergencies and Disaster Preparedness Plan) (cf. 3516.5 - Emergency Schedules)

The Superintendent or designee shall analyze the increase on the District's budget. He/ she shall necessary contingency plans. (cf. 3100 - Budget)

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy and water conservation goals. (cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall present to the Board cost-reducing opportunities to achieve its conservation goals.

The Superintendent or designee shall emphasize conservation instruction at the elementary and secondary levels which will provide students a knowledge and motivation to participate in energy conservation practices. The information shall include those types of energy conservation measures that application in the home as well as the classroom.

The Superintendent or designee shall periodically report to the Board on the District's progress in meeting energy and water use reduction goals.

All car wash fundraisers shall be suspended due to the State-wide drought emergency. If care wash fundraisers are allowed to resume following the conclusion of the drought emergency, all events shall have water hoses equipped with a spray nozzle that shuts off automatically to reduce water waste, which is the law.

- Look for a location where the run off can be disposed of without it entering a storm drain, such as a lawn.
- Seal off the catch basin and pump the water to a vegetated area or lawn.

DESIRED OUTCOME:

Through this policy, the District shall establish procedures related to energy and water conservation incurred for the purpose of reducing District costs as stewards of public funds.

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

Administrative Regulation 3511, Energy and Water Conservation

Legal Reference:

41422	School term or session length, failure to comply due to disaster
46392	Emergency conditions; ADA estimate

PUBLIC RESOURCES CODE

25410-25421	Energy conservation assistance
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Management Resources:**CDE MANAGEMENT ADVISORIES**

0118.01	California's Energy Challenge
0706.90	Water Conservation Advisory, 90-09
0222.90	Average Daily Attendance Credit During Periods of Emergency 90-01

WEB SITES

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

California Department of Education, Facilities Division, Energy Challenge:

<http://www.cde.ca.gov/facilities/energyefficiency>

California Energy Commission: <http://www.energy.ca.gov/>

Alliance to Save Energy: <http://www.ase.org/>



Santa Ana Unified School District

BOARD POLICY BP 7400

SUBJECT: PARKING

CATEGORY: Facilities

RESPONSIBLE OFFICE(S): Facilities & Governmental Relations

Effective: 9/2011

Revised: 10/2016

SCOPE:

The Superintendent or designee shall develop and maintain supplemental standards to those required by Federal or State law as to school parking facilities and drop-off procedures to ensure the safety of the students, staff, and the public. District schools are required to employ the district standards, where practicable and adequate site area exists. District parking and student drop-off regulations shall apply to all staff, student, and visitor motor vehicles and bicycles on District property.

POLICY:

Designated Parking

Parking spaces will be marked for the disabled, designated staff, and visitors. Reservation of parking spaces for additional purposes, including other school officials, will be reviewed by the Superintendent, or designee, for approval. Approval of reserved spaces will be based on the amount of available parking and path of travel considerations from the parking lot to the main entrance of the school or facility.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

Administrative Regulation 7400 (b)

Legal Reference:

Education Code
Parking

Adopted: (9-11 10-16)

Santa Ana, CA



Santa Ana Unified School District

BOARD POLICY NO: 9321
SUBJECT: Closed Session Purposes and Agendas

CATEGORY: Board Bylaws

RESPONSIBLE OFFICE(S): Office of the Superintendent

EFFECTIVE: 10/25/2016

REVIEWED: 10/25/2016

SCOPE:

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Governing Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meetings in accordance with law. (Government Code 54954.5)

POLICY:

Each agenda shall contain a general description of each closed session items to be discussed at the meeting, as required by law. (Government Code 54954.2)

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1. (Government Code 54957.7)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

A Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963) (cf. 9011 - Disclosure of Confidential/Privileged Information)

Personnel Matters

The Board may hold a closed sessions under the "personnel exception" to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

(cf. 2140 - Evaluation of the Superintendent) (cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Suspension/Disciplinary Action) (cf. 4215 - Evaluation/Supervision) (cf. 4218 - Dismissal/Suspension/Disciplinary Action) (cf. 4315 - Evaluation/Supervision)

The Board may hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This



Santa Ana Unified School District

BOARD POLICY NO: 9321
SUBJECT: Closed Session Purposes and Agendas
CATEGORY: Board Bylaws
EFFECTIVE: 10/25/2016
RESPONSIBLE OFFICE(S): Office of the Superintendent
REVIEWED: 10/25/2016

notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957) (cf. 1312.1 - Complaints Concerning District Employees) (cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Board may hold a closed sessions to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

Any meeting and negotiating discussion between the district and a recognized or certified employee organization.

Any meeting of a mediator with either party or both parties to the meeting and negotiating process.

Any hearing, meeting, or investigation conducted by a factfinder or arbitrator.

Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives. (cf. 4143/4243 - Negotiations/Consultation) (cf. 4140/4240/4340 - Bargaining Units) (cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative.

(Government Code 54957.6) (cf. 2121 - Superintendent's Contract)

Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions



Santa Ana Unified School District

BOARD POLICY NO: 9321

SUBJECT: Closed Session Purposes and Agendas

CATEGORY: Board Bylaws

RESPONSIBLE OFFICE(S): Office of the Superintendent

EFFECTIVE: 10/25/2016

REVIEWED: 10/25/2016

held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or a mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Matters Related to Students

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The Board shall meet in closed session to address any student, matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48918, 49070) (cf. 5117 - Interdistrict Attendance)(cf. 5119 - Students Expelled from Other Districts) (cf. 5125.3 - Challenging Student Records) (cf. 5144 - Discipline)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing," or "grade change appeal" without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information. (cf. 5125 - Student Records)



Santa Ana Unified School District

BOARD POLICY NO: 9321**SUBJECT: Closed Session Purposes and Agendas****CATEGORY: Board Bylaws****EFFECTIVE: 10/25/2016****RESPONSIBLE OFFICE(S): Office of the Superintendent****REVIEWED: 10/25/2016**

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, District legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant, or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957) (cf. 0450 - Comprehensive Safety Plan) (cf. 3515 - Campus Security) (cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

Conference with Real Property Negotiator

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)



Santa Ana Unified School District

BOARD POLICY NO: 9321

SUBJECT: Closed Session Purposes and Agendas

CATEGORY: Board Bylaws

RESPONSIBLE OFFICE(S): Office of the Superintendent

EFFECTIVE: 10/25/2016

REVIEWED: 10/25/2016

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

Litigation to which the Board is a "party" has been initiated formally. (Government Code 54956.9(a))

A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts and circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

A. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.

B. Facts and circumstances including, but not limited to, an accidents, disasters, incidents or transactional occurrences which might result in litigation against the district, which are already known to potential plaintiffs; and which must be publicly disclosed before the closed session or specified on the agenda.

C. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection. (cf. 3320 - Claims and Actions Against the District)

D. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

E. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))



Santa Ana Unified School District

BOARD POLICY NO: 9321
SUBJECT: Closed Session Purposes and Agendas
CATEGORY: Board Bylaws
EFFECTIVE: 10/25/2016
RESPONSIBLE OFFICE(S): Office of the Superintendent
REVIEWED: 10/25/2016

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "Existing Litigation" or "Anticipated Litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, and or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in items #2 b-e above (Government Code 54954.5, Government Code 54956.9(b)(3)(B-E))

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5) (cf. 3530 - Risk Management/Insurance)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)



Santa Ana Unified School District

BOARD POLICY NO: 9321**SUBJECT: Closed Session Purposes and Agendas****CATEGORY: Board Bylaws****RESPONSIBLE OFFICE(S): Office of the Superintendent****EFFECTIVE: 10/25/2016****REVIEWED: 10/25/2016**

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

DESIRED OUTCOME:**Review of Audit Report from California State Auditor's Office**

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617) (cf. 6162.5 - Student Assessment)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that the Education Code authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.



Santa Ana Unified School District

BOARD POLICY NO: 9321
SUBJECT: Closed Session Purposes and Agendas
CATEGORY: Board Bylaws
EFFECTIVE: 10/25/2016
RESPONSIBLE OFFICE(S): Office of the Superintendent
REVIEWED: 10/25/2016
IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:
District Policies and Procedures:
Legal Reference:

- 35145 Public meetings
- 35146 Closed session (re student suspension)
- 44929.21 Districts with ADA of 250 or more
- 48912 Governing board suspension
- 48918 Rules governing expulsion procedures; hearings and notice

- 49070 Challenging content of students records
- 60617 Meetings of governing board

California Government Code

- 3540-3549.3 Educational Employment Relations Act
- 6252-6270 California Public Records Act
- 54950-54963 The Ralph M. Brown Act, especially:

Other Regulatory Authority

- Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860
- Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672
- Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87
- Furtado v. Sierra Community College District, (1998) 68 Cal. App. 4th 876
- Roberts v. City of Palmdale, (1993) 5 Cal.4th 363
- Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41
- San Diego Union v. City Council, (1983) 146 Cal.App.3d 947

ATTORNEY GENERAL OPINIONS

- 94 Ops.Cal.Atty.Gen. 82 (2011)
- 86 Ops.Cal.Atty.Gen. 210 (2003)
- 78 Ops.Cal.Atty.Gen. 218 (1995)
- 59 Ops.Cal.Atty.Gen. 532 (1976)
- 57 Ops. Cal. Atty. Gen. 209 (1974)

Adopted: (7-77 8-77 4-94 10-00 5-03) 10-16

