

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

MINUTES

REGULAR MEETING
SANTA ANA BOARD OF EDUCATION

February 25, 2014

CALL TO ORDER

The meeting was called to order at 5:10 p.m. by Board President Yamagata-Noji. Other members in attendance were Mr. Hernández, Mr. Palacio, and Ms. Iglesias.

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

CLOSED SESSION PRESENTATIONS

Dr. Yamagata-Noji 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 on matters of Closed Session.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:11 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 6:18 p.m.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Edith Corona, 12th grade student at Santa Ana High School.

RECOGNITIONS / ACKNOWLEDGMENTS

Santa Ana High School Associated Student Body

Dr. Yamagata-Noji asked students' Edith Corona, Itzel Guadarrama, Mayte Gutierrez, Daisy Escalante, and Julie Leyva to step to the lectern. They represented Santa Ana High School and shared highlights of the various activities and programs going on at their school.

Customer Service Employee of the Month for February 2014, Marylou Ontiveros

Dr. Yamagata-Noji called Mr. McKinney, Associate Superintendent, Human Resources to step to the lectern. He introduced Mr. Felipe Zamudio, Assistant Principal at Spurgeon Intermediate School, and Mrs. Marylou Ontiveros. Mrs. Ontiveros was selected as the Customer Service Employee of the Month for February 2014 for her positive attitude towards parents, students, and staff.

SUPERINTENDENT'S REPORT

Dr. Miller mentioned the start of student conversation sessions. The sessions are designed to get high school students engaged with District administrators and provide input on how school can be more meaningful. He also provided a short video highlighting a very successful CENA. Dr. Miller thanked staff, the Orange County Toy Collaborative, Fullerton Rangers Soccer, SAEA, the California Highway Patrol, Schools First Federal Credit Union, Xerox, Freeway Honda, Rangers Academy, McFadden and Willard Intermediate, and the Vikings of Orange County for their contributions and donations, and a special thank you to Dr. Yamagata-Noji for her leadership and guidance. Dr. Miller concluded his remarks by acknowledging AT&T's \$1.5 million dollar check presentation to Road Trip Nation to benefit Lorin Grisette Academy and Cesar Chavez High Schools.

PUBLIC PRESENTATIONS

Dr. Yamagata-Noji asked those wishing to address the Board on matters related to agenda items to step to the lectern. There were no individuals wishing to address the Board.

1.0 APPROVAL OF CONSENT CALENDAR

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

- 1.12 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of January 29, 2014 through February 11, 2014

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

- 1.1 Approval of Minutes of Regular Board Meeting - February 11, 2014
- 1.2 Approval of Extended Field Trips(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 Submission of California Career Pathways Trust Grant Application for 2014-18 School Years
- 1.4 Approval of Agreement with The John W. Gardner Center for Youth and Communities at Stanford University for Confidential Data Exchange for 2013-15 School Years
- 1.5 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 5144.1

316700 - Saddleback High
For the violation of Education Code Section 48900, paragraph B, C 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.

41976 - Valley High
For the violation of Education Code Section 48900, paragraph C, D 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.
- 1.6 Approval of Payment and Reimbursement of Costs Incurred for Designated Instructional Services for Students with Disabilities for 2013-14 School Year
- 1.7 Approval of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and Agencies for Students with Disabilities for 2013-14 School Year
- 1.8 Approval of Letter of Agreement with Orange County Health Care Agency for California Healthy Kids Survey for Spring 2014
- 1.9 Approval of Memorandum of Understanding with California School Climate, Health, and Learning Survey System Regional Center Agency of WestEd for California Healthy Kids Survey for Spring 2014
- 1.10 Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of January 29, 2014 through February 11, 2014
- 1.11 Ratification of Expenditure Summary and Warrant Listing for Period of January 29, 2014 through February 11, 2014
- 1.13 Authorization to Extend Contract for Installation of Structured Cabling System and Network Equipment with AT&T at Various E-rate Eligible Sites for 2014-15 Fiscal Year
- 1.14 Authorization to Renew Contracts for Cellular Services Districtwide with Verizon Wireless and Sprint Nextel Under E-rate for 2014-15 Fiscal Year

- 1.15 Authorization to Renew Contract for Various Telecommunication and Internet Access Services Districtwide with AT&T Under E-rate for 2014-15 Fiscal Year
- 1.16 Authorization to Renew Contract for CiscoBASE Maintenance and Maintenance of Network Equipment and Cabling Districtwide with NIC Partners, Inc., Under E-rate for 2014-15 Fiscal Year
- 1.17 Authorization to Award Contract for Web Hosting Services Districtwide to SchoolWires, Inc., Contingent on E-rate Funding for Fiscal Year 2014-15
- 1.18 Adoption of Resolution 13/14-3004 - Proclaiming March 3 - 7, 2014, as National School Breakfast Week
- 1.19 Approval of Deductive Change Order No. 1 for Bid Package No. 15 General Construction at Spurgeon Intermediate School Under Modernization Program
- 1.20 Acceptance of Completion of Contracts for Various Projects Districtwide
- 1.21 Approval of Personnel Calendar
- 1.22 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests

ITEM REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION:

- 1.12 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of January 29, 2014 through February 11, 2014

It was moved by Mr. Palacio, seconded by Mr. Richardson, and carried 5-0, to approve/ratify the listing of agreements/contracts with the Santa Ana Unified School District and various consultants submitted for the period of January 29, 2014 through February 11, 2014.

ANNOUNCEMENT

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

PRESENTATIONS

Academic Impact of Preschool Participation

Dr. Yamagata-Noji invited Michelle Rodriguez, Ed.D., Assistant Superintendent, Elementary Education to the lectern. Dr. Rodriguez provided data to support the positive impact of the preschool programs.

Update - Community Day School Implementation of Memorandum of Agreement with Orange County Probation Department

Dr. Yamagata-Noji invited Doreen Lohnes, Assistant Superintendent, Support Services to the lectern. Mrs. Lohnes provided an update on the implementation of Project Reach at Community Day School.

REGULAR AGENDA - ACTION ITEMS

2.0 CONSIDERATION/APPROVAL OF LOCAL CONTROL ACCOUNTABILITY PLAN COMMUNITY ENGAGEMENT PROCESS

It was moved by Mr. Palacio, seconded by Mr. Richardson, and carried 5-0, to approve the Local Control Accountability Plan community engagement process.

3.0 APPROVAL OF COMMON CORE PLAN FOR INFRASTRUCTURE AND STUDENT TECHNOLOGY

It was moved by Mr. Richardson, seconded by Mr. Hernández, and carried 5-0, to approve the Common Core Plan for Infrastructure and Student Technology.

4.0 APPROVAL OF SUMMER SCHOOL PROGRAMS FOR 2014-15 SCHOOL YEAR

It was moved by Mr. Palacio, seconded by Dr. Hernández, and carried 5-0, to approve the Summer School Programs for the 2014-15 school year.

5.0 AUTHORIZATION TO AWARD CONTRACT FOR INSTALLATION OF STRUCTURED CABLING SYSTEM AND NETWORK EQUIPMENT TO DIGITAL NETWORKS GROUP, INC., AT VARIOUS E-RATE ELIGIBLE SITES

It was moved by Mr. Hernández seconded by Mr. Richardson, and carried 4-1, Ms. Iglesias dissenting, to authorize staff to award a contract for installation of structured cabling system and network equipment at various E-rate eligible sites, in the amount of \$34,106,392.03, pursuant to Bid No. 03-13 to Digital Networks Group, Inc.

6.0 APPROVAL OF 2014 REPRESENTATIVES TO DELEGATE ASSEMBLY FOR CALIFORNIA SCHOOL BOARDS ASSOCIATION REGION 15

It was moved by Dr. Yamagata-Noji seconded by Mr. Richardson, and carried 5-0, to approve representatives Lauren Brooks (Irvine USD), Meg Cutuli (Los Alamitos USD), Judith Franco (Newport-Mesa USD), Alkamalee Jabbar (Anaheim Union HSD), Rosemary Saylor (Huntington Beach City SD), and Francine Scinto (Tustin USD) to the Delegate Assembly for California School Boards Association (CSBA) Region 15.

7.0 BOARD DIALOGUE REGARDING INCLUSION OF PRESENTATIONS AND DISCUSSIONS IN FUTURE BOARD MEETING AGENDAS

Dr. Yamagata-Noji opened the Board discussion for all members of the Board of Education to make recommendations for presentations and/or topics of discussion at future 2014 Board meetings. Discussion only, no action required.

REVISION OF EXISTING BOARD BYLAWS, POLICIES, AND ADMINISTRATIVE REGULATIONS

8.0 BOARD POLICY AND ADMINISTRATIVE REGULATION 1031 - VOLUNTEER WORKER

It was moved by Mr. Richardson seconded by Mr. Hernández, and carried 5-0, to adopt and implement Board Policy and Administrative Regulation 1031 - Volunteer Worker.

9.0 BOARD POLICY AND ADMINISTRATIVE REGULATION 4040 - EMPLOYEE USE OF TECHNOLOGY

It was moved by Mr. Richardson seconded by Mr. Hernández, and carried 5-0, to adopt and implement Board Policy and Administrative Regulation 4040 - Employee Use of Technology.

10.0 BOARD POLICY AND ADMINISTRATIVE REGULATION 6163.4 - STUDENT USE OF TECHNOLOGY (REVISION)

It was moved by Mr. Richardson seconded by Mr. Hernández, and carried 5-0, to adopt and implement Board Policy and Administrative Regulation 6163.4 - Student Use of Technology.

BOARD AND STAFF REPORTS/ACTIVITIES

Mr. Richardson

- Had an opportunity to visit Community Day School; enjoyed the visit.
- Visited Lathrop Intermediate School; appreciated the courtesy from Lathrop staff.
- Attended the Road Trip Nation presentation at Lorin Grisct Academy; special treat with AT&T.

Mr. Hernández

- Shared that the Public Defender's Office is interested in a partnership with SAUSD; provide 9th grade students with class/seminar related to basic knowledge of constitutional rights.

Ms. Iglesias

- Looks forward to the Annual Parent Conference, Saturday, March 1, 2014 at Godinez Fundamental High School.
- Will attend the CSBA LCFF workshop Saturday afternoon.
- Will participate in Read Across America at Romero Cruz Elementary School.

Dr. Yamagata-Noji

- Announced the 20th Annual Parent Conference, Saturday, March 1st at Godinez Fundamental High School.
- Attending the CSBA LCFF Workshop, Saturday afternoon.
- Announced the upcoming CSBA Annual Education Conference, December 2014.

REPORT OF ACTION TAKEN IN CLOSED SESSION

By a vote of 4-0, the Board took action to approve the Workers' Compensation Stipulated Award for former classified custodian, as named in Closed Session, Claim No. SUSD-006186 - in the amount of \$98,957.91.

Moved: Yamagata-Noji _____ Hernández _____ Richardson _____ Palacio X Iglesias _____
Seconded: Yamagata-Noji X Hernández _____ Richardson _____ Palacio _____ Iglesias _____
Ayes: Yamagata-Noji X Hernández X Richardson _____ 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 approve the settlement and release agreement of permanent classified employee, as named in Closed Session - Employee ID #24712, effective February 21, 2014.

Moved: Yamagata-Noji _____ Hernández X Richardson _____ Palacio _____ Iglesias _____
Seconded: Yamagata-Noji _____ Hernández _____ Richardson X Palacio _____ 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 approve the settlement and release agreement of permanent classified employee, as named in Closed Session - Employee ID #21785, effective February 21, 2014.

Moved: Yamagata-Noji _____ Hernández X Richardson _____ Palacio _____ Iglesias _____
Seconded: Yamagata-Noji _____ Hernández _____ Richardson X Palacio _____ 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 approve the settlement and release agreement of permanent classified employee, as named in Closed Session - Employee ID #13565, effective February 21, 2014.

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

ADJOURNMENT

There being no further business to come before the Board, Dr. Yamagata-Noji adjourned the meeting at 10:10 p.m.

The next Regular Meeting will be held on Tuesday, March 11, 2014, at 6:00 p.m.

ATTEST:


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

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - February 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENTS					
Armstrong, Lori	Teacher	Garfield	June 20, 2014		Retirement- 26 years
Cordes, Elaine	Teacher	Greenville	June 20, 2014		Retirement- 25 years
Jacquier, Cynthia	Teacher	Mitchell	June 20, 2014		Retirement - 18 years
Kovash, Mary	Teacher	Franklin	June 20, 2014		Retirement- 30 years
Mac Lean, Shelia	Teacher	Jackson	June 20, 2014		Retirement- 14 years
Maloziec, Diana	Teacher	Heninger	June 20, 2014		Retirement- 26 years
Miller, Gail E.	Speech and Language Pathologist	Speech Department	June 20, 2014		Retirement - 34 years
Pherrin, Katherine	Teacher	Jackson	June 20, 2014		Retirement- 34 years
Searcy, Peggy	Teacher	Greenville	June 20, 2014		Retirement- 23 years
Shipley, Nancy	Teacher	Thorpe	June 20, 2014		Retirement- 25 years
Spivack, Alice	Teacher	Heninger	June 20, 2014		Retirement- 19 years

Mark A. McKinney, Associate Superintendent, Human Resources

Personnel Calendar
Board Meeting - February 25, 2014
CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RETIREMENTS (Continued)					
	Speech and Language Pathologist				
Twigg, Dora		Speech Department	June 20, 2014		Retirement- 5 years
RESIGNATIONS					
Cesner, Carey	Teacher	Madison	June 20, 2014		Personal- 2 years
Medina, Howard	Teacher	Saddleback	February 10, 2014		Accepted another position- 3 years
					Family Responsibilities- 12 years
Nafiu, Jila	Teacher	Greenville	June 20, 2014		Personal- 1 year
Phillips, Nicole	Teacher	Spurgeon	June 20, 2014		Moving/Family Responsibilities- 9 years
Sanchez, Julia	Guidance Counselor	McFadden	June 20, 2014		Other- 1 year
Sellers, Angie	Teacher	Spurgeon	June 20, 2014		
NEW HIRES/RE-HIRES					
Beecher, Robert Jr.	Teacher	Lathrop	February 3, 2014		New Hire- Temporary 44920

Mark A. McKinney, Associate Superintendent, Human Resources

Personnel Calendar
Board Meeting - February 25, 2014
CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
NEW HIRES/RE-HIRES (Continued)					
Bickham, Karen	Teacher	Sierra	February 3, 2014		New Hire - Temporary 44909
Cronmiller, Kelsey	Teacher	Sierra	February 3, 2014		New Hire - Temporary 44909
Dietsche, Jocelyn	Teacher	Saddleback	February 18, 2014		New Hire- Temporary 44920
Guillen, Grant	Teacher	Sierra	February 7, 2014		New Hire- Temporary 44909
Kalander, Andrea	Teacher	Lathrop	February 6, 2014		New Hire- Temporary 44909
Keck-Centeno, Julie	Teacher	Willard	February 3, 2014		New Hire - Temporary 44920
Latta, Erica	Teacher	Sierra	February 7, 2014		New Hire- Temporary 44909
Negrete, Bernard III	Teacher	Willard	February 3, 2014		New Hire - Temporary 44909
Nieto Miller, Paula	Teacher	Valley	January 31, 2014		New Hire - Temporary 44909
Pratt, Theodore	Teacher	Willard	February 6, 2014		New Hire- Temporary 44920 (50% of everyday)
Sheppard, Janelle	Teacher	Sierra	February 6, 2014		New Hire- Temporary 44909

Personnel Calendar
CERTIFICATED PERSONNEL CALENDAR
Board Meeting - February 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
ABSENCE (3 to 20 duty days) - Without Pay with Benefits					
Salcedo, Jessica	Teacher	Santa Ana	February 3, 2014	March 4, 2014	Child Care
FAMILY CARE AND MEDICAL LEAVE (3 to 20 duty days) - Paid with Benefits					
Sell, Ortencia	Teacher	Valley	February 11, 2014	March 6, 2014	Self Care
EXTENSION ON FAMILY CARE AND MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Paid with Benefits					
Chiara, Celeste	Teacher	King	February 19, 2014	March 16, 2014	Self Care
FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits					
Crow, Karen	Teacher	Carr	February 6, 2014	April 1, 2014	Self Care
Sommer, Kimberly	Teacher	Mitchell	February 12, 2014	April 23, 2014	Self Care
CORRECTION ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Without Pay with Benefits					
Sommer, Kimberly	Teacher	Mitchell	January 13, 2014	February 11, 2014	Statutory
EXTRA DUTY 2013-14					
Alfaro, Marina	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
Bickham, Karen	Teacher	Sierra	February 3, 2014	June 19, 2014	Extra Period
Buckley, Brianne	Teacher	Sierra	February 3, 2014	June 19, 2014	Extra Period
Camacho, Graciela	Teacher	Sierra	February 3, 2014	June 19, 2014	Extra Period

Mark A. McKinney, Associate Superintendent, Human Resources

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - February 25, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
EXTRA DUTY 2013-14 (Continued)					
Chen, George	Teacher	Century	February 3, 2014	June 19, 2014	Extra Period
Cronmiller, Kelsey	Teacher	Sierra	February 3, 2014	June 19, 2014	Extra Period
Eastly, Nicole	Teacher	Lathrop	February 3, 2014	June 19, 2014	Extra Period
Faust, Eric	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
Goodrich, Nathan	Teacher	Century	February 3, 2014	June 19, 2014	Extra Period
Guillen, Grant	Teacher	Sierra	February 7, 2014	June 19, 2014	Extra Period
Hanson, Lisa	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
Herrera-Torres, Evelyn	Teacher	Sierra	February 3, 2014	June 19, 2014	Extra Period
Hunter, Nicole	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
Johnson, Kristen	Substitute	Spurgeon	January 13, 2014	June 19, 2014	Substitute Daily Rate
Maxwell, Chelsea	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
McCarthy, Patrick	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
McCabe, Rosemarie	Teacher	Sierra	February 3, 2014	June 19, 2014	Extra Period
Medina, Anthony	Teacher	Lathrop	February 3, 2014	June 19, 2014	Extra Period
Moure, Deborah	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
Petrova, Nikolina	Teacher	Lathrop	February 3, 2014	June 19, 2014	Extra Period
Pickels, Susan	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
Rigby, Heather	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
Schlensker, Nicholas	Teacher	Valley	August 27, 2010	June 20, 2011	Extra Period
Sheppard, Janelle	Teacher	Sierra	February 6, 2014	June 19, 2014	Extra Period
Smith, Thomas	Teacher	Century	February 3, 2014	June 19, 2014	Extra Period
Weber, Michael	Teacher	Willard	February 3, 2014	June 19, 2014	Extra Period
Wolff, Amanda	Teacher	Lathrop	February 3, 2014	June 19, 2014	Extra Period

Mark A. McKinney, Associate Superintendent, Human Resources

**Personnel Calendar
Board Meeting - February 25, 2014**

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
HOME TEACHER 2013-2014					
Lawson, Christa	Home Teacher	Pupil Support Services	October 21, 2013	June 19, 2014	If and as needed basis

Mark A. McKinney, Associate Superintendent, Human Resources

**AGENDA ITEM REQUESTS
CERTIFICATED
2013-14**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
2013-14 After-School Grades 6-8 Intramural Sports Boys' Basketball and Girls' Soccer - Certificated	Special Project/Wellness	ASES-After School Program	\$26,000	March 10, 2014
After School Tutoring	Carl Harvey	EIA/LEP	\$10,000	February 26, 2014
After School Tutoring	Walker	EIA/LEP	\$10,000	February 26, 2014
After School Tutoring	Spurgeon	EIA/LEP	\$14,500	February 26, 2014
After/Before School Tutoring	Hoover	EIA/LEP	\$2,500	February 26, 2014
Curriculum Writing for Common Core Units and Curriculum Maps	Education Services K-12	Title I Set Aside Funds	\$18,500	February 25, 2014
District Writing Assessment Scorers Grades 6-12 Retired Teachers	English Learner Programs and Student Achievement	Title I	\$10,080	February 26, 2014
Early Childhood Education Program	Early Childhood Education	Prop. 10	\$18,506	February 26, 2014
Intramural Tournament - Track & Field	Special Project/Wellness	ASES-After School Program	\$350	February 28, 2014
Long-Term Intervention Substitute	Villa	EIA/LEP	\$14,753	February 25, 2014
Migrant Education Training Staff Development Instructor	English Learner Programs and Student Achievement	Migrant Education	\$600	February 26, 2014
Migrant Education Tutoring Instructor Program Planning	English Learner Programs and Student Achievement	Migrant Education	\$600	February 26, 2014
Migrant Education Tutoring Tutor Professional Development	English Learner Programs and Student Achievement	Migrant Education	\$1,600	February 26, 2014

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - February 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RETIREMENTS						
Acuña, Nancy	Admin. Secretary	Visual & Performing Arts	June 30, 2014			30 years, 1 month
Avalos, Gloria	Fd. Svc. Wkr.	Nutrition Svcs.	September 10, 2014			23 years, 6 months
Houk, Jim	Fd. Svc. Wkr.	Nutrition Svcs.	August 12, 2014			33 years, 7 months
Saldana, Josefina	Sch. Off. Mgr. Elem.	Garfield	June 30, 2014			23 years, 7 months
RESIGNATIONS						
Diaz, Alberto Jr.	Buyer	Purchasing Dept.	February 21, 2014			Personal - 4 years, 5 months
Dunk, Leslie	Head Start Teacher	Child Dev.	February 4, 2014			Personal - 9 months
Escobar, Mauricio	Buyer	Purchasing Dept.	February 21, 2014			Personal - 7 years, 10 months
Garcia, Dianna	Fd. Svc. Wkr.	Century	January 15, 2014			Personal - 7 months
Loyola, Christian	Buyer	Purchasing Dept.	February 21, 2014			Personal - 10 years
Meza, Sarah	Site Clerk	Wilson	February 5, 2014			Personal - 2 years, 5 months

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - February 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RESIGNATIONS (Continuation)						
Muñoz, Liana	Activity Supervisor	Century	February 11, 2014			Personal - 6 years, 2 months
39 MONTH REEMPLOYMENT (100 Day Differential Ended)						
Kobert, Lynn	Site Clerk	Monte Vista	January 23, 2014			
ABSENCE (3 to 20 duty days) - Without Pay						
Herp, Christina	Preschool Teacher	ECE	February 7, 2014	March 10, 2014		Personal
CFRA (California Family Rights Act) - Paid						
Garcia, Olivia	Preschool Teacher	ECE	January 13, 2014	January 17, 2014		Statutory Leave
Pulido, Daniel	Custodian	Lathrop	January 27, 2014	April 27, 2014		Statutory Leave
FAMILY CARE & MEDICAL LEAVES (3 to 20 duty days) - Paid						
Garcia, Olivia	Preschool Teacher	ECE	January 13, 2014	January 17, 2014		Statutory Leave
Zaragoza, Alejandro	Custodian	Bldg. Svcs.	January 16, 2014	February 14, 2014		Statutory Leave
Macias, Roman	Custodian	Child Development	January 13, 2014	January 22, 2014		Statutory Leave

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - February 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
FAMILY CARE & MEDICAL LEAVES (21 duty days or more) - Paid						
	Community and Family Outreach					
Lozano, Meliza	Liason	Santa Ana	March 3, 2014	May 7, 2014		Statutory Leave
Martinez, Juliana	Instr. Asst. Sev. Dis.	Mitchell	March 3, 2014	May 9, 2014		Statutory Leave
Pulido, Daniel	Custodian	Lathrop	January 27, 2014	April 27, 2014		Statutory Leave
Tran, Hanh	Network Technician	ITC	January 23, 2014	February 26, 2014		Statutory Leave
PROBATIONARY APPOINTMENTS						
Covarrubias, Veronica	Site Clerk	Adams	February 3, 2014		24/1	
Harrigan, Echo	SSP Sp. Ed.	Century	January 29, 2014		19/1	
McGhee, Nyjis	SSP Sp. Ed.	Lincoln	February 3, 2014		19/1	
Pittman, Ivonne	Site Clerk	Garfield	January 30, 2014		24/1	
Quiñonez, Arlene	SSP Sp. Ed.	Mendez	February 3, 2014		19/1	
Rizk, Yasmeen	SSP Sp. Ed.	Esqueda	February 6, 2014		19/1	
Sanchez, Ana	Site Clerk	Walker	February 5, 2014		24/1	
	Autism					
Smith, Heather	Paraprofessional	Mitchell	February 11, 2014		24/1	
PROMOTION APPOINTMENT						
Viramontes, Esteban	Maintenance Wkr. I	Bldg. Svcs.	February 5, 2014		26/4	

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - February 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
TEMPORARY ASSIGNMENTS - Out of Class Compensation						
Aguilar, Humberto	Plant Custodian Elem.	Bldg. Svcs.	January 13, 2014	January 17, 2014	28/1	
Barrett, Shawn	Rv. Ld. Custodian	Bldg. Svcs.	January 2, 2014	January 10, 2014	28/3 + Diff.	
Carmen, Celestino	Rv. Ld. Custodian	Bldg. Svcs.	January 13, 2014	January 24, 2014	28/5 + Diff.	
Lopez, Jose Jr.	Plant Custodian Elem.	Bldg. Svcs.	January 6, 2014	January 10, 2014	28/2	
Marroquin, Saydee	Personnel Assistant	Human Resources	February 11, 2014	February 21, 2014	29/2 + Bil.	
Perez, Juan	Plant Custodian HS	Bldg. Svcs.	January 1, 2014	January 31, 2014	35/2	
Prado, Alejandro	Plant Custodian Inter.	Bldg. Svcs.	January 13, 2014	February 5, 2014	32/1	
ACTIVITY SUPERVISORS						
Avina, Lucila	Activity Supervisor	Diamond	February 4, 2014			
Barajas, Jenesa	Activity Supervisor	Valley	February 4, 2014			
Carrillo, Jennifer	Activity Supervisor	Valley	February 11, 2014			
Noriega, Richard	Activity Supervisor	King	February 5, 2014			
HOURLY APPOINTMENTS						
Moreno, Fernando	Instr. Provider	Lathrop	February 12, 2014			
Renteria, Jocelyn	Instr. Provider	Godinez	February 7, 2014			
SUBSTITUTES						
Aboytes, Eduardo	Custodian		January 30, 2014		23/1	
Avalos, Gloria	Fd. Svc. Wkr.		January 30, 2014		11/1	

Mark A. McKinney, Associate Superintendent, Human Resources

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - February 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
SUBSTITUTES (Continuation)						
Cortes, Melody	Preschool Teacher		February 6, 2014		\$105	
Lopez, Gomez, Maria	Custodian		February 5, 2014		23/1	
Pinto Valdivieso, Mauricio	Custodian		February 11, 2014		23/1	
Ramirez, Elizabeth	SSP Sp. Ed.		February 3, 2014		19/1	
Reyes, Silvia	SSP Sp. Ed.		January 31, 2014		\$105	
Uipi, Kenneth	Custodian		February 3, 2014		23/1	
ATHLETIC SPECIALIST						
Andrade, Aida	Asst. Basketball	Valley	November 18, 2013		\$18.98	
Astorga, Luis	Asst. Soccer	Valley	November 21, 2013		\$18.98	
Benitez, Ulises	Asst. Basketball	Valley	November 18, 2013		\$18.98	
Carrillo, Ricardo	Asst. Soccer	Valley	November 18, 2013		\$18.98	
Casarez, Ariel	Asst. Wrestling	Valley	February 13, 2014		\$18.98	
Esparza Lopez, Adrian	Asst. Soccer	Valley	November 18, 2013		\$18.98	
Gallegos, Cesar	Asst. Wrestling	Valley	November 18, 2013		\$18.98	
Huynh, Tommy	Asst. Soccer	Valley	November 18, 2013		\$18.98	
Luna, Gabriela	Asst. Basketball	Valley	November 18, 2013		\$18.98	
Marchan, Mayra	Asst. Soccer	Valley	December 5, 2013		\$18.98	
Martin, Roberto	Asst. Baseball	Valley	November 18, 2013		\$18.98	
Martinez, Yobany	Head Coach Soccer	Valley	November 18, 2013		\$23.73	
Pineda, Jesus	Asst. Soccer	Valley	November 18, 2013		\$18.98	
Sarinana, Mayra	Asst. Waterpolo	Valley	November 18, 2013		\$18.98	

CLASSIFIED PERSONNEL CALENDAR**Personnel Calendar****Board Meeting - February 25, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ATHLETIC SPECIALIST (Continuation)						
Swanson, Paul Jr.	Asst. Wrestling	Saddleback	January 27, 2014		\$18.98	
Vargas, Alberto	Asst. Waterpolo	Valley	November 18, 2013		\$18.98	

Board of Education
Minutes
February 25, 2014

Minutes	Book	Page	429
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SANTA ANA UNIFIED SCHOOL DISTRICT
GIFTS RECOMMENDED FOR ACCEPTANCE - February 25, 2014

School:	Gift:	Amount:	Donor:	Used for:
Adams Elementary		\$2,000	Adams PFO Ms. Leticia Franco Santa Ana	Field trips
Kennedy Elementary		\$3,250	Kennedy PTA Mrs. Rocio Guzman Santa Ana	Instructional materials, field trip transportation, and laminator machine
Lincoln Elementary		\$2,442	Lincoln PTA Mrs. Leslie Horta President Santa Ana	Instructional materials, field trip transportation, and student incentives
Pio Pico Elementary	Backpacks with supplies, Payless gift cards, Winter holiday bags with supplies, Visa gift cards, tutoring cost	\$1,725	Tzu Chi Foundation Orange County Service Center Ms. Emily Chu Laguna Hills	Students and families
Early Childhood Education		\$1,500	Santa Ana Kiwanis Dr. Lewis Bratcher Santa Ana	Cal-Safe Program student Incentives
Middle College		\$250	Families of Floral Park Santa Ana	Calculators for SAT prep
Segerstrom High School		\$1,000	Orange County Community Foundation Ms. Briset Flores Newport Beach	Art and News Club
February 25, 2014 donations		\$12,167		
2014 Total donations	\$25,652	\$37,819		

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.

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 1240 (a)

Community Relations

Volunteer Worker

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers. (cf. 0410 - Nondiscrimination in District Programs and Activities); (cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers. (cf. 1150 - Commendations and Awards)

BP 1240(b)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program
8484.7-8484.9 21st Century Community Learning Center program
35021 Volunteer aides
35021.1 Automated records check
35021.3 Registry of volunteers for before/after school programs
44010 Sex offense; definition
44227.5 Classroom participation by college methodology faculty
44814-44815 Supervision of students during lunch and other nutrition periods
45125 Fingerprinting requirements
45125.01 Interagency agreements for criminal record information
45340-45349 Instructional aides
45360-45367 Teacher aides
49024 Activity Supervisor Clearance Certificate
49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law
3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders
290.4 Information re: sex offenders
290.95 Disclosure by person required to register as sex offender

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance
101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, (1991) PERB Decision No. 868

Management Resources:

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

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

California Department of Education, Parents/Family and Community:

<http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law:

<http://www.meganslaw.ca.gov>

California Parent Teacher Association: <http://www.capta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Coalition for Parent Involvement in Education:

<http://www.ncpie.org>

National Parent Teacher Association: <http://www.pta.org>

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 1240 (a)

Community Relations

VOLUNTEER WORKER

- 1.0 Each volunteer worker must be appointed by the Superintendent or his delegate.
- 2.0 Each principal or department head prior to using volunteers, shall initiate character reference inquiries and be reasonably certain the volunteer has the necessary initiative and empathy toward children. Each principal or department head is responsible for maintaining a current list of volunteers, assigning volunteers, and providing for the identification and recognition of volunteers.
- 3.0 All volunteers are eligible to receive Workers' Compensation for injuries that occur in the course and scope of duties agreed upon with the District.
- 4.0 Volunteers working with students must receive directions from, and be responsible to, and be supervised by a certificated or management personnel. Volunteers should have limited one-on-one contact with students.

The Santa Ana District School Police Department shall complete a criminal background check, and/or fingerprinting for volunteers that have frequent or prolonged contact with students, or who may work under limited supervision of a certificated or management personnel or in situations where they may be unsupervised.

All volunteers who are transporting students to a District sponsored event must hold a valid driver's license, have proof of insurance, proof of vehicle registration and must also undergo a criminal and a driving record check. Volunteers should be aware that they are responsible for any vehicle damage and injuries to those they are transporting.

- 5.0 Students of the District may not be listed as volunteers.
- 6.0 Volunteers may work at the school, drive personal cars for District sponsored events upon meeting the conditions specified in Section 4.0, or serve in other capacities.
- 7.0 Principals shall maintain a record of all volunteers for their school, including this information:
 - 7.1 Name, address, phone number (if any), scope of duties, and dates of service.
Person to be notified in case of an emergency, their address and telephone number
 - 7.2 This record may be destroyed after one (1) year if no accident or injury has occurred.

AR 1240 (b)

- 8.0 All volunteers who in the course of their volunteer service have frequent and prolonged contact with or around students, or their presence constitute a health hazard to students shall submit evidence that they are free from active tuberculosis.
- 9.0 Qualifications:
- The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law, for the types of duties they will perform.
- 10.0 This policy does not apply to:
- a) School Based activities supervised by school
 - b) College/University students who are doing classroom observations
 - c) Parents who are chaperoning their child on a field trip, assuming it is on an infrequent basis, and is not an overnight trip
 - d) Escorted visitors on campus
- 11.0 Volunteers shall be provided with information about school programs and practices, and shall receive training related to their specific responsibilities as appropriate.

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 4040(a)

All Personnel

Employee Use of Technology

The Governing Board recognizes that technology and Internet-based resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. The Board expects all employees to learn to use the available electronic resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources. (cf. 0440 - District Technology Plan) (cf. 4032 - Reasonable Accommodation) (cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Employees shall be responsible for the appropriate use of technology and shall use the District's resources primarily for purposes related to their employment. Incidental personal use of District technology shall not interfere with job duties or District operations. Use of District technology is a privilege which may be revoked at any time. (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees should be aware that electronic files and communications shared over networks, including email, Internet messaging and voice mail, are not private. Internet-based communications technologies should not be used to transmit confidential information about students, employees, or District affairs without authority and the proper use of security software.

To ensure proper use, the Superintendent or designee may monitor the District's technological resources, including but not limited to, email and voice mail systems, stored files and text messages, at any time without advance notice or consent. ***If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access when the employee is absent.*** Employees are reminded that employee emails and other electronic communications pertaining to the business of the District are generally deemed to be public records and must be disclosed to members of the public upon request unless the records are specifically exempt from disclosure by law.

Employees are cautioned to follow all applicable laws and District policies in releasing student or personnel information electronically or otherwise. Disclosure of such information is generally prohibited. Employees shall not allow students to access employee accounts, passwords, grading programs or other restricted resources.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of technology. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee may establish guidelines and limits on the use of technological resources. He/she shall ensure that all employees using these resources receive copies of related policies, regulations and guidelines. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

BP 4040(a)

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

Legal Reference:

EDUCATION CODE

11600-11609 Education Technology Grant Program Act of 1996

51870-51884 The Morgan-Farr-Quackenbush Education Technology Act of 1992

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6801-7005 Technology for Education Act of 1994

Management Resources:

CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994 CDE

PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 4040(a)

All Personnel

Employee Use Of Technology

User Obligations and Responsibilities

Employees are authorized to use the District's technology in accordance with user obligations and responsibilities specified below.

1. The employee in whose name a network services account is issued is responsible for its proper use at all times. Users shall keep personal account information, home addresses and telephone numbers private. They shall use the system only under their own account.
2. Employees shall use the network primarily for purposes related to their employment with the District. Incidental personal use is permitted provided it does not interfere with the performance of job duties or District systems or operations. Commercial and/or political use of District technology is strictly prohibited. The District reserves the right to monitor any use of its technology, including but not limited to, Internet-based communications, for improper use and for maintenance and security purposes.
3. Users shall not use the network or District technological resources for any illegal activity or to promote unethical practices or any activity prohibited by law or District policy, or administrative regulations. (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
4. Users shall not access, post, submit, publish, or display matter that is threatening, intimidating, obscene, vulgar, harmful to minors (as defined in 47 USC 254), disruptive, harassing, or a violation of the District's policies against discrimination and harassment. (cf. 4030 - Nondiscrimination in Employment) (cf. 4031 - Complaints Concerning Discrimination in Employment) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
5. Copyrighted material may not be placed on the network of any Internet-based resources except with the author's permission or when otherwise in accordance with applicable copyright laws. Users may download copyrighted material for their own use only and only in accordance with copyright laws. (cf. 6162.6 - Use of Copyrighted Materials)
6. Vandalism is not permitted. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
7. Users shall not attempt to access or read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

8. Users are encouraged to keep messages brief.
9. Users shall report any potential security problem or misuse of the District's network resources to the Superintendent or designee. (cf. 6163.4 - Student Use of Technology)
10. Any Internet or network-based resources developed or accessed by a District employee using District technology shall be subject to rules and guidelines established for District publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. The District retains the right to delete material on any such Internet-based communications. (cf. 1113 - District and School Web Sites)
11. Employees are reminded that if they choose to grant students access to their social media site(s), the site(s) should be professional and appropriate for students. It is suggested that employees maintain a separate social media presence for their personal use as opposed to any social media presence they have for school- or student-related purposes.
12. Employees shall not direct students to sign up for Internet services, such as e-mail accounts, without District authorization. Written permission from the parent/guardian shall be required in a form prescribed by the District.
13. Any employee who uses a District cell phone or mobile communications device (or a personal device during work time) in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate. Driving while using a cell phone without a hands-free device is unlawful. (cf. 3513.1 - Cellular phone reimbursement) (cf. 3542 - School bus drivers)
14. Employees shall use District technology responsibly. For example, employees shall not:
 - modify District computers or other hardware without prior authorization;
 - connect any personal networking device to the network such as a wireless access point, router or hub, etc.;
 - use web-based proxies, software or other means to make activity on the Internet untraceable;
 - employ, either directly or by implication, a false identity when using an account or other electronic resource; or
 - distribute, post, or otherwise make available to those without authority any confidential or private information.

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 6163.4(a)

Instruction

Student Use of Technology

The Governing Board intends that computer and Internet-based resources provided by the District be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. (cf. 0440 - District Technology Plan) (cf. 1113 - District and School Web Sites) (cf. 4040 - Employee Use of Technology) (cf. 6010 - Goals and Objectives) (cf. 6162.7 - Use of Technology in Instruction) (cf. 6163.1 - Library Media Centers)

This policy shall not be construed to limit pupil rights to free speech as protected by the United States Constitution, the California Constitution, Education Code sections 48907 and 48950, and other applicable law.

Definitions

"Technology" includes access to the Internet, Internet-and network-based resources, computers, tablets, telephones, cellular telephones, and personal digital, devices, such as, MP3 players, iPod's, USB drives, wireless access points, or any wireless communication device.

"District Technology" is that which is owned or provided by the District.

"Personal Technology" is non-District Technology.

Use of District Technology

The District provides technology as a means to support the instructional program of the school. Means students may use these resources for classroom activities and other school-related work. Students may not use District Technology for commercial purposes; students may not offer, provide, or purchase products or services using District Technology. Students may use District Technology only for class assignments or for personal research on subjects similar to what they might study in a class or in the school library. Use solely for entertainment purposes or personal communication, is not allowed.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of District Technology and consequences for unauthorized use and/or unlawful activities. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities) (cf. 5145.12 - Search and Seizure)

Use of Personal Technology

Use of Personal Technology may violate this Policy if the District reasonably believes the conduct or speech will cause actual, material disruption of school activities. This Policy and accompanying Administrative Regulation will provide students with guidance in order to avoid such disruption.

BP 6163.4(b)**Internet-based Resources and Access**

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 7001, 47 USC 254)

The Board desires to protect students from access to harmful matter on the Internet or other online services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic and other forms of Internet-based communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute bullying, and how to respond when subjected to bullying.

Disclosure, use and dissemination of personal identification information regarding students are prohibited.

Staff shall supervise students while they are using online services and may ask teacher aides to assist in this supervision.

Acceptable Use Agreement

Before students are authorized to use District Technology and/or bring personal mobile devices to school or school activities, they and their parent/guardian are required to sign and return the Acceptable Use Agreement. Parents must agree not to hold the District or its personnel responsible for the failure of any technology protection measures, violations of copyright restrictions, user mistakes or negligence, or any costs incurred by users. Parents also will acknowledge they may be held liable for damages caused by their child's intentional misuse of District or Personal Technology.

Oversight

To help ensure that the District adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation and other procedures. He/she shall also monitor the District's filtering software to help ensure its effectiveness.

BP 6163.4(c)

Access to Social Networking Sites

The District permits students ~~to~~ access to social networking sites, when such access is age appropriate and supportive of instructional objectives.

Legal References:

EDUCATION CODE

48980 Required notification at beginning of term
51006 Computer education and resources
51007 Programs to strengthen technological skills
51870-51874 Education Technology
51870.5 Student Internet access
60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6801-6979 Technology for Education Act of 1994
7001 Internet safety policy and technology protection measures, Title III funds

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994

CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

WEB SITES

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Commission on Online Child Protection: <http://www.copacommission.org>

CDE: <http://www.cde.ca.gov>

American Library Association: <http://www.ala.org>

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

Adopted: (3-97, 4-03, 6-12) 2-14

Santa Ana, CA

SANTA ANA UNIFIED SCHOOL DISTRICT**AR 6163.4(a)****Instruction****Student Use of Technology**

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use. (cf. 0440 - District Technology Plan) (cf. 4040 - Employee Use of Technology) (cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development) (cf. 6162.7 - Use of Technology in Instruction)

At the beginning of each school year, parents/guardians shall receive a copy of the District's "Student Use of Technology" policy and administrative regulation. (Education Code 48980) (cf. 5145.6 - Parental Notifications) Students are informed that their parents may be held financially responsible for any harm that may result from the student's intentional misuse of District or Personal Technology.

Privacy

Computer files and communications over District electronic networks are not private. The District reserves the right to monitor any use of District Technology, including online communications, for improper use and/or for regular maintenance of the District's systems. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials to ensure proper use of the system. (cf. 5145.12 -Search and Seizure) Students are informed that their parents have the right to request to see their student's computer files at any time.

Student Obligations and Responsibilities

Students are authorized to use District Technology in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the District's Acceptable Use Agreement. Students should promptly inform a teacher or administrator if they receive materials that are inappropriate or make them feel uncomfortable. The following provisions refer to District Technology; however, use of Personal Technology also may violate this regulation if the District reasonably believes the conduct or speech will cause actual, material disruption of school activities.

1. The student, in whose name any account is issued, is responsible for its proper use at all times. Students shall keep passwords, personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own password or account number.
2. Students shall use District Technology responsibly for educational purposes. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.

AR 6163.4(b)

3. Students shall not use District Technology to access, post, submit, publish or display "material that is harmful to minors," or matter that is threatening, obscene, lewd, vulgar, or disruptive. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (47 USC 254(h)).
4. Students shall not use District Technology to engage in discrimination, harassment, intimidation or bullying on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, or association with a person or group with one or more of these actual or perceived characteristics.
5. Students shall not use District Technology to engage in hate violence.

"Hate violence" means an act punishable under Penal Code section 422.6 ("Interference with exercise of civil rights because of actual or perceived characteristics of victim; damaging property; punishment; speech; charging and punishment for conduct violating multiple provisions of law"), section 422.7 (a crime, intended to intimidate or interfere with a person's legal rights, that is (a) a crime against a person that either includes the present ability to commit a violent injury or causes actual physical injury, or (b) a crime against property that causes damage in excess of nine hundred fifty dollars), or 422.75 (felony hate crimes).
6. Students shall not use District Technology to engage in harassment, threats or intimidation.

"Harassment, threats, or intimidation" means the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

AR 6163.4(c)

7. Students shall not engage in bullying using District Technology. This form of bullying is often referred to as "cyberbullying."

"Cyberbullying" means any severe or pervasive verbal communications made by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager.

"Reasonable pupil" means a pupil, including but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

While not an exhaustive list, examples of cyberbullying might include:

- threats to harm another person;
- oral or written assaults, such as teasing or name-calling;
- social isolation or manipulation;
- posting harassing messages, direct threats, social cruelty or other harmful texts, sounds or images on the Internet, including social networking sites;
- posting or sharing false or defamatory information about another person;
- posting or sharing information about another person that is private;
- pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships;
- posting or sharing photographs of other people without their permission;
- spreading hurtful or demeaning materials created by another person (e.g., forwarding offensive e-mails or text messages); and
- retaliating against someone for complaining that they have been bullied.

AR 6163.4(d)

8. Students shall not disclose, use or disseminate personal identification information about themselves or others when using District Technology, including email, instant messaging, texting, or other forms of Internet-based communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information. Students should not post or share photographs of other students without the other student's permission.
9. Students shall not use District Technology to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy. (cf. 3513.3 - Tobacco-Free Schools)
10. Copyrighted material shall not be placed on District Technology or other Internet-based resources without the author's permission. Students may download copyrighted material for their own use only. (cf. 6162.6 - Use of Copyrighted Materials)

Copyrighted material shall be downloaded or shared only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information. (cf. 5131.9 - Academic Honesty)
11. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District Technology or manipulate the data of any other user, including so-called "hacking." (cf. 5131.5 - Vandalism, Theft and Graffiti)
12. Students shall not attempt to access or read other users' electronic communication or files. They shall not attempt to interfere with other users' ability to send or receive electronic communication, nor shall they attempt to delete, copy, modify or forge other users' communication or files.
13. Students shall report any security problem or misuse of District or Personal Technology to the teacher or principal. If a student mistakenly accesses inappropriate information, the student must immediately report the matter to a teacher or school administrator.
14. Students shall not modify or attempt to repair District Technology without prior authorization.
15. Students shall not connect any personal device in the network, such as wireless access points, routers, hubs, etc.

AR 6163.4(e)

16. Students shall not use Internet-based proxies or software that attempts to make online activity untraceable.
17. Students shall not misuse District or school distribution lists or discussion groups by sending irrelevant messages.
18. Students may not send, share, view or possess pictures, text messages, emails or other material of an obscene nature in electronic or any other form on Personal Technology at school or school-related activities, or using District Technology.

Mobile Devices**A. Personal Mobile Devices**

The use of personal mobile devices, such as laptops, cellular phones, tablets, pagers, or other electronic signaling devices, by students on campus is subject to all applicable District policies and regulations concerning technology use, as well as the following rules and understandings:

- Permission to have a mobile device at school is contingent on parent/guardian permission in the form of a signed copy of the District's Technology Use policy and administrative regulation, except as required by Education Code section 48901.5(b).
- The District accepts no financial responsibility for damage, loss or theft. The student should secure the device in a safe place when not in use. Devices should not be left unattended.
- All costs for data plans and fees associated with mobile devices are the responsibility of the student. The District does not require the use of personal mobile devices and does not rely on personal devices in its instructional program or extracurricular activities.
- Use of personal mobile devices during class time must be limited to instructional purposes.
- Photographs and audio or video recordings may be taken/made only with the express permission of all individuals being photographed or recorded. Recordings made in a classroom require the advance permission of the classroom teacher.
- Students may not take, possess or share obscene photographs or videos.
- Students may not photograph, videotape or otherwise record teacher-prepared assessment materials.
- If the District has reasonable cause to believe the student has violated the law or District policy, the device may be searched by authorized personnel and/or law enforcement may be contacted.

B. District-Owned Mobile Devices

When a student is using a District-owned mobile device, all of the above rules pertaining to personal mobile devices apply as well as the following:

- The device may be used only for school-related purposes.

AR 6163.4(f)

- Users may not download applications ("apps") to the device without permission from the teacher or other District employee.
- Users must follow all "apps" use agreements.
- The student and parent/guardian will be responsible for the replacement cost if the device is lost or is damaged because of intentional misuse.

Consequences for Violation

For purposes of disallowing access to District Technology, the principal or designee shall make all decisions regarding whether or not a student has violated Board policy or administrative regulation. The decision of the principal or designee shall be final.

Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy. (cf. 5144 -Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) Permission to bring personal mobile devices to school or school activities also may be revoked.