

*Santa Ana Unified School District  
Board of Education*

**Board Meeting Agenda**

**Tuesday, March 25, 2014  
6:00 p.m.**

**Board Room  
1601 E. Chestnut Avenue  
Santa Ana**



**José Alfredo Hernández, J.D.  
Vice President**

**Audrey Yamagata-Noji, Ph.D.  
President**

**Rick Miller, Ph.D.  
Secretary /  
Superintendent**

**John Palacio  
Member**

**Rob Richardson  
Clerk**

**Cecilia "Ceci" Iglesias  
Member**

**If special assistance is needed to participate in the Board meeting, please contact Board Recording Secretary, at (714) 558-5515. Please call prior to the meeting to allow for reasonable arrangements to ensure accessibility to this meeting, per the Americans with Disabilities Act, Title II.**

***Mission Statement***

***The Santa Ana Unified School District is dedicated to high academic achievement, in a scholarly and supportive environment, ensuring that all students are prepared to accomplish their goals in life.***

## **BOARD OF EDUCATION MEETING INFORMATION**

### **Role of the Board**

The Governing Board is elected by the community to provide leadership and citizen oversight of the District's schools. The Board works with the Superintendent to fulfill its major role, including:

1. Setting a direction for the District.
2. Providing a basic organizational structure for the SAUSD by establishing policies.
3. Ensuring accountability.
4. Providing community leadership on behalf of the District and public education.

Agenda Items provided to the Board of Education that include the description of items of business to be considered by the Board for approval at Board Meetings. These items contain recommendations; the Board may exercise action they believe is best for the SAUSD.

### **Board Meeting Documentation**

Any and all supporting materials are made available to the public by the Public Communication Office. They may be reached from 8:00 a.m. – 4:30 p.m. at (714) 558-5555.

### **Public Comments at Board Meetings**

The agenda shall provide members of the public the opportunity to address the Board regarding agenda items before or during the Board's consideration of the item. The agenda also provides members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board.

Individual speakers are allowed three minutes to address the Board on agenda or nonagenda items. The Board may limit the total time for public input on each item to 20 minutes. With the Board's consent, the Board President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

The Board urges that complaints and derogatory remarks against a District employee be made in writing on forms available in the Office of the Superintendent. This allows the District and the Board to examine more carefully the complaint and to initiate the appropriate investigation.

Persons wishing to address the Board on an item on the agenda or an item of business in the Board's jurisdiction are requested to complete a card. This card is to be submitted to the Recording Secretary. The *Request to Address the Board of Education* cards are located on the table in the foyer.

### **Televised Meeting Schedule**

The Regular Board of Education meetings are broadcast live on the second and fourth Tuesdays of each month on Channel 31. The meeting is replayed on Tuesdays at 6:00 p.m. and Saturdays at 3:00 p.m., following the Board of Education meeting.

Agenda and Minutes on District Website at <http://www.sausd.us>

BOARD OF EDUCATION  
REGULAR MEETING

SANTA ANA UNIFIED SCHOOL DISTRICT  
1601 EAST CHESTNUT AVENUE  
SANTA ANA, CA 92701

TUESDAY  
MARCH 25, 2014  
6:00 PM

## AGENDA

### CALL TO ORDER

### 5:00 P.M. RECESS TO CLOSED SESSION

- See Closed Session Agenda below for matters to be considered at this time.

- A. With respect to every item of business to be discussed in Closed Session pursuant to Education Code Sections 35146 and 48918:

#### STUDENT EXPULSIONS AND DISCIPLINE ISSUES

- B. With respect to every item of business to be discussed in Closed Session pursuant to Government Code Section 54956.9 (a) (b) (1) and (c):

#### CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

- C. With respect to every item of business to be discussed in Closed Session pursuant to Government Code Section 54947.6:

#### CONFERENCE WITH LABOR NEGOTIATOR:

SAEA, CSEA, CWA, SASPOA  
Bargaining Units  
Mr. Mark A. McKinney,  
District Negotiator

The Board may exercise discretion to adjourn to Closed Session at any time during this meeting to instruct its representatives regarding negotiations with represented and unrepresented employees.

RECONVENE REGULAR MEETING AND REPORT ACTION TAKEN IN CLOSED SESSION THAT IS REQUIRED TO BE REPORTED OUT AT THIS MEETING.

RECONVENE REGULAR MEETING

6:00 P.M. MEETING

PLEDGE OF ALLEGIANCE

## RECOGNITIONS / ACKNOWLEDGMENTS

- Valley High School Associated Student Body
- Godinez Fundamental High School's Presentation of West Side Story
- Segerstrom High School Girls Water Polo CIF Champions
- Carr Intermediate School Holds Fifth Annual St. Baldrick's Foundation Fundraising Event
- Customer Service Employee of the Month for March 2014, Omar Diaz
- Presentation of Carlston Family Foundation Award for Outstanding Teacher Susan Groff

## SUPERINTENDENT'S REPORT

### PUBLIC PRESENTATIONS (Pursuant to Government Code 54954.3)

- Individuals or groups may make presentations or bring matters to the Board's attention that is within the Board's subject matter jurisdiction. Individual speakers are allowed three minutes to address the Board on agenda or non-agenda items.

### 1.0 APPROVAL OF CONSENT CALENDAR

- 1.1 Approval of Minutes of Regular Board Meeting - March 11, 2014
- 1.2 Orange County Department of Education Second Quarter Site Review Report on Williams Settlement Legislation for Fiscal Year 2013-14
- 1.3 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
- 1.4 Approval of Memorandum of Understanding Between College Board and Santa Ana Unified School District for 2014-2019 School Years
- 1.5 Approval of Script Writing for Stage and Screen Course for High School Students
- 1.6 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
- 1.7 Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of February 26, 2014 through March 11, 2014



- 1.8 Ratification of Expenditure Summary and Warrant Listing for Period of February 26, 2014 through March 11, 2014
- 1.9 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of February 26, 2014 through March 11, 2014
- 1.10 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District – File No. 14-15025 MH
- 1.11 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District – File No. 14-15193 JT
- 1.12 Acceptance of Completion of Contract for Lease-Leaseback Construction Project at Garfield Elementary School
- 1.13 Authorization to Approve the District’s Option to Purchase Facilities Lease on the Garfield Elementary School Construction Project Pursuant to Lease-Leaseback Contract
- 1.14 Authorization to Award Contract for Bid Package No. 13 Parking Lot ADA Upgrades at Greenville Fundamental Elementary School Under Modernization Program
- 1.15 Approval of Personnel Calendar
- 1.16 Acceptance of Gifts in Accordance with Board Policy 3290 – Gifts, Grants, and Bequests

Items removed from Consent Calendar for discussion and separate action:

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#### ANNOUNCEMENT

- The Board will recognize particular personnel and gifts.

#### PRESENTATIONS

- Fundamental School Lottery Update for 2014-15 School Year
- Transition from 8th to 9th Grade
- Benefits of Early Education on Student Learning

## REGULAR AGENDA - ACTION ITEMS

- 2.0 Approval of Instructional Calendars for 2014-15, 2015-16, and 2016-17 School Years
- 3.0 Ratification of Submission of Federal School Improvement Grant Application for Valley High School to California Department of Education
- 4.0 Approval of Agreement with WestEd Implementing Research Project, Validation of Effectiveness of an Innovative Early Mathematics Intervention for High-Needs Students for 2014-17 School Years
- 5.0 Adoption of Resolution No. 13/14-3010 - Proclaiming May 2014 as Asian Pacific American Heritage Month
- 6.0 Adoption of Resolution 13/14-3008 – Proclaiming April 29, 2014, as Parents’ Day
- 7.0 Adoption of Resolution No. 13/14-3009 - Certification of Unhoused Pupils as Related to Charter School Applications for Facilities Funding

## REVISION OF EXISTING BOARD BYLAWS, POLICIES, AND ADMINISTRATIVE REGULATIONS

- 8.0 Board Policy 1330 – Use of School Facilities (Revised: For Adoption)
- 9.0 Administrative Regulation 1330.1 – Facilities Use Guidelines and Rate Schedules (Revised: For Implementation)
- 10.0 Administrative Regulation 3310.1 – Requesting Goods and Services (Revision)
- 11.0 Administrative Regulation 3311 – Bids (Revision)
- 12.0 Board Policy and Administrative Regulation 3580 – District Records (Revision)

## BOARD REPORTS

- Board Reports/Activities

## ADJOURNMENT

FUTURE MEETING - The next Regular Meeting of the Board of Education will be held on Tuesday, April 22, 2014, at 6:00 p.m.

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Valley High School Associated Student Body

**ITEM:** Recognition

**SUBMITTED BY:** Richard L. Miller, Ph.D., Superintendent

**PREPARED BY:** Deidra Powell, Chief Communications Officer

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to acknowledge high school Associated Student Body (ASB) groups.

**RATIONALE:**

Board of Education members have requested high school ASB student groups attend Board meetings to address the Board and provide information on their school programs and activities.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Acknowledge Valley High School Associated Student Body.

RLM/dp

**AGENDA ITEM BACKUP SHEET**

**March 25, 2014**

**Board Meeting**

**TITLE:** Godinez Fundamental High School's Presentation of West Side Story

**ITEM:** Recognition

**PREPARED BY:** Richard L. Miller, Ph.D., Superintendent

**SUBMITTED BY:** Deidra Powell, Chief Communications Officer

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to recognize Godinez Fundamental High School for their outstanding presentation of West Side Story.

**RATIONALE:**

Godinez Fundamental High School presented the timeless classic production of West Side Story. The presentation was directed by Jeanette McMahon and Richard Marting.

**FUNDING:**

Not applicable

**RECOMMENDATION:**

Acknowledge the students of Godinez Fundamental High School for their outstanding presentation of West Side Story.

RLM/dp

**AGENDA ITEM BACKUP SHEET**

**March 25, 2014**

**Board Meeting**

**TITLE:** Segerstrom High School Girls Water Polo CIF Champions

**ITEM:** Recognition

**PREPARED BY:** Richard L. Miller, Ph.D., Superintendent

**SUBMITTED BY:** Deidra Powell, Chief Communications Officer

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to recognize Segerstrom High School Girls Water Polo for their CIF championship.

**RATIONALE:**

The Segerstrom High School Girls Water Polo Team was named champions of the 2013-2014 CIF-SS Division 7.

**FUNDING:**

Not applicable

**RECOMMENDATION:**

Acknowledge the Segerstrom High School Girls Water Polo team for CIF championship.

RLM/dp

**AGENDA ITEM BACKUP SHEET**

**March 25, 2014**

**Board Meeting**

**TITLE:** Carr Intermediate School Holds Fifth Annual St. Baldrick's Foundation Fundraising Event

**ITEM:** Recognition

**PREPARED BY:** Richard L. Miller, Ph.D., Superintendent

**SUBMITTED BY:** Deidra Powell, Chief Communications Officer

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to recognize Carr Intermediate students and staff for their participation in the Fifth Annual St. Baldrick's Foundation Event.

**RATIONALE:**

Carr Intermediate School students and staff shaved their heads during their Fifth Annual St. Baldrick's Foundation Fundraising event. The St. Baldrick's Foundation sponsors head-shaving events around the world by asking the simple question: How much money would you donate to conquer kids' cancers to see me shave my head? Volunteer barbers donate their time, and participants raise funds and then have their heads shaved in solidarity with kids who have been diagnosed with cancer. The money raised goes towards grants given to doctors and scientists who are dedicated to finding cures and treatments for infants, children, and young adults who have been diagnosed with cancer.

**FUNDING:**

Not applicable

**RECOMMENDATION:**

Acknowledge the students and staff of Carr Intermediate School for their participation in the Fifth Annual St. Baldrick's Foundation Fundraising event.

RLM/dp

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Customer Service Employee of the Month for March 2014,  
Omar Diaz

**ITEM:** Recognition

**SUBMITTED BY:** Mark A. McKinney, Associate Superintendent, Human Resources

**PREPARED BY:** Mark A. McKinney, Associate Superintendent, Human Resources

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to recognize the Customer Service Employee of the Month for March 2014.

**RATIONALE:**

A selection committee, consisting of classified and certificated employees, has reviewed nominees and selected the Customer Service Employee of the Month for March 2014. The members have selected Omar Diaz, Roving Lead Custodian, Davis Elementary School.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Recognize Omar Diaz as Customer Service Employee of the Month for March 2014.

**AGENDA ITEM BACKUP SHEET**

**March 25, 2014**

**Board Meeting**

**TITLE:** Presentation of Carlston Family Foundation Award for Outstanding Teacher Susan Groff

**ITEM:** Recognition

**SUBMITTED BY:** Richard L. Miller, Ph.D., Superintendent

**PREPARED BY:** Deidra Powell, Chief Communications Officer

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to recognize Middle College Teacher Susan Groff for being awarded the prestigious Carlston Family Foundation Outstanding Teacher Award.

**RATIONALE:**

The Carlston Family Foundation, whose goal is to recognize and reward outstanding teachers in California public high schools, wishes to publically recognize Susan Groff for being selected the Carlston Family Foundation Outstanding Teacher and awarded a \$5,000 grant to be used for classroom purposes.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Recognize Middle College Teacher Susan Groff for Outstanding Teaching Award.



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

## MINUTES

REGULAR MEETING  
SANTA ANA BOARD OF EDUCATION

March 11, 2014

## CALL TO ORDER

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

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

## CLOSED SESSION PRESENTATIONS

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

Susan Mercer, SAEA President addressed the Board related to the parameters of the academic school calendar.

## RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:16 p.m. to consider legal issues, negotiations, and personnel matters.

Mr. Richardson and Mr. Hernández arrived during Closed Session.

## RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:37 p.m.

## PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Quennie Dong, 12<sup>th</sup> grade student at Segerstrom High School.

RECOGNITIONS / ACKNOWLEDGMENTS

Segerstrom High School Associated Student Body

Dr. Yamagata-Noji asked students' Quennie Dong, Joseph Rios, Rafael Reyes, Timothy Nguyen, Marisa Martinez and Tiana Cung to step to the lectern. They represented Segerstrom High School and shared highlights of the various activities and programs going on at their school.

Change in Order of Agenda

Coach Jeffrey Watts

Dr. Yamagata-Noji called Mr. Duncan McCulloch, Segerstrom High School Principal to step to the lectern. He introduced Mr. Jeffrey Watts, Girls' Varsity Basketball Coach. Coach Watts was recognized for being inducted into the Southern California Interscholastic Coaches Association Hall of Fame and for his 46 years of service to the Santa Ana Unified School District.

Classified Employee of the Month for March 2014, Jesus Arreola

Dr. Yamagata-Noji called Mr. McKinney, Associate Superintendent, Human Resources to step to the lectern. He introduced Mr. Peter Richardson, Principal at Martin Elementary School, and Mr. Jesse Arreola, Night Lead Custodian. Mr. Arreola was selected as the Classified Employee of the Month for March 2014 for his work ethic, skills and leadership. Students and teachers arrive at school each morning to a clean, functioning school site.

**SUPERINTENDENT'S REPORT**

Dr. Miller talked about his experience attending KinderCaminata and leading the parade as the Grand Marshall. He also provided an update on the successful community meetings; all have been well attended. Dr. Miller mentioned, Santa Ana is being watched throughout the State as the District continues the Local Control and Accountability Plan (LCAP) process. He provided a school site visit update, and his scheduled meeting with Los Amigos on Wednesday morning. Dr. Miller concluded his remarks with a reminder of submitting workshop or table talk proposals for the upcoming California School Boards Association (CSBA) Annual Education Conference and Trade Show.

PUBLIC PRESENTATIONS

Dr. Yamagata-Noji asked those wishing to address the Board on matters related to agenda items to step to the lectern. Scott Glabb, Santa Ana High School Coach addressed the Board related to Action Item 8.0 - Administrative Regulation 1330.1 - Facilities Use Guidelines and Rate Schedules.

**1.0 APPROVAL OF CONSENT CALENDAR**

It was moved by Mr. Hernández, seconded by Mr. Palacio, and carried 4-0, Mr. Richardson out of room, to approve the remaining items on the Consent Calendar as follows:

- 1.1 Approval of Minutes of Regular Board Meeting - February 25, 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 Adoption of Intermediate New State Standards Math 6 Course
- 1.4 Adoption of Intermediate New State Standards Math 7 Course
- 1.5 Approval of Head Start Budget Adjustment No. 2 for 2013-14 Program Year
- 1.6 Approval of Submission of Refunding Application for Head Start Funding for 2014-15 Program Year
- 1.7 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

315062 - Middle College

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

312584 - Middle College

For the violation of Education Code Section 48900, paragraph B, J 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.

311475 - Santa Ana

For the violation of Education Code Section 48900, paragraph B, C, J 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.

332594 - Santa Ana

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

345542 - Sierra

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

327222 - Spurgeon

For the violation of Education Code Section 48900, paragraph A, B that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after March 11, 2015.

426873 - Spurgeon

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

- 1.8 Approval of Payment and Reimbursement of Costs Incurred for Designated Instructional Services for Students with Disabilities for 2013-14 School Year
- 1.9 Approval of Memoranda of Understanding with Buddhist Tzu Chi Foundation
- 1.10 Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of February 12, 2014 through February 25, 2014
- 1.11 Ratification of Expenditure Summary and Warrant Listing for Period of February 12, 2014 through February 25, 2014
- 1.12 Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of February 12, 2014 through February 25, 2014
- 1.13 Approval of Intranet Network Support Services Agreement with Orange County Superintendent of Schools for Fiscal Years 2013-16
- 1.14 Approval of Internet Service Agreement with Orange County Superintendent of Schools for Fiscal Year 2014-15
- 1.15 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 13-14188 MH
- 1.16 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-14849 JT
- 1.17 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-14941 MH
- 1.18 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 14-14977 JT
- 1.19 Approval to Cancel Special Meeting of Board of Education on March 15, 2014
- 1.20 Approval of Personnel Calendar
- 1.21 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests

ANNOUNCEMENT

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

Change in Order of Agenda

Dr. Yamagata-Noji received consensus from the Board, to bring forward agenda items 7.0 and 8.0.

REVISION OF EXISTING BOARD BYLAWS, POLICIES, AND ADMINISTRATIVE REGULATIONS

- 7.0 Board Policy 1330 - Use of School Facilities (Revised: For First Reading)
- 8.0 Administrative Regulation 1330.1 - Facilities Use Guidelines and Rate Schedules (Revised: For First Reading)

Dr. Yamagata-Noji invited Mr. Dixon, Assistant Superintendent, Facilities and Governmental Relations to the lectern. Mr. Dixon provided data to support the revisions reflecting relevant terms and conditions of usage and updated fees. Presented for first reading, no action required.

PUBLIC HEARING

Authorization to Increase Statutory School Fees Imposed on New Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 and Government Code Section 65995

Dr. Yamagata-Noji declared the Public Hearing open. She asked those wishing to address the Board to step to the lectern.

After hearing no comments, Dr. Yamagata-Noji declared the Public Hearing closed.

**REGULAR AGENDA - ACTION ITEMS**

- 2.0 ADOPTION OF RESOLUTION NO. 13/14-3005 - AUTHORIZATION TO INCREASE STATUTORY SCHOOL FEES IMPOSED ON NEW RESIDENTIAL AND COMMERCIAL/INDUSTRIAL DEVELOPMENT PROJECTS PURSUANT TO EDUCATION CODE SECTION 17620 AND GOVERNMENT CODE SECTION 65995

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 4-0, Mr. Hernández out of room, to adopt Resolution No. 13/14-3005 - Authorization to Increase Statutory School Fees Imposed on New Residential and Commercial/Industrial Development Projects pursuant to Education Code Section 17620 and Government Code Section 65995.

- 3.0 CERTIFICATION OF SECOND INTERIM FINANCIAL STATUS (POSITIVE)

It was moved by Mr. Palacio, seconded by Mr. Richardson, and carried 5-0, to certify the District financial status as (Positive).

4.0 ACKNOWLEDGEMENT OF EDUCATIONAL PARTNERSHIP WITH BOWERS MUSEUM

It was moved by Mr. Richardson, seconded by Mr. Hernández, and carried 5-0, to acknowledge the educational partnership with Bowers Museum.

5.0 AUTHORIZATION TO AWARD A CONTRACT TO CENERGISTIC, INC. FOR ENERGY CONSERVATION SERVICES

It was moved by Mr. Hernández seconded by Mr. Palacio, and carried 4-1, Ms. Iglesias dissenting, to authorize staff to award a contract to Cenergistic, Inc. for energy conservation services.

6.0 ADOPTION OF RESOLUTION NO. 13/14-3007 IN SUPPORT OF ASSEMBLY BILL 1453

It was moved by Mr. Hernández seconded by Mr. Richardson, and carried 5-0, to adopt Resolution No. 13/14-3007 in support of Assembly Bill 1453.

**REVISION OF EXISTING BOARD BYLAWS, POLICIES, AND ADMINISTRATIVE REGULATIONS**

7.0 BOARD POLICY 1330 - USE OF SCHOOL FACILITIES (REVISED: FOR FIRST READING)

Item taken earlier in meeting; no action required.

8.0 ADMINISTRATIVE REGULATION 1330.1 - FACILITIES USE GUIDELINES AND RATE SCHEDULES (REVISED: FOR FIRST READING)

Item taken earlier in meeting; no action required.

**BOARD AND STAFF REPORTS/ACTIVITIES**

Mr. Palacio

- Enjoyed Orange County GRIP Dinner with Senator Walters; great event.
- Looking forward to the Los Amigos meeting tomorrow morning.
- Looking forward to the Annual PTA Recognition Dinner tomorrow night.
- Have heard nothing but good news on the LCAP meetings; well received.
- Thanked staff for the revision on Facility Use; changes are good.

Mr. Richardson

- Looking forward to his participation at Santa Ana High School as Principal for a day on March 21<sup>st</sup>.
- Enjoyed one of the LCAP meetings; complemented staff for the organization of the meetings.

Ms. Iglesias

- Participated in Read Across America at Romero Cruz; great opportunity to read to a 3<sup>rd</sup> grade class.
- Attended the LCAP Community Meeting on Saturday, March 8; parents were engaged and very involved.
- Attended the Annual Parent Conference on Saturday, March 1; was a great event.

Dr. Yamagata-Noji

- Mentioned the WASC visit and reception kickoff at Century High School on Sunday March 23<sup>rd</sup>.
- Announced the Annual Armstrong Foundation Golf Tournament on Monday, April 7<sup>th</sup> at the Fountain Valley Golf Course.
- Announced the upcoming Youth Days at Mt. SAC Relays.
- Attended the Annual Parent Conference; was great.
- Attended an LCAP meeting; appreciates the administrations nimbleness.
- Attended KinderCaminata Program; acknowledged the work of Santa Ana College and the outreach staff.
- Attended the Santiago Elementary School Garden Project sponsored by the American Heart Association; phenomenal event and great activity.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

By a vote of 4-0, the Board took action to approve the recommended non-reelected Probationary I certificated employee, as named in Closed Session, Employee ID# 27772 effective June 20, 2014.

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

**ADJOURNMENT**

There being no further business to come before the Board, Dr. Yamagata-Noji adjourned the meeting at 9:13 p.m. in memory of Bethan Steer, CLAS Teacher at Thorpe Fundamental Elementary School.

The next Regular Meeting will be held on Tuesday, March 25, 2014, at 6:00 p.m.

ATTEST:

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

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - March 11, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENTS</b>					
Addington, Ruth	Teacher	Villa	June 20, 2014		Retirement - 18 years
Araujo, Donna	Teacher	Washington	June 20, 2014		Retirement - 18 years
Armenta, Angelina	Teacher	Saddleback	June 20, 2014		Retirement - 24 years
Bird, Karen	Teacher	Special Education	June 20, 2014		Retirement - 36 years
Brigman, Keith	Teacher	Special Education	June 20, 2014		Retirement - 35 years
Carter, Patricia	Director of ROP	ROP	June 30, 2014		Retirement - 30 years
Cohen, Kysa	Teacher	Seegerstrom	June 20, 2014		Retirement - 25 years
Esparza, Denise	Teacher	Madison	June 20, 2014		Retirement - 40 years
Esquino, Kathleen	Teacher	Monroe	June 20, 2014		Retirement - 29 years
Goddard, Michele	Teacher	Sierra	June 20, 2014		Retirement - 25 years
Gray, Susanne	Teacher	Esqueda	June 20, 2014		Retirement - 18 years
Jebber, Thomas	Teacher	Adams	June 20, 2014		Retirement - 34 years

Mark A. McKinney, Associate Superintendent, Human Resources



**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - March 11, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENTS (Continued)</b>					
Krpan, Marianne	Teacher	Villa	June 20, 2014		Retirement - 15 years
La Rochelle, Billie	Teacher	Spurgeon	June 20, 2014		Retirement - 10 years
Levine, Susan	Speech and Language Pathologist	Speech Department	June 20, 2014		Retirement - 13 years
Mejia, Maria	Teacher	Pio Pico	June 20, 2014		Retirement - 16 years
Moss, Debra	Teacher	Godinez	June 20, 2014		Retirement - 38 years
Neuhaus, Nancy	Teacher	Heninger	June 20, 2014		Retirement - 16 years
Peters, Christopher	Teacher	Taft	June 20, 2014		Retirement - 26 years
Plunkett, Arleen	Teacher	Kennedy	June 20, 2014		Retirement - 20 years
Schmidt, Barbara	Teacher	McFadden	June 20, 2014		Retirement - 27 years
Simms, Judith	Teacher	Diamond	June 20, 2014		Retirement - 15 years
<b>RESIGNATIONS</b>					
Cook, Sarah	Teacher	Segerstrom	February 20, 2014		Moving - 4 years

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - March 11, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RESIGNATIONS (Continued)</b>					
Cornett, Sara	Teacher	Sepulveda	January 29, 2014		Family Responsibilities - 13 years
De Oro, Mariano	Learning Director	Lathrop	February 20, 2014		Moving/Accepted another position - 2 years
Zook, Danny	Teacher	ROP	June 20, 2014		Accepted another position, family responsibilities - 6 years
<b>NEW HIRES/RE-HIRES</b>					
Rodriguez, Jessica A.	Teacher	Lowell	February 25, 2014		New Hire - Temporary 44909
<b>EXTENDED WORK YEAR 2013-14</b>					
Gomez, Maria G.	Assistant Principal	Educational Services K-12	August 14, 2013	January 8, 2014	8 Additional Days
<b>EXTRA DUTY 2013-14</b>					
Martinez-Burke, Gladys	Retired Substitute	Middle College	January 22, 2014	February 7, 2014	Retired Substitute Daily Rate

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - March 11, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>FAMILY CARE AND MEDICAL LEAVE (3 to 20 duty days) - Paid with Benefits</b>					
Aguilar, Monica	Teacher	ROP	February 3, 2014	February 28, 2014	Statutory
Torre De Fuget, Martha	Teacher	Jackson	February 5, 2014	February 21, 2014	Statutory
<b>FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits</b>					
Garcia, Teresa D.	Teacher	Mendez	January 21, 2014	February 23, 2014	Statutory
<b>FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Without Pay with Benefits</b>					
Banuelos, Jeanette	Teacher	McFadden	February 18, 2014	March 28, 2014	Statutory
<b>CALIFORNIA FAMILY RIGHTS ACT (21 duty days or more) - Without Pay with Benefits</b>					
Banuelos, Jeanette	Teacher	McFadden	February 18, 2014	March 28, 2014	Statutory
<b>LEAVE (21 duty days or more) - Without Pay and Without Benefits</b>					
Enniss, Elizabeth	Nurse	Early Childhood Education	February 22, 2014	May 1, 2014	Statutory
<b>GRADE LEVEL LEADERS 2013-14</b>					
Fisher, Teresa		Heroes	2013-14		

Mark A. McKinney, Associate Superintendent, Human Resources

**AGENDA ITEM REQUESTS  
CERTIFICATED  
2013-14**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
APEX Extra Duty	Century	Title I	\$5,000	March 12, 2014
Assets Extra Duty	Century	Assets	\$1,322	March 12, 2014
Certificated Extra Duty/Imagine Learning (Ratification)	Kennedy	CORE	\$400	February 26, 2014
Certificated Extra Duty/Imagine Learning Staff Development (Ratification)	Kennedy	CORE	\$3,500	February 26, 2014
Chapman University: Supervisor Instructor/Clinical Instructor (Ratification)	Special Education	Special Education	\$615	August 22, 2013
Counseling Program Planning (Ratification)	Valley	Gear Up	\$10,000	February 26, 2014
Monitoring Student Achievement	Walker	EIA-SCE	\$360	March 12, 2014

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 11, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RETIREMENTS</b>						
Carrasco, Virginia	Instr. Asst. Sp. Ed.	Fremont	February 17, 2014			40 years, 4 months
Hunt, James	Sr. Groundskeeper	Bldg. Svcs.	June 30, 2014			24 years, 9 months
Leon, Elizabeth	Instr. Asst. Sp. Ed.	Santa Ana	June 19, 2014			26 years, 2 months
Lo, Keopaseut	Head Start Teacher	Child Dev.	June 20, 2014			30 years, 8 months
McKeun, Steven	Storekeeper	Fairview Warehouse	April 28, 2014			33 years, 6 months
Sutton, Frederick	Stage Manager	Segerstrom	June 30, 2014			18 years, 11 months
<b>RESIGNATIONS</b>						
Blancas, Celina	Speech & Lang. Pathology Asst.	Special Ed.	June 14, 2014			Personal 17 years, 6 months
Eriguel, Jennifer	Occupational Therapist	Speech Dept.	June 19, 2014			4 years, 9 months
Harrigan, Echo	SSP Sp. Ed.	Century	February 21, 2014			1 month
Jimenez, Audrey	School Office Asst. Secondary	Mendez	February 28, 2014			Personal - 31 years, 4 months

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 11, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESCIND RESIGNATION</b>						
Nguyen, Hang	SSP Sp. Ed.	McFadden	February 28, 2014			Personal - 2 years, 1 month
<b>39 MONTH REEMPLOYMENT (100 Day Differential Ended)</b>						
Lopez, Jose R.	Facilities Planning Technician	Facilities Dept.	February 19, 2014			
Velazquez, Maria	Fd. Svc. Wkr.	Valley	January 24, 2014			
<b>MILITARY ABSENCE</b>						
Chestmore, Brian	Sch. Police Officer	School Police	February 25, 2014	March 2, 2014		
<b>FAMILY CARE &amp; MEDICAL LEAVE (3 to 20 duty days) - Paid</b>						
Ruiz, Virginia	Registrar Inter.	Carr	February 11, 2014	February 20, 2014		Statutory Leave
<b>FAMILY CARE &amp; MEDICAL LEAVE (21 duty days or more) - Paid</b>						
Hernandez, Alejandro	Custodian	Thorpe	February 25, 2014	April 22, 2014		Statutory Leave

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

**CLASSIFIED PERSONNEL CALENDAR**

Personnel Calendar

Board Meeting - March 11, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>FAMILY CARE &amp; MEDICAL LEAVE (21 duty days or more) - Paid (Correction)</b>						
Rodriguez, Danny	Sch. Police Officer	School Police	March 17, 2014	April 17, 2014		Statutory Leave
<b>EXTENSION OF FAMILY CARE &amp; MEDICAL LEAVE (21 duty days or more) - Paid</b>						
Tran, Hanh	Network Technician	ITC	February 27, 2014	May 5, 2014		Statutory Leave
<b>LEAVE (21 duty days or more) - Without Pay</b>						
Luna, Kathy	Instr. Asst. Sev. Dis.	Mitchell	February 24, 2014	May 9, 2014		Personal
<b>LEAVE (21 duty days or more) - Without Pay (Correction)</b>						
Martinez, Juliana	Instr. Asst. Sev. Dis.	Mitchell	March 3, 2014	May 2, 2014		Personal
<b>PROBATIONARY APPOINTMENTS</b>						
Bazurto, Bobby	Custodian	Bldg. Svcs.	February 18, 2014		23/1 + Diff.	
Bell, Karen	SSP Sp. Ed.	Saddleback	February 25, 2014		19/1	
Carranza, Eric	Custodian	Bldg. Svcs.	February 18, 2014		23/1 + Diff.	
Castro, Julia	Fd. Svc. Wkr. Autism	Nutrition Svcs.	February 22, 2014		11/1	
Hassan Awni, Hiam	Paraprofessional	Mitchell	February 19, 2014		24/1	
Mendoza, Emelda	SSP Sp. Ed.	Godinez	March 3, 2014		19/1	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 11, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>PROBATIONARY APPOINTMENTS (Continuation)</b>						
Tapia, Salvador	Custodian	Bldg. Svcs.	February 24, 2014		23/1 + Diff.	
<b>PROMOTIONAL APPOINTMENT</b>						
Velasco, Albar	Instr. Asst. Computer	Romero Cruz	March 3, 2014		26/2 + Bil.	
<b>REAPPOINTMENT</b>						
Mercer, Sabrina	SSP Sp. Ed.	Garfield	February 18, 2014		19/2	
<b>REASSIGNMENTS</b>						
Hernandez, Francisco	Custodian	Madison	February 24, 2014		23/6 + Diff.	
Herrera-Facusseh, Elias	Custodian	Seegerstrom	February 24, 2014		23/4 + Diff.	
<b>ADJUSTMENT OF WORKING ASSIGNMENTS</b>						
Chavez, Oscar	Fd. Svc. Wkr.	Carr	February 24, 2014		11/1	From 3.5 hours to 6.5 hours
Martinez, Vanessa	Fd. Svc. Wkr.	Nutrition Svcs.	February 24, 2014		11/2	From 3.5 hours to 6.5 hours

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



**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 11, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TEMPORARY ASSIGNMENTS - Out of Class Compensation</b>						
Aguirre, Regina	Registrar Inter.	Carr	February 10, 2014	February 21, 2014	24/3	
Colin, Nancy	Sch. Off. Asst. Sec.	Mendez	February 27, 2014	March 31, 2014	24/6	
Guevarra, Luz	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	January 13, 2014	June 19, 2014	13/6	
Prado, Alejandro	Plant Custodian Inter.	Bldg. Svcs.	February 6, 2014	February 27, 2014	32/1	
Slater, Laurence	Maint. Wkr. I	Bldg. Svcs.	February 18, 2014	March 31, 2014	26/4	
<b>ACTIVITY SUPERVISORS</b>						
Esparza, Marco	Activity Supervisor	Esqueda	February 26, 2014		10/1	
Linares, Patricia	Activity Supervisor	Greenville	February 20, 2014		10/1	
Manzo Mungia, Joel	Activity Supervisor	Century	February 25, 2014		10/1	
Marquez, Ana	Activity Supervisor	Century	February 26, 2014		10/1	
<b>HOURLY APPOINTMENTS</b>						
Gutierrez, Jose	Instr. Provider	Willard	February 18, 2014			
Gutierrez, Maria	Instr. Provider	McFadden	February 21, 2014			
Hulka, Michelle	Instr. Provider	McFadden	February 21, 2014			
<b>SUBSTITUTES</b>						
Cervantes, Libni	SSP Sp. Ed.		February 12, 2014		19/1	
Costa, Tina	Clerical		February 20, 2014		20/1	
Flores, Vincent	Custodian		February 20, 2014		23/1	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 11, 2014**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>SUBSTITUTES (Continuation)</b>						
Guillen, Sandra	SSP Sp. Ed.		February 18, 2014		19/1	
Leal, Elsa	SSP Sp. Ed.		February 18, 2014		19/1	
Rodriguez, Diana	SSP Sp. Ed.		February 18, 2014		19/1	
Rodriguez, Roselia	Clerical		February 12, 2014		20/1	
Zaragoza, Alejandro	Custodian		February 18, 2014		23/1	
<b>EXTRA SERVICE ASSIGNMENT</b>						
Lueras, Johnny	JV & Varsity/ Timekeeper	Segerstrom			\$137.46 stipend for six events	\$22.91 per event
Munoz, Liana	JV & Varsity/ Timekeeper	Segerstrom			\$45.82 stipend for two events	\$22.91 per event

**AGENDA ITEMS REQUESTS  
CLASSIFIED  
2013-14 School Year**

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
Assets Extra Duty	Century High School	ASSETS	\$45	March 12, 2014
Tutors for English Learners (Ratification)	Mendez Fundamental	EIA-LEP	\$3,000	February 26, 2014

SANTA ANA UNIFIED SCHOOL DISTRICT  
 GIFTS RECOMMENDED FOR ACCEPTANCE - March 11, 2014

School:	Gift:	Amount:	Donor:	Used for:
Godinez Fundamental High School		\$1,000	Shea/Ergo Family Trust Walnut Creek	2014 Cheerleader Nationals
March 11, 2014 donations		\$1,000		
2014 Total donations	\$37,819	\$38,819		

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.

DH:lr

**RESOLUTION NO. 13/14-3005**

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

**AUTHORIZATION TO INCREASE STATUTORY SCHOOL FEES IMPOSED ON  
RESIDENTIAL AND COMMERCIAL/INDUSTRIAL CONSTRUCTION PURSUANT  
TO EDUCATION CODE SECTION 17620 AND GOVERNMENT CODE SECTION  
65995**

**WHEREAS**, the Board of Education (“Board”) of the Santa Ana Unified School District (“District”) provides for the educational needs for Grade K-12 students within the City of Santa Ana, City of Irvine, City of Tustin, City of Costa Mesa, City of Newport Beach (“Cities”), and unincorporated portions of the County of Orange (“County”); and

**WHEREAS**, on January 22, 2014, the State Allocation Board authorized an adjustment in the statutory school fee amounts for unified school districts pursuant to Government Code Section 65995(b)(3) to Three and 36/100 Dollars (\$3.36) per square foot for assessable space of residential construction (“Residential Statutory School Fees”), Thirty-Five Cents (\$0.35) per square foot for hotel/motel construction, and Fifty-Four Cents (\$0.54) per square foot of chargeable covered and enclosed space for the other categories of new commercial/industrial construction, (collectively “Statutory School Fees”), as long as such increases are properly justified by the District pursuant to law; and

**WHEREAS**, residential and commercial/industrial construction continues to generate additional students for the District’s schools and the District is required to provide school facilities (“School Facilities”) to accommodate those students; and

**WHEREAS**, overcrowded schools within the District have an impact on the District’s ability to provide an adequate quality education and negatively impact the educational opportunities for the District’s students; and

**WHEREAS**, the District does not have sufficient funds available for the construction or reconstruction of the School Facilities, including acquisition of sites, construction of permanent School Facilities, and acquisition of interim School Facilities, to accommodate students from residential and commercial/industrial construction; and

**WHEREAS**, the Board has received and considered reports entitled, “Residential Development School Fee Justification Study and Commercial/Industrial Development School Fee Justification Study (“Studies”) which include information, documentation, and analysis of the School Facilities needs of the District, including: (a) the purpose of the Statutory School Fees; (b) the use to which the Statutory School Fees are to be put; (c) the nexus (roughly proportional and reasonable relationship) between the residential and commercial/industrial construction and (1) the use for Statutory School Fees, (2) the need for School Facilities, (3) the cost of School Facilities and the amount of Statutory School Fees from residential and commercial/industrial construction; (d) a determination of the impact of the increased number of employees anticipated to result from the commercial/industrial construction (by category) upon the cost of providing School Facilities within the District; (e) an evaluation and projection of the

49 number of students that will be generated by residential construction; (f) the School Facilities  
50 that will be required to serve such students; and (g) the cost of such School Facilities; and  
51

52 **WHEREAS**, the Studies pertaining to the Statutory School Fees and to the capital  
53 facilities needs of the District has been available to the public for at least ten (10) days before the  
54 Board considered at a regularly scheduled public meeting the increase in the Statutory School  
55 Fees; and  
56

57 **WHEREAS**, all notices of the proposed increase in the Statutory School Fees have been  
58 given in accordance with applicable law; and  
59

60 **WHEREAS**, a public hearing was duly held at a regularly scheduled meeting of the  
61 Board relating to the proposed increase in the Statutory School Fees on March 11, 2014; and  
62

63 **WHEREAS**, as to the Statutory School Fees, Education Code Section 17621 provides  
64 that the adoption, increase or imposition of any fee, charge, dedication, or other requirement,  
65 pursuant to Education Code Section 17620 shall not be subject to the California Environmental  
66 Quality Act, Division 13 (commencing with Section 21000) of the Public Resources Code.  
67

68 **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF**  
69 **THE SANTA ANA UNIFIED SCHOOL DISTRICT AS FOLLOWS:**  
70

71 **Section 1.** That the Board accepts and adopts the Studies.  
72

73 **Section 2.** That the Board finds that the purpose of the Statutory School Fees  
74 imposed upon residential construction are to fund the additional School Facilities required to  
75 serve the students generated by the residential construction upon which the Statutory School  
76 Fees are imposed.  
77

78 **Section 3.** That the Board finds that the Statutory School Fees imposed on residential  
79 construction will be used only to finance those School Facilities described in the Studies and  
80 related documents, and that these School Facilities are required to serve the students generated  
81 by the residential construction within the District; and that the use of the Statutory School Fees  
82 will include construction or acquisition of additional School Facilities, remodeling existing  
83 School Facilities to add additional classrooms, and technology, and acquiring and installing  
84 additional portable classrooms and related School Facilities, with the specific location of new  
85 schools, remodeling of existing School Facilities, and additional portables to be determined  
86 based on the residence of the students being generated by such residential construction, as well  
87 as any required central administrative and support facilities, within the District.  
88

89 **Section 4.** That the Board finds that there is a roughly proportional, reasonable  
90 relationship between the use of the Statutory School Fees and the residential construction within  
91 the District because the Statutory School Fees imposed on residential construction by this  
92 Resolution will be used to fund School Facilities that will be used to serve the students generated  
93 by such residential construction.  
94

95 **Section 5.** That the Board finds that there is a roughly proportional, reasonable  
96 relationship between the residential construction upon which the Statutory School Fees are  
97 imposed, and the need for additional School Facilities in the District because new students will

98 | be generated from residential construction within the District and the District does not have  
99 | student capacity in the existing School Facilities to accommodate these students.

100 |  
101 |       **Section 6.**     That the Board finds that the amount of the Statutory School Fees imposed  
102 | on residential construction as set forth in this Resolution is roughly proportional and reasonably  
103 | related to, and does not exceed the cost of, providing the School Facilities required to serve the  
104 | students generated by such residential construction within the District.

105 |  
106 |       **Section 7.**     That the Board finds that the purpose of the Statutory School Fees  
107 | imposed on new commercial/industrial construction is to fund the additional School Facilities  
108 | required to serve the students generated by the new commercial/industrial construction upon  
109 | which the Commercial/Industrial Fees are imposed.

110 |  
111 |       **Section 8.**     That the Board finds that the Statutory School Fees imposed on new  
112 | commercial/industrial construction (by category) will be used only to finance those School  
113 | Facilities described in the Studies and related documents and that these School Facilities are  
114 | required to serve the students generated by such new commercial/industrial construction; and  
115 | that the use of the Statutory School Fees will include construction or acquisition of additional  
116 | School Facilities, remodeling existing School Facilities to add additional classrooms and  
117 | technology, and acquiring and installing additional portable classrooms and related facilities,  
118 | with the specific location of new schools, remodeling of existing School Facilities, and  
119 | additional portables to be determined based on the residence of the students being generated by  
120 | such new commercial/ industrial construction, as well as any required central administrative and  
121 | support facilities within the District.

122 |  
123 |       **Section 9.**     That the Board finds that there is a roughly proportional, reasonable  
124 | relationship between the use of the Statutory School Fees and new commercial/industrial  
125 | construction by category within the District because the Statutory School Fees imposed on  
126 | commercial/industrial construction by this Resolution will be used to fund School Facilities  
127 | which will be used to serve the students generated by such new commercial/industrial  
128 | construction.

129 |  
130 |       **Section 10.**    That the Board finds that there is a roughly proportional, reasonable  
131 | relationship between the new commercial/industrial construction by category, upon which the  
132 | Statutory School Fees are imposed, and the need for additional School Facilities in the District  
133 | because new students will be generated from new commercial/industrial construction within the  
134 | District and the District does not have student capacity in the existing School Facilities to  
135 | accommodate these students.

136 |  
137 |       **Section 11.**    That the Board finds that the amount of the Statutory School Fees imposed  
138 | on new commercial/industrial construction by category as set forth in this Resolution is roughly  
139 | proportional and reasonably related to and does not exceed the cost of providing the School  
140 | Facilities required to serve the students generated by such new commercial/industrial  
141 | construction within the District.

142 |  
143 |       **Section 12.**    That the Board finds that a separate fund ("Fund") of the District and two  
144 | or more sub-funds ("Sub-Funds") have been created or are authorized to be established for all  
145 | monies received by the District for the deposit of Statutory School Fees and mitigation payments  
146 | ("Mitigation Payments") imposed on construction within the District and that said Fund and Sub-

147 Funds at all times have been separately maintained, except for temporary investments, with other  
 148 funds of the District as authorized by law.

149  
 150 **Section 13.** That the Board finds that the monies of the separate Fund or the separate  
 151 Sub-Funds described in Section 12, consisting of the proceeds of Statutory School Fees and  
 152 Mitigation Payments have been imposed for the purposes of constructing and reconstructing  
 153 those School Facilities necessitated by residential and/or commercial/industrial construction, and  
 154 thus, these monies may be expended for all those purposes permitted by applicable law. The  
 155 Statutory School Fees may also be expended by the District for the costs of performing any study  
 156 or otherwise making the findings and determinations required under subdivisions (a), (b), and (d)  
 157 of Section 66001 of the Government Code. In addition, the District may also retain, as  
 158 appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected  
 159 in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the  
 160 administrative costs incurred by the District in collecting the Statutory School Fees.

161  
 162 **Section 14.** That the Board hereby increases the Statutory School Fees as a condition  
 163 of approval of residential development projects and imposes the Statutory School Fees on such  
 164 development projects in the following amounts:

165  
 166 a. Three and 36/100 Dollars (\$3.36) per square foot of assessable space for new  
 167 residential construction, including residential projects, manufactured homes and mobile homes as  
 168 authorized under Education Code Section 17625, and including residential construction or  
 169 reconstruction other than new construction where such construction or reconstruction results in  
 170 an increase of assessable space, as defined in Government Code Section 65995, in excess of five  
 171 hundred (500) square feet.

172  
 173 b. Fifty-Four Cents (\$0.54) per square foot of assessable space, for new residential  
 174 construction used exclusively for the housing of senior citizens, as described in Section 51.3 of  
 175 the Civil Code or as described in subdivision (k) of Section 1596.2 of the Health and Safety  
 176 Code or a multi level facility as described in paragraph 9 of subdivision (d) of Government Code  
 177 Section 15432 or any mobile home or manufactured home that is located within a mobile home  
 178 park, subdivision, cooperative or condominium for mobile homes limited to older persons as  
 179 defined by the Federal Fair Housing Amendments of 1988.

180  
 181 **Section 15.** That this Board hereby increases the Statutory School Fees as a condition  
 182 of approval of new commercial/industrial construction projects and levies the Statutory School  
 183 Fees on such development projects in the following amounts per square foot of chargeable  
 184 covered and enclosed space for the following categories of commercial/industrial construction:

185

186	Retail and Services:	Fifty-Four Cents (\$0.54)
187	Office	Fifty-Four Cents (\$0.54)
188	Research and Development	Fifty-Four Cents (\$0.54)
189	Industrial/Warehouse/Manufacturing	Fifty-Four Cents (\$0.54)
190	Hospitals	Fifty-Four Cents (\$0.54)
191	Hotel/Motel	Thirty-Five Cents (\$0.35)

192  
 193  
 194



195        **Section 16.** That the proceeds of the Statutory School Fees increased and established  
196 pursuant to this Resolution shall continue to be deposited into those Sub-Funds of the Funds  
197 identified in Section 12 of this Resolution, the proceeds of which shall be used exclusively for  
198 the purpose for which the Statutory School Fees are to be collected, including, as to Statutory  
199 School Fees, accomplishing any study, findings or determinations required by subdivisions (a),  
200 (b) and (d) of Section 66001 of the Government Code, or retaining an amount not to exceed in  
201 any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education  
202 Code Section 17620 for reimbursement of the administrative costs incurred by the District in  
203 collecting the Statutory School Fees or in financing the described Studies or in defending the  
204 imposition of Statutory School Fees.  
205

206        **Section 17.** That the District's Superintendent, or designee, is directed to cause a copy  
207 of this Resolution to be delivered to the building officials of the City and the County along with a  
208 copy of all the supporting documentation referenced herein and a map of the District clearly  
209 indicating the boundaries thereof, advising the City and the County that residential and  
210 commercial/ industrial construction is subject to the Statutory School Fees increased pursuant to  
211 this Resolution and requesting that no building permit or approval for occupancy be issued by  
212 any of these entities for any residential development project, mobile home or manufactured home  
213 subject to the Statutory School Fees absent a certification of compliance ("Certificate of  
214 Compliance") from the District demonstrating compliance of such project with the requirements  
215 of the Statutory School Fees, nor that any building permit be issued for any nonresidential  
216 construction absent a certification from this District of compliance with the requirements of the  
217 applicable Statutory School Fees.  
218

219        **Section 18.** That the Board hereby adopts and establishes the procedures that permit  
220 the party against whom the Commercial/Industrial Fees are imposed the opportunity for a  
221 hearing to appeal that imposition of Commercial/Industrial Fees for commercial/industrial  
222 construction as stated in Education Code Section 17621 and Government Code Section 66020  
223 and 66021.  
224

225        **Section 19.** That the Superintendent is authorized to cause a Certificate of Compliance  
226 to be issued for each development project, mobile home and manufactured home for which there  
227 is compliance with the requirement for payment of the Statutory School Fees in the amounts  
228 specified by this Resolution. In the event a Certificate of Compliance is issued for the payment  
229 of Statutory School Fees for a development project, mobile home or manufactured home and it is  
230 later determined that the statement or other representation made by an authorized party  
231 concerning the development project as to square footage is untrue or in the event the zoning is  
232 declared invalid, then such Certificate of Compliance shall automatically terminate, and the  
233 appropriate City or County shall be so notified.  
234

235        **Section 20.** That no statement or provision set forth in this Resolution, or referred to  
236 therein shall be construed to repeal any preexisting fee or mitigation amount previously imposed  
237 by the District on any residential or nonresidential construction. Notwithstanding the preceding,  
238 if the District adopts alternative school facilities fees for residential construction pursuant to  
239 Government Code Sections 65995.5, 65995.6 and/or 65995.7 ("Alternative School Facilities  
240 Fees"), the District is hereby authorized to collect the Alternative School Facilities Fees in lieu of  
241 the Statutory School Fee with respect to residential construction. If the Alternative School  
242 Facilities Fees should lapse or be terminated, then the Statutory School Fees shall be collected  
243 for residential construction at the amount set forth in this Resolution.

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**Section 21.** That if any portion or provision hereof is held invalid, the remainder hereof is intended to be and shall remain valid.


**Section 22.** That the increase in the District's Statutory School Fees will become effective sixty (60) days from the date of this Resolution unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Board.

PASSED AND ADOPTED, by the Governing Board on March 11, 2014 upon motion of member Richardson and duly seconded, the foregoing Resolution was adopted by the following vote:


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

STATE OF CALIFORNIA)  
) ss:  
COUNTY OF Orange)

I, Audrey Yamagata-Noji, Ph.D., President of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 11<sup>th</sup> day of March, 2014 and passed by a vote of 4-0 of said Board.

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

I, Rob Richardson, Clerk of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the 11<sup>th</sup> day of March, 2014, and passed by a vote of 4-0 of said Board.

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



1 WHEREAS, the two State Veterans Cemeteries are distant from Orange County; the  
2 Northern California State Veterans Cemetery is located in near Redding in Igo,  
3 California, and the Central Coast State Veterans Cemetery will be located in  
4 Monterey, California; and

5  
6 WHEREAS, Assembly Bill 1453 is pending in the California State Legislature,  
7 directing the California Department of Veterans Affairs, to develop a master plan  
8 for a State-owned and operated Southern California Veterans Cemetery to be located  
9 in Orange County; and

10  
11 NOW, THEREFORE, BE IT RESOLVED THAT, the Santa Ana Unified School District Board of  
12 Education supports and urges that the California State Legislature adopts and  
13 enacts CALIFORNIA ASSEMBLY BILL 1453 WHICH ESTABLISHES A SOUTHERN CALIFORNIA STATE  
14 VETERANS CEMETERY

15  
16 BE IT FURTHER RESOLVED THAT, the Santa Ana Unified School District Board of  
17 Education is directed to send this resolution to the Governor of the State of  
18 California; the Senate President pro Tem and Senate Minority Leader of the  
19 California State Senate; the Speaker and Minority Leader of the California State  
20 Assembly; Members of the Orange County Congressional Delegation; Members of the  
21 Orange County State Legislative Delegation and the Members of the Orange County  
22 Board of Supervisors.

23  
24 Upon motion of Member José Hernández and duly seconded, the foregoing  
25 Resolution was adopted by the following vote:

26 AYES: Audrey Yamagata-Noji, José A. Hernández, Rob Richardson, John Palacio  
And Cecilia Iglesias

27 NOES:

28 ABSENT:

29 STATE OF CALIFORNIA )

1 )SS.

2 COUNTY OF ORANGE )

3  
4 THE FOREGOING RESOLUTION is approved and adopted by the Santa Ana Board of  
5 Education this 11<sup>th</sup> day of March, 2014, by the following roll call vote:

6  
7 I, Rick Miller, Secretary of the Board of Education of the Santa Ana Unified  
8 School District of Orange County, California, hereby certify that the above and  
9 foregoing Resolution was duly adopted by the said Board at a regular board meeting  
10 thereof held on the 11th day of March, 2014, and passed by a vote of 5-0 of  
11 said Board.

12 IN WITNESS WHEREOF, I have hereunto set my hand this 11 day of March, 2014.

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15 Richard Miller, Ph.D.  
16 Secretary to the Board of Education  
17 Santa Ana Unified School District

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Orange County Department of Education Second Quarter Site Review Report on Williams Settlement Legislation for Fiscal Year 2013-14

**ITEM:** Consent

**SUBMITTED BY:** David Haglund, Ed.D., Deputy Superintendent, Educational Services

**PREPARED BY:** David Haglund, Ed.D., Deputy Superintendent, Educational Services

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board the results of the Orange County Department of Education's (OCDE) second quarter site review report for fiscal year 2013-14, pursuant to the Williams Settlement Legislation, as required by Education Code Section 1240(2)(H). To ensure compliance, the OCDE is charged with the responsibility to conduct site reviews at deciles 1-3 schools.

**RATIONALE:**

School districts are required to report to the Board the overall findings for deciles 1-3 schools at a regularly scheduled meeting both quarterly and annual reports provided by the OCDE, pursuant to Williams Settlement Legislation.

The OCDE has reviewed and completed the 2013-14 second quarter site review of schools in deciles 1-3. There were 19 school site reviews conducted with respect to the safety, cleanliness, and adequacy of school facilities. No deficiencies were reported.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Presented for information.

## 2013-14 Orange County Department of Education Second Quarter Site Review Report

### EXECUTIVE SUMMARY

Pursuant to the Williams Legislation, quarterly inspections at deciles 1-3 and QEIA schools are conducted.

The Williams Legislation Second Quarter Site Review Report for the 2013-14 school year is as follows:

- **Facilities**  
(Reviews were conducted October 31 – November 19, 2013)  
Nineteen schools were evaluated. No deficiencies were reported.



**Williams Settlement Legislation  
Santa Ana Unified School District  
Second Quarter Site Review Report  
Fiscal Year 2013-2014**

Prepared by the Orange County Department of Education

This report summarizes the results of Williams site reviews at decile 1 - 3 schools conducted from October 31 – November 19, 2013.

**FACILITIES**

All schools were reviewed with respect to the safety, cleanliness, and adequacy of school facilities. No deficiencies were reported.

School Site	Review Date	Room/Area	Facility Conditions Identified
Carver Elementary	November 5, 2013		NONE
Century High	November 14, 2013		NONE
Davis Elementary	October 31, 2013		NONE
Garfield Elementary	November 5, 2013		NONE
Heroes Elementary	November 5, 2013		NONE
Hoover Elementary	October 31, 2013		NONE
Kennedy Elementary	November 14, 2013		NONE
Lathrop Intermediate	November 19, 2013		NONE
Lincoln Elementary	November 7, 2013		NONE
Lowell Elementary	November 19, 2013		NONE
Pio Pico Elementary	November 19, 2013		NONE
Roosevelt Elementary	November 14, 2013		NONE
Santa Ana High	November 19, 2013		NONE
Sierra Prep	October 31, 2013		NONE
Spurgeon Intermediate	November 7, 2013		NONE
Valley High	November 7, 2013		NONE





**Williams Settlement Legislation  
 Santa Ana Unified School District  
 Second Quarter Site Review Report  
 Fiscal Year 2013-2014**

Prepared by the Orange County Department of Education

**FACILITIES Continued**

School Site	Review Date	Room/Area	Facility Conditions Identified
Walker Elementary	November 14, 2013		NONE
Willard Intermediate	November 5, 2013		NONE
Wilson Elementary	November 5, 2013		NONE

Respectfully submitted,

  
 Nicole Savio Newfield  
 Administrator, School and Community Services

1/31/14  
 Date

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **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**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Dawn Miller, Assistant Superintendent, Secondary Education**

**PREPARED BY:**   **Dawn Miller, Assistant Superintendent, Secondary Education**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of extended field trip(s) for the school(s) listed.

**RATIONALE:**

The Board recognizes that school-sponsored trips are important components of student development. In addition to supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help students relate school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips. All trips involving out-of-state or overnight travel shall require prior approval of the Board. Approval is contingent upon national and international safety and security at the time of the trip.

Board Policy (BP) 6153 and Administrative Regulation (AR) 6153.1 require a parent waiver for school-sponsored trips. Trained staff will be employed by the hosting organization and will provide 24-hour supervision to the students. Parents have given permission for students to attend the trip under this provision. No eligible student will be denied the opportunity to attend.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the extended field trip(s) in accordance with Board Policy (BP) 6153 – School-Sponsored Trips and Administrative Regulation (AR) 6153.1 – Extended School-Sponsored Trips.

  
DM:sz

SANTA ANA UNIFIED SCHOOL DISTRICT - EXTENDED FIELD TRIPS  
RECOMMENDED FOR APPROVAL - March 25, 2014

Date:	Schools/Location:	Funding and Cost:	Student (s):	Staff and Chaperone:
March 19-22, 2014 (Wednesday - Saturday)  Ratification	Godinez Fundamental SCVA All State Honor Choir Sheraton Grand Sacramento Sacramento, CA	\$630.00 per student (s) (cost paid by ASB honor choir)	5	1
March 27-31, 2014 (Thursday - Monday)	Santa Ana High School National Girls Wrestling Championships Oklahoma City University Oklahoma City, OK	\$647.39 per student (s) (cost paid by ASB wrestling)	1	2
April 4-10, 2014 (Friday - Thursday)	Santa Ana High School NJROTC Educational Orienteering Hickam Air Force Base at Pearl Harbor Oahu, Hawaii	\$470.00 per student (s) (cost paid by fundraising and NJROTC)	50	7

***Funding and costs for participation in educational activities related to field trips are in compliance with the ACLU settlement.***

## **Agenda Item Backup Sheet**

- ITEM:** Request of extended field trip for the SCVA (Southern California Vocal Association) All State Honor Choir. Godinez Fundamental High School is requesting for students to participate on the extended field trip in Sacramento, CA on March 19-22, 2014.
- OVERVIEW:** Godinez Fundamental is requesting 5 students and 1 adult (certificated) to go to Sacramento and have the students perform music at the SCVA All State Honor Choir.
- RATIONALE:** Godinez Fundamental students will get an opportunity to perform music with a special guest conductor and perform with other talented musicians from all over California. This field trip will help fulfill the State Performing Arts Standards.
- PARTICIPANTS:** 5 students and 1 adult (1 certificated: Jeanette McMahon).
- COSTS:** \$630.00 - To include lodging, meals, and mileage for auto
- FUNDING:** ASB honor choir
- RECOMMENDATION:** Approve the request of the extended field trip for 5 students and 1 adult to go to Sacramento to participate in the SCVA All State Honor Choir on March 19-22, 2014.

## **Agenda Item Backup Sheet**

<b><u>ITEM:</u></b>	Request of extended field trip for National Girls Wrestling Championships. Santa Ana High School is requesting a student from the girls wrestling team to participate on an extended field trip in Oklahoma City, Oklahoma on March 27-31, 2014.
<b><u>OVERVIEW:</u></b>	Santa Ana High School is requesting 1 student and 2 adults (1 certificated and 1 female classified walk-on coach) to go to Oklahoma City, Oklahoma to compete in the National Girls Wrestling Championships at Oklahoma City University.
<b><u>RATIONALE:</u></b>	1 female varsity Santa Ana High School wrestling member qualified to compete in the National Girls Wrestling Championships in Oklahoma City, Oklahoma.
<b><u>PARTICIPANTS:</u></b>	1 student and 2 adults (1 certificated and 1 female classified walk-on coach)
<b><u>COSTS:</u></b>	\$647.39 - To include lodging, meals, and mileage for auto
<b><u>FUNDING:</u></b>	ASB wrestling
<b><u>RECOMMENDATION:</u></b>	Approve the request of the extended field trip for 1 student and 2 adults to go to Oklahoma City, Oklahoma to compete in the National Girls Wrestling Championships on March 27-31, 2014.

## **Agenda Item Backup Sheet**

- ITEM:** Request of extended field trip for the Santa Ana High School NJROTC cadets. Santa Ana High School is requesting NJROTC cadets participate on an extended field trip to Hickam Air Force Base at Pearl Harbor in Oahu, Hawaii on April 4-10, 2014.
- OVERVIEW:** Santa Ana High School is requesting 50 NJROTC cadet students and 7 adults (2 certificated and 5 classified) to go to Hickam Air Force Base at Pearl Harbor for an educational field trip.
- RATIONALE:** The NJROTC cadets will have a chance to fly on a U.S. Navy aircraft, visit the U.S. Naval Station Pearl Harbor, visit other various military installations (USS Arizona memorial, USS Missouri, etc.), and military museums. Cadets will be staying in military barracks located on Hickam Air Force Base.
- PARTICIPANTS:** 50 NJROTC cadets and 7 adults (2 certificated and 5 classified).
- COSTS:** \$470.00 - To include lodging, meals, and mileage
- FUNDING:** Fundraising and NJROTC
- RECOMMENDATION:** Approve the request of the extended field trip for 50 NJROTC cadets and 7 adults to go to Hickam Air Force Base at Pearl Harbor in Oahu, Hawaii on April 4-10, 2014.

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Approval of Memorandum of Understanding between College Board and Santa Ana Unified School District for 2014-19 School Years**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Dawn Miller, Assistant Superintendent, Secondary Education**

**PREPARED BY:**   **Terri Verhaegen, Program Specialist, Secondary Education**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the MOU (Memorandum of Understanding) between the College Board and the Santa Ana Unified School District for the 2014-19 school years. This MOU supports a variety of activities, which aim to support the implementation of new, successful AP (Advanced Placement) courses.

**RATIONALE:**

To expand access to the AP Program for low-income students, the College Board, through a \$1.2 million grant from MSDF (Michael & Susan Dell Foundation), is launching the AP Opportunity program. This initiative will enable over 80 schools across the nation to start 150 new AP courses in, ultimately enrolling 9,000 students, during the 2014-19 academic school years.

The College Board and the District will work together to achieve the objectives and goals of this program, which will address the following areas:

- Increase teacher capacity for AP courses and provide those teachers with professional development.
- Increase participation in AP courses.
- Establish processes for identifying students with strong potential to be successful in AP.
- Create awareness of AP courses among students to encourage enrollment
- Encourage all students to strive for high AP achievement and take advantage of opportunities for additional support (e.g., tutoring, study sessions).
- Encourage all students to take the AP Exam at the culmination of the course.
- Ensure all low-income students are taking advantage of available federal funding for their AP Exams.
- Engage in an evaluation of this program to determine lessons learned and to shape the program for the future.

**FUNDING:**

Michael & Susan Dell Foundation: \$12,000

**RECOMMENDATION:**

Approve the Memorandum of Understanding between the College Board and the Santa Ana Unified School District for the 2014-19 school years.

DM:sz



**Memorandum of Understanding  
Between the College Board  
And  
Santa Ana Unified School District  
("District/School").**

**I. This Memorandum of Understanding ("MOU")** is entered into on March 26, 2014 ("date") by the College Board, a New York not-for-profit corporation, and **Santa Ana Unified School District** ("District/School"). The purpose of this MOU is to detail the shared expectations, responsibilities, and commitments between the College Board and District/School with regard to establishing and supporting the AP Opportunity program.

This MOU supports a variety of activities, which aim to support the implementation of new, successful AP courses. Based on qualifying criteria established by the donor (The Michael & Susan Dell Foundation) in collaboration with the College Board, the schools indicated in Attachment A are eligible to participate in this program ("Participating Schools").

**II. Background**

All students who are academically ready for the rigor of the Advanced Placement Program (AP)—no matter their location, background, or socioeconomic status—have the right to fulfill that potential. Although the number of low-income students participating in AP has grown steadily over the last decade, there are still thousands of low-income students who are solidly prepared for the rigors of AP, but lack access to these courses.

To expand access to the AP Program for low-income students, the College Board, through a \$1.2 million grant from the Michael & Susan Dell Foundation (MSDF) is launching the AP Opportunity program. This initiative will enable over 80 schools across the nation to start 150 new AP courses in, ultimately enrolling 9,000 students, during the 2014-2017 academic school years.

**III. Criteria to Qualify**

Schools must meet the following criteria in order to participate in this initiative. A data-driven criteria was used to develop a list of schools which allows this program to focus its funding on schools with the most unmet student potential and need

- A) Must be **public high schools** in the U.S.
- B) The school **serves large numbers of low-income students**; 70% or higher of students qualify for free and reduced-price lunch.
- C) The school has **ten or more students with high potential** to be successful in college-level AP courses that were not offered at the high school in the 2012-13 academic year. *AP potential is indicated by their scores on the 2012 PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test). For this criterion, high AP potential is defined as a 60 percent or higher likelihood of scoring a 3, 4, or 5 on the AP Exam.*

**IV. Collaborative Objectives and Acknowledgements**

District/School and the College Board will work together to achieve the stated objectives of this program to meet their specific school(s) circumstances. The goals and objectives shall address the following key areas:

- A. Increase teacher capacity to offer AP courses at the school. Provide professional development (PD) for teachers to enable them to successfully teach AP courses that are new to the school;

- B. Increase participation in AP courses;
- C. Establish processes for identifying students with strong potential to be successful in AP using the AP Potential™ Web-based tool, reports generated from PSAT/NMSQT data and other data available at the school (e.g. GPA, prerequisite courses, etc.).
- D. Support communications to create awareness of AP courses among students and to encourage enrollment,
- E. Encourage all students to strive for high AP achievement and to take advantage of opportunities for additional support that might be available at the school (e.g., tutoring, study sessions);
- F. Encourage all students to take the AP Exam at the culmination of the course;
- G. Ensure low-income students are taking advantage of available federal funding for their AP Exams; and
- H. Engage in an evaluation of this program to determine lessons learned and to shape the program for the future.

The College Board will evaluate the extent to which the goals and objectives are achieved following the implementation of the new AP courses.

## V. Responsibilities of the Parties

### A. College Board Responsibilities

1. To explain the AP Opportunity program, provide support in planning the program implementation for the District and provide an email box to answer questions as they arise; to manage webinars and face-to-face orientation sessions.
2. To manage the program to give each participating school the opportunity to fully receive the core benefits of the program.
3. To coordinate the registration for each teacher identified by the District as indicated in Attachment A to attend one 2014 AP Summer Institute. Part of the grant will be used to directly fund teacher participation in the 2014 AP Summer Institute.
4. To distribute DonorsChoose.org gift cards to teacher(s) to purchase textbooks and classroom materials. The teacher(s) will receive gift cards for AP courses in the amounts set forth in Attachment B based on the subject matter of the course.
5. To distribute DonorsChoose.org gift cards to participating teachers in years 2 and 3 for 25% of the amounts set forth in Attachment B based on the subject matter of the course to fund replacement materials.

District/School acknowledges and agrees that the College Board's obligation to fulfill the aforementioned obligations is subject to DonorsChoose.org's continued participation in the AP Opportunity program, receipt of AP Opportunity program funds and distribution of such funds to Participating Schools and teachers as prescribed under this MOU and the AP Opportunity program.

### B. School/District Responsibilities

It is the responsibility of District to implement the strategies and tools so as to achieve the goals of this project.

- A. To receive the resources to start up a new AP course(s) and for the teacher(s) to attend professional development, District/School shall:
  1. Identify one or more new AP courses for which they have 10 or more students with a 60 percent likelihood of success (earning a 3, 4, or 5) by using AP Potential™. AP Potential is a research-driven, free Web-based tool that is included with the College Board's PSAT/NMSQT test. AP Potential will

enable a school/district to: i) Identify students likely to succeed on AP Exams; ii) Improve access to AP; iii) Analyze data and PSAT/NMSQT scores; iv) Ensure that no student with the potential to succeed in AP is overlooked; and v) Help make determinations as to which AP courses to offer at your school. Student data from the October 2013 PSAT/NMSQT exams can be accessed using AP Potential.

2. Commit to start up one or more new AP course(s) for students to begin taking in fall 2014, from the possibilities identified with the AP Potential tool. The new AP courses that can be funded through this AP Opportunity program are (Biology, Chemistry, Environmental Science, Physics 1 and 2, Physics C: Electricity and Magnetism, Physics C: Mechanics, Calculus AB, Calculus BC, Computer Science A, Statistics, English Language and Composition, English Literature and Composition, U.S. Government and Politics, Macroeconomics, Microeconomics, and United States History). The school must offer the new AP course(s) for three consecutive years with a minimum of 10 students per new class. List the new AP courses to be added, based on the AP Potential data from the October 2013 PSAT/NMSQT administration, in Attachment A;
3. Develop and implement a plan to offer the new AP courses in the subject(s) the school has listed in Attachment A;
4. The school administration will send a letter to all identified students with 60 percent or higher AP potential inviting them to enroll in AP course(s). In addition, the school will establish an overall enrollment policy that meets the needs of that school;
5. Identify teachers in Attachment A (“Participating AP STEM Teachers”) who will commit to:
  - i. Hold an information session at the school to create awareness of the new AP course(s) identified in Attachment A and existing AP courses among students and to recruit students to enroll;
  - ii. Participate in a 2014 AP Summer Institute for their specific AP content area; teachers must submit a letter of commitment and register for the AP Summer Institute by April 15, 2014, to receive full tuition paid for by the College Board;
  - iii. Use the “How to Start an AP Course checklist” provided by the College Board to define the textbook and materials that will be needed for that AP course;
  - iv. Register for DonorsChoose.org and describe a project on the website, on which they can request the textbooks, supplies, and lab materials needed to start their course. Teachers will use a DonorsChoose.org gift card to fund their project; materials will be shipped directly to the school; no cash will be exchanged;
  - v. Teach the AP course(s) as identified in Attachment A starting in fall 2014; and
  - vi. Submit a syllabus for the new course(s) to AP Course Audit as required by the College Board’s AP Program;
7. Encourage students to participate fully in AP, take advantage of tutoring and support that might be available, take the AP Exam, and take advantage of federal funding for the exam for low-income students.
8. Fill out a survey to provide feedback on the AP Access program as part of the evaluation; and
9. Execute (or cause to be executed) any standard agreements or other documentation required to be executed in the normal course of business by other schools using AP, PSAT/NMSQT, and any other College Board programs and services referenced hereunder supplied to District separately.

**VI. Term and Termination**

**A. Term.** For schools that begin new AP courses in fall 2014, the term of this MOU will be April 1, 2014—December 31, 2019 (“Initial Term”). This covers time in 2014 for planning, teacher professional development, three years of offering the new AP courses, and an additional two years of evaluation using student and teacher data that is available to the College Board.

**B. Termination.** Each party may terminate this MOU, either with respect to the District as a whole or with respect to a Participating School upon thirty (30) days written notice to the other party: (i) upon a material breach by either party of any of its agreements, obligations, representations, warranties or undertakings contained in this MOU; or (ii) upon DonorsChoose.org’s failure to use and apply AP Opportunity program Grant funds to Participating Schools as prescribed under this MOU.

If the school makes a decision to discontinue the new AP course following the initial year due to circumstances within the school’s control (e.g. not due to teacher layoffs, teacher death, etc.), the school will be responsible for returning the cost of the AP Summer Institute to the Michael & Susan Dell Foundation (MSDF).

**C. Parties’ Obligations After Termination.** Upon termination: Representatives from each party will meet to discuss whether the Participating Schools will continue to receive program resources and free AP professional development in the event that the parties agree to continue this collaboration following the Initial Term, the parties will enter into a separate Agreement setting forth the respective obligations of the parties to one another.

## VII. Points of Contact

All notices or other communications under this MOU shall be made to the parties at their respective addresses or such other addresses as may be later designated by such party to the other in writing:

## VIII. Intellectual Property

District agrees and acknowledges that all intellectual property provided under or pertaining to the MOU, including, but not limited to, the AP Exam, PSAT/NMSQT and AP Potential, and any College Board publications, College Board website(s), CD-ROMS, videos, examinations and all items contained therein, including all copies thereof, all data and any parts thereof, all copyrights, trademarks, trade secrets, patents, and other similar proprietary rights are the sole and exclusive property of the College Board. Nothing in this Agreement should be interpreted to indicate that the College Board is passing its proprietary rights in and to the College Board intellectual property to the District.

## IX. Limitation of Liability

In no event shall either party, their affiliates or their subcontractors be liable for any special, incidental, indirect, consequential, exemplary or punitive damages (including, but not limited to, any damages for loss of profits or savings, loss of use, business interruption or the like) resulting from or in any way related to this MOU from any cause or causes, even if such party has been advised of the possibility of such damages.

**X. Miscellaneous Provisions**

**A. Waiver.** No provision of this MOU, or any breach of any provision of this MOU, may be waived unless the waiver has been expressly declared or recognized as a waiver in writing. No waiver of any breach of any provision of this MOU shall operate as a waiver of any other provision of this MOU or as a waiver of any subsequent breaches of the same or any provision of this MOU.

**B. Mutual Cooperation.** The College Board and District/School will cooperate with each other, reasonably and in good faith, for the purposes of facilitating the performance of their respective obligations and undertakings hereunder and to further the mission of the AP Opportunity program.

**C. No Third Party Rights.** Nothing contained in this MOU, express or implied, establishes or creates any right in or remedy of, or any duty or obligation to, any third party.

**D. Severability.** In case any provision contained in this MOU shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, such provision shall not affect any other provision of this MOU, and this MOU shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included.

**E. Entire Agreement.** This MOU supersedes any prior oral and written proposals and communications between the College Board and District/School related to the AP Opportunity program. This MOU may not be modified unless in writing and signed by both parties hereto.

**F. Counterparts.** This MOU may be executed in counterparts, each of which shall be deemed an original, and both of which taken together shall constitute one and the same document.

**Agreed upon this day March 26, 2014**

**THE COLLEGE BOARD**

By: 

Trevor Packer  
Title: Senior Vice President, Advanced Placement Program

< \_\_\_\_\_ >

Signature \_\_\_\_\_

Printed Name: Stefanie P. Phillips, Ed.D., CBO

Title: Deputy Superintendent

I will serve as the campus representative for the program

I designate the following person as our campus representative:

Name: Terri Verhaegen

E-mail: terri.verhaegen@sausd.us

## ATTACHMENT A

**Participating AP Opportunity Program  
Schools, AP Subjects and AP Teachers**

Participating School	AP Course to Be Added	Name of Teacher	Teacher's Email	AP Potential Data: Number of students with 60% likelihood of success in this AP course. (Must be 10 or more.)*
<Name of High School>	<Name of AP Course>	<Name of teacher>	<Teacher's email address>	
Santa Ana High School	AP Calculus BC	Juan Bermudez	<a href="mailto:Juan.bermudez@sausd.us">Juan.bermudez@sausd.us</a>	14
Saddleback High School	AP Calculus BC	Ana Quezada	<a href="mailto:Anabrenda.quezada@sausd.us">Anabrenda.quezada@sausd.us</a>	9
Valley High School	AP Calculus BC	Matt Conover	<a href="mailto:matthew.conover@sausd.us">matthew.conover@sausd.us</a>	14

\*AP Potential data from the October 2013 PSAT/NMSQT administration is now available in the AP Potential tool.

## ATTACHMENT B

### Start-Up Resources per AP Course

Course	Total
Biology	\$7,840
Calculus AB	\$3,200
Calculus BC	\$3,200
Chemistry	\$9,000
Computer Science A	\$1,200
English Language and Composition	\$1,800
English Literature and Composition	\$1,800
Environmental Science	\$7,100
Macroeconomics	\$3,800
Microeconomics	\$3,800
Physics 1	\$6,100
Physics 2	\$6,100
Physics C: Electricity and Magnetism	\$6,100
Physics C: Mechanics	\$6,100
Statistics	\$3,200
U.S. Government and Politics	\$1,800
U.S. History	\$3,800

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Approval of Script Writing for Stage and Screen Course for High School Students**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Dawn Miller, Assistant Superintendent, Secondary Education**

**PREPARED BY:**    **Don Isbell, Coordinator, Special Projects**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval for the Script Writing for Stage and Screen course for high school students.

**RATIONALE:**

On December 11, 2014, Board members, Dr. Rick Miller, and District staff attended a gathering organized by the Edward James Olmos Foundation. Since the original meeting, a partnership has been developed and a high school screen/script writing pathway has begun. The first course in this pathway is “Script Writing for Stage and Screen.” During this course students will:

- Learn technical instruction and practical experiences for stage, film, video, and digital media script writing projects.
- Focus on pre-writing activities and exercises that follow District goals for the Common Core English Writing Development.
- Analyze, evaluate, and critique basic story structure using a variety of scripted media.
- Include opportunities to write weekly school announcements, on-line digital content for the school, and scripts for school activities and assemblies.
- Develop a scripted production.

**FUNDING:**

Not Applicable



**RECOMMENDATION:**

Approve the Script Writing for Stage and Screen course for high school students.

DM:DI:sz

**Santa Ana Unified School District**

**COURSE OUTLINE**

<b>Course Title:</b>	Script Writing for Stage and Screen
<b>Department:</b>	CTE (Career and Technical Education)/Visual and Performing Arts
<b>Grade Level:</b>	9/10
<b>Course Length:</b>	180 Hours
<b>Prerequisites:</b>	None

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Course Description:

This semester long course will introduce students to the elements of script writing for theater, film, and on-line digital media. This course will provide students with a foundation in script writing, technical instruction, and practical experiences for stage, film, video, and digital media script-writing projects. Students will develop the skills necessary to write a broad range of scripted content. Students will also focus on pre-writing activities and exercises that follow District goals for Common Core English Writing Development. In the classroom students will analyze, evaluate, and critique basic story structure using a variety of scripted media. The course will include opportunities to write weekly school announcements, on-line digital content for the school, and scripts for school activities and assemblies.

## Santa Ana Unified School District

### Course Outline

#### Unit 1 – Theater and Culture

##### Performance Objectives

*It is expected that students will:*

- Describe how theater and storytelling reflects the values of a culture.
- Analyze a variety of scripted materials and identify the cultural context and intent.
- Compare and contrast different genres of scripted works.

#### Unit 2 – Storytelling

##### Performance Objectives

*It is expected that students will:*

- Explain different types of storytelling genres and mediums.
- Analyze written works and identify/describe the basics of the story structure, including: voice, plot, characterization, setting, theme and style.
- Critique a variety of written and performed works in terms of the essential elements of effective storytelling including:
  - A. Situation, conflict, and resolution
  - B. Character development and motivation
  - C. Believability and empathy
- Create the plot for an original work demonstrating effective use of story.

#### Unit 3 – Scriptwriting Format

##### Performance Objectives

*It is expected that students will:*

- Distinguish the main elements of a scripted work in contrast to other types of writing.
- Compare and contrast the format and content of scripts for various audiences and delivery systems including: stage, screen, radio, and other media.
- Understand and apply script terminology.
- Use correct formatting for script elements including, but not limited to:
  - A. Master scene headings
  - B. Narrative description
  - C. Dialogue
  - D. Establishing shots and camera placement
  - E. Transitions
  - F. Off screen/voice over
- Create original scripts for short scenes for stage, screen, and digital media.
- Demonstrate clear and coherent writing in which the development, organization, and style are appropriate to the task, purpose, and audience.

## **Unit 4 – Project Development/Pre-Production**

### **Performance Objectives**

*It is expected that students will:*

- Students will understand the tasks and elements included in the three phases of production:
  - A. Pre-production
  - B. Production
  - C. Post-production
- Conduct research, outline, and story development for original short film or digital media work.
- Create spec and shooting script for original works employing correct format and demonstrating accurate and effective writing techniques.
- Critique and evaluate personal work and the work of others.
- Develop a storyboard for original scripted work.
- Create production schedule and budget.

## **Unit 5 – Project Development / Production**

### **Performance Objectives**

*It is expected that students will:*

- Use production processes, artistic techniques, and technologies to direct and produce original work.
- Apply time management and project management techniques to maintain production schedule.
- Select, setup, and use a variety of technical equipment, software, and processes including:
  - A. Video/digital cameras
  - B. Audio capture/recording devices
  - C. Graphic design and imaging

## **Unit 6 – Project Development/Post-Production**

### **Performance Objectives**

*It is expected that students will:*

- Use editing techniques and technologies to assemble and refine product, including:
  - A. Text/graphics
  - B. Video effects/filters
  - C. Audio track/effects/voice over
- Critique and review personal product and the products of others.
- Revise and edit in response to peer review and self-evaluation.

## **Unit 7 – Careers in Arts, Media, and Entertainment**

### **Performance Objectives**

*It is expected that students will:*

- Explore all aspects of the industry.
- Research education and training.
- Develop a marketing plan for their work.
- Become aware of the ethics and legal responsibilities.

## SAUSD - Script Writing and Production Academy (Fall 2014 Implementation)

<b>9<sup>th</sup> Grade</b>	<p><b>CP or Honors English – (10 Credits)</b>  <b>Writing for Stage and Screen – (10 Credits)</b> Students will participate in a two-day a week class evaluating, researching, and discussing the different writing styles found in film, theater, and digital media.</p> <ul style="list-style-type: none"> <li>• Critique style, structure, and theme of scripts in written essays through reading and viewing of plays, movies, and on-line content.</li> <li>• Write a one-act production.</li> <li>• Develop broad creative writing skills.</li> </ul>
<b>10<sup>th</sup> Grade</b>	<p><b>CP or Honors English – (10 Credits)</b>  <b>Script Writing and Storyboard Development – (10 Credits)</b> Students will participate in a blended learning class. Students will have one day in the classroom and a one-day, web-based instruction each week. Students will learn how to write many different styles of scripts.</p> <ul style="list-style-type: none"> <li>• Develop the ability to analyze both script and character.</li> <li>• Identify, describe, and write in various genres and key elements of script writing.</li> <li>• Elements of literature – poetry, pros, and monologue.</li> <li>• Learn about postsecondary options related to industry.</li> </ul>
<b>11<sup>th</sup> Grade</b>	<p><b>Digital Production &amp; Design – (10 Credits)</b> Students will write, produce, and critique short scripts for productions. Students will work both individually and as teams to produce scripts.</p> <ul style="list-style-type: none"> <li>• Analyze the techniques and methods of play, film, and digital media production.</li> <li>• Explore and put in practice knowledge of ethics and copyright law for original video, animation, design, and music as applicable to students own work and permissions for using the work of others.</li> <li>• Learn technology skills pertinent to industry.</li> <li>• Learn about colleges specifically designed for majors in film industry.</li> </ul>
<b>Summer Internship</b>	<p><b>Work Based Learning Program – (Between the junior and senior year)</b> Students will participate in a work-based learning opportunity. (Summer Art Academy Festival/Internship) Students will work with industry professionals to write and produce a production.</p>
<b>12<sup>th</sup> Grade</b>	<p><b>Production Development - Capstone – (10 Credits)</b> Students will write and produce a production in this capstone class. (1 act - 20 minutes). Emphasis will be placed on creating productions that can be entered in festivals, competitions, and for college portfolios.</p> <ul style="list-style-type: none"> <li>• Demonstrate their skills by writing a One Act Play, short film or digital media content.</li> <li>• Students will work in teams to produce two-semester long projects.</li> <li>• Prepare original scripts for publication.</li> <li>• Apply to colleges or postsecondary institutions.</li> </ul>

## SAUSD - Script Writing and Production Academy Workshop (Summer 2014 Implementation)

Students will participate in a two-week (60 hours) summer art academy experience. Students will explore the foundations of creative writing and how it applies to commercial media. Emphasis will be placed on creative content for theater, film, and digital media.

**Program Goal:** Students will work in teams to write and produce a short film that will be entered into a juried-film festival.

### WEEK 1

<b>Monday</b>	<p><b>Orientation and Research:</b></p> <ul style="list-style-type: none"> <li>• Students will receive an introduction to film, video, and play production.</li> <li>• Learn basic principles of story development, script writing, and storyboarding.</li> <li>• Students will learn the importance of effectively planning and organizing.</li> </ul>
<b>Tuesday</b>	<p><b>Research and Evaluate:</b></p> <ul style="list-style-type: none"> <li>• Evaluate, research, and discuss the different writing styles found in film, theater, and digital media.</li> <li>• Critique style, structure, and theme of scripts in written essays through reading and viewing of plays, movies, and on-line content.</li> <li>• Students will learn the importance of leadership skills working in a team.</li> </ul>
<b>Wednesday</b>	<p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>• Develop the ability to analyze both script and character.</li> <li>• Analyze the techniques and methods of play, film, and digital media production.</li> <li>• Identify, describe, and write in various genres and key elements of script writing.</li> <li>• Develop instructions others can follow and understand time management.</li> </ul>
<b>Thursday</b>	<p><b>Write (Day 1):</b></p> <ul style="list-style-type: none"> <li>• Provide students with a guest speaker currently from the industry.</li> <li>• Students will write, produce, and critique short scripts for productions.</li> <li>• Student will learn to be adaptable and flexible to changes.</li> </ul>
<b>Friday</b>	<p><b>Write (Day 2):</b></p> <ul style="list-style-type: none"> <li>• Students will work both individually and as teams to produce scripts.</li> <li>• Students will learn how to write a script for a commercial or public service announcement.</li> <li>• Students will conduct peer review and evaluation.</li> </ul>

## WEEK 2

<b>Monday</b>	<b>Production (Day 1):</b> <ul style="list-style-type: none"><li>• Provide students with a guest speaker from the industry focusing on production.</li><li>• Students will observe and participate in the production of a model for a commercial or public service announcement.</li><li>• Students will learn to prioritize and make decisions pertinent to the production project.</li></ul>
<b>Tuesday</b>	<b>Production (Day 2):</b> <ul style="list-style-type: none"><li>• Students will work in a team on a scripted production.</li><li>• Students will reevaluate and convey the message is being understood.</li><li>• Students will participate in a field trip at a production studio.</li></ul>
<b>Wednesday</b>	<b>Post Production and Revision:</b> <ul style="list-style-type: none"><li>• Provide students with a guest speaker from industry focusing on a post-production project.</li><li>• Students will direct and produce a scripted production.</li><li>• Produce scripted content that includes a commercial and public service announcement.</li></ul>
<b>Thursday</b>	<b>Post Production:</b> <ul style="list-style-type: none"><li>• Explore and put in practice knowledge of ethics and copyright law for original video, animation, design, and music as applicable to students own work and permissions for using the work of others.</li><li>• Students will participate in peer-constructive criticism.</li><li>• Students will participate in a group-evaluation process.</li></ul>
<b>Friday</b>	<b>Presentations and Premier:</b> <ul style="list-style-type: none"><li>• Students will work in teams to share about the production process.</li><li>• Students will premiere the film.</li></ul>

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** 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

**ITEM:** Consent

**SUBMITTED BY:** Doreen Lohnes, Assistant Superintendent, Support Services

**PREPARED BY:** Sonia Rodarte-Llamas, Ed.D., Director, School Climate

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of student expulsions in violation of Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915(c).

**RATIONALE:**

The following students were recommended for expulsion from the District for various terms. The students received a hearing before the administrative hearing panel, which found students to have received due process and to be guilty of the charges brought forth. The panel has recommended the respective expulsion terms and remediation conditions for Board approval.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve 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.



# Recommendations for Expulsions

Board Meeting: March 25, 2014

	<u>Student Name</u>	<u>School/Grade</u>	<u>Charges</u>	<u>Recomm. Options</u>	<u>Placement</u>	<u>Date Eligible to Reapply</u>
1	330158	Mendez/8	A, B	2A	County	03/25/15
2	333071	Mendez/7	B	4	Community Day Int.	06/19/14
3	345690	Santa Ana/11	C, D	4	Community Day HS	06/19/14
4	316493	Santa Ana/11	C, J	2	Community Day HS	01/30/15

## SUMMARY LIST OF SUBDIVISIONS UNDER THE CALIFORNIA EDUCATION CODE, SECTION 48900

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>(A) Caused, attempted, or threatened to cause physical injury</li> <li>(B) Possessed, sold, furnished a weapon, dangerous object, explosives</li> <li>(C) Possessed, used, sold, furnished, or under the influence of any controlled substance (e.g. marijuana, cocaine, alcohol, intoxicants).</li> <li>(D) Offered, arranged, or negotiated to sell any controlled substance and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance</li> <li>(E) Committed or attempted to commit robbery or extortion</li> <li>(F) Caused or attempted to cause damage to school or private property</li> <li>(G) Stole or attempted to steal school or private property</li> <li>(H) Possessed or used tobacco or tobacco products</li> <li>(I) Committed an obscene act or engaged in habitual profanity or vulgarity</li> <li>(J) Possessed, offered, or arranged to sell paraphernalia</li> <li>(K) Disrupted school activities or willfully defied valid authority</li> <li>(L) Knowingly received stolen school or private property</li> <li>(M) Possessed an imitation firearm</li> </ul> | <ul style="list-style-type: none"> <li>(N) Committed or attempted to commit a sexual assault as defined by PC 261 or sexual battery PC 243.4</li> <li>(O) Harassed, threatened or intimidated a student who is a complaining witness in a school disciplinary proceeding for the purpose of either preventing that student by being a witness or retaliating against that student by being a witness</li> <li>(P) Offering to sell or selling SOMA</li> <li>(Q) Hazing</li> <li>(R) Engaged in the act of bullying, included but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel</li> <li>(T) Aids or abets in physical injury</li> <li>(.2) Engaged in sexual harassment (Grades 4-12 only), vulgarity</li> <li>(.3) Engaged in hate crime (Grades 4-12 only)</li> <li>(.4) Harassment, threat, intimidation (Grades 4-12 only)</li> <li>(.7) Terrorist threats against school officials, school property or both</li> </ul> |
|--|---|

## EXPULSION RECOMMENDATIONS

- Option 1 to expel for one semester
- Option 1A to expel for one semester and suspend enforcement of the expulsion order
- Option 2 to expel for two semesters
- Option 2A to expel for one calendar year (from the date of the Board meeting)
- Option 3 to expel for two semesters and suspend enforcement of the entire expulsion order
- Option 4 to expel for two semesters and suspend enforcement of the second semester of the expulsion order
- Option 5 to reject the Findings of Fact and not expel (only the Board can recommend this Option)

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of February 26, 2014 through March 11, 2014**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations, CBO**

**PREPARED BY:**   **Jonathan Geiszler, Director, Purchasing and Stores**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board ratification of the Purchase Order Summary and Listing of Orders \$25,000 and over for the period of February 26, 2014 through March 11, 2014.

**RATIONALE:**

The Purchase Order Summary consists of all orders created during the period of February 26, 2014 through March 11, 2014. A detailed listing is also included for orders \$25,000 and over for various items and services. These are new or revised purchase orders that have been previously approved on the contracts report.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Ratify Purchase Order Summary and Listing of Orders \$25,000 and over for the period of February 26, 2014 through March 11, 2014.



# Santa Ana Unified School District

Stefanie P. Phillips, Ed.D.  
Deputy Superintendent, Operations

Richard L. Miller, Ph.D., Superintendent

Date: March 10, 2014  
To: Richard L. Miller, Ph.D., Superintendent  
From: Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations, CBO  
Subject: Purchase Order Summary: From 26-FEB-2014 through 11-MAR-2014

Fund 01 General Fund	\$3,363,221.18
Fund 12 Child Development	\$347.05
Fund 13 Cafeteria Fund	\$6,025,220.59
Fund 14 Deferred Maintenance Fund	\$500.00
Fund 24 SAUSD GO Bond, 2008 Election, Series A Building Fund	\$480.00
Fund 25 Capital Facilities Fund	\$435,616.40
Fund 29 Measure G	\$1,937.50
Fund 35 County School Facilities Fund	\$917,262.96
Fund 40 Special Reserve Fund	\$293,528.50
Fund 49 Capital Project Fund for Blended Component Units (CFD)	\$13,661.69
Fund 68 Workers' Compensation	\$1,000.00
Fund 69 Health & Welfare	\$667.02
Fund 81 Property & Liability	\$400.00
Grand Total:	\$10,569,055.03

Prepared By: Jonathan Geiszler, Director, Purchasing and Stores

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 558-5501

## BOARD OF EDUCATION

Audrey Yamagata-Noji, Ph.D., President • José Alfredo Hernández, J.D., Vice President  
Rob Richardson, Clerk • John Palacio, Member • Cecilia "Ceci" Iglesias, Member

SAUSD Board of Education Purchase Order Listing \$25,000 and Over

From 26-FEB-2014 Through 11-MAR-2014

Page: 1 of 8

PO No.	Vendor			BOA Date
Funding	Description	Location		Amount
290108	ORBACH, HUFF AND SUAREZ, LLP			
Unrestricted	Consultant	BUSINESS SERVICES		\$257.25
Discretionary	Noninstructional	DIVISION		
Accounts				
Unrestricted	Consultant	FACILITIES/GOVERNMENTAL		\$2,876.00
Discretionary	Noninstructional	RELATIONS		
Accounts				
Cell Leases	Other Contracts	FACILITIES/GOVERNMENTAL		\$2,806.00
Facilities		RELATIONS		
Capital Facilities	Plans All Other	MONTE VISTA		\$96.00
Fund	Printing, etc.	ELEMENTARY SCHOOL		
Measure G Series E	Plans All Other	REMINGTON		\$1,723.50
	Printing, etc.	ELEMENTARY SCHOOL		
Measure G Series E	Plans All Other	GARFIELD ELEMENTARY		\$214.00
	Printing, etc.	SCHOOL		
OPSC School	Plans All Other	SPURGEON		\$552.00
Facilities Bond	Printing, etc.	INTERMEDIATE SCHOOL		
OPSC School	Plans All Other	CENTURY HIGH SCHOOL		\$96.00
Facilities Bond	Printing, etc.			
SCE CA Solar	Plans All Other	FACILITIES/GOVERNMENTAL		\$188,616.50
Initiative CSI	Printing, etc.	RELATIONS		
Fund 40 QZAB Solar	Plans All Other	FACILITIES/GOVERNMENTAL		\$451.00
Energy Savings 2012	Printing, etc.	RELATIONS		
290372	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE CO.			
Child Nutrition:	Food Inventory	NUTRITION SERVICES		\$1,125,000.00
School Programs	Site Distribution			
290594	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE CO.			
Child Nutrition:	Food Inventory	LORIN GRISET		\$2,000.00
School Programs	Site Distribution	ACADEMY		
Child Nutrition:	Food Inventory	SIERRA PREPARATORY		\$30,000.00
School Programs	Site Distribution	ACADEMY		
Child Nutrition:	Food Inventory	MACARTHUR		\$80,000.00
School Programs	Site Distribution	FUNDAMENTAL		
		INTERMEDIATE SCHOOL		
Child Nutrition:	Food Inventory	LATHROP		\$50,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL		

SAUSD Board of Education Purchase Order Listing \$25,000 and Over

From 26-FEB-2014 Through 11-MAR-2014

Page: 2 of 8

PO No.	Vendor			BOA Date
Funding	Description	Location		Amount
290594	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE CO.			
Child Nutrition:	Food Inventory	SANTA ANA HIGH		\$50,000.00
School Programs	Site Distribution	SCHOOL		
Child Nutrition:	Food Inventory	VALLEY HIGH SCHOOL		\$135,000.00
School Programs	Site Distribution			
Child Nutrition:	Food Inventory	CARR INTERMEDIATE		\$115,000.00
School Programs	Site Distribution	SCHOOL		
Child Nutrition:	Food Inventory	WILLARD		\$70,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL		
Child Nutrition:	Food Inventory	MCFADDEN		\$60,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL		
Child Nutrition:	Food Inventory	SADDLEBACK HIGH		\$135,000.00
School Programs	Site Distribution	SCHOOL		
Child Nutrition:	Food Inventory	SPURGEON		\$30,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL		
Child Nutrition:	Food Inventory	VILLA FUNDAMENTAL		\$60,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL		
Child Nutrition:	Food Inventory	CENTURY HIGH SCHOOL		\$125,000.00
School Programs	Site Distribution			
Child Nutrition:	Food Inventory	GODINEZ FUNDAMENTAL		\$95,000.00
School Programs	Site Distribution	HIGH SCHOOL		
Child Nutrition:	Food Inventory	MENDEZ FUNDAMENTAL		\$65,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL		
Child Nutrition:	Food Inventory	SEGERSTROM HIGH		\$120,000.00
School Programs	Site Distribution	SCHOOL		
290749	DRIFTWOOD DAIRY			
Child Nutrition:	Food Inventory	NUTRITION SERVICES		\$1,700,000.00
School Programs	Site Distribution			
294314	DJ CO OPS			
Child Nutrition:	Freight-In-Donated	NUTRITION SERVICES		\$60,000.00
School Programs	Food			
295700	THE FRUITGUYS, LLC			
Child Nutrition:	Food Inventory	PIO PICO ELEMENTARY		\$25,904.00
Fresh Fruit and Vegetable Program	Site Distribution	SCHOOL		

SAUSD Board of Education Purchase Order Listing \$25,000 and Over

From 26-FEB-2014 Through 11-MAR-2014

Page: 3 of 8

PO No.	Vendor			BOA Date
Funding	Description	Location		Amount
295700	THE FRUITGUYS, LLC			
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	ESQUEDA ELEMENTARY SCHOOL		\$43,811.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	DAVIS ELEMENTARY SCHOOL		\$30,967.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	ADAMS ELEMENTARY SCHOOL		\$23,754.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	DIAMOND ELEMENTARY SCHOOL		\$24,000.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	EDISON ELEMENTARY SCHOOL		\$26,745.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	FREMONT ELEMENTARY SCHOOL		\$32,222.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	HARVEY ELEMENTARY SCHOOL		\$19,038.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	HOOVER ELEMENTARY SCHOOL		\$18,904.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	JACKSON ELEMENTARY SCHOOL		\$46,230.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	LINCOLN ELEMENTARY SCHOOL		\$43,531.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	LOWELL ELEMENTARY SCHOOL		\$35,780.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	MADISON ELEMENTARY SCHOOL		\$44,528.00

SAUSD Board of Education Purchase Order Listing \$25,000 and Over

From 26-FEB-2014 Through 11-MAR-2014

Page: 4 of 8

PO No.	Vendor			BOA Date
Funding	Description	Location		Amount
295700	THE FRUITGUYS, LLC			
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	FRANKLIN ELEMENTARY SCHOOL		\$19,531.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	MARTIN ELEMENTARY SCHOOL		\$30,878.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	MONROE ELEMENTARY SCHOOL		\$20,046.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	MONTE VISTA ELEMENTARY SCHOOL		\$27,797.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	ROOSEVELT ELEMENTARY SCHOOL		\$33,451.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	SEPULVEDA ELEMENTARY SCHOOL		\$18,087.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	WASHINGTON ELEMENTARY SCHOOL		\$39,801.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	WILSON ELEMENTARY SCHOOL		\$28,279.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	REMINGTON ELEMENTARY SCHOOL		\$13,874.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	KENNEDY ELEMENTARY SCHOOL		\$33,316.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	HENINGER ELEMENTARY SCHOOL		\$37,560.00
Child Nutrition: Fresh Fruit and Vegetable Program	Food Inventory Site Distribution	GARFIELD ELEMENTARY SCHOOL		\$29,321.00

SAUSD Board of Education Purchase Order Listing \$25,000 and Over

From 26-FEB-2014 Through 11-MAR-2014

Page: 5 of 8

PO No.	Vendor			BOA Date
Funding	Description	Location		Amount
295700	THE FRUITGUYS, LLC			
Child Nutrition:	Food Inventory	CARVER ELEMENTARY		\$26,083.00
Fresh Fruit and	Site Distribution	SCHOOL		
Vegetable Program				
Child Nutrition:	Food Inventory	HEROES ELEMENTARY		\$30,161.00
Fresh Fruit and	Site Distribution	SCHOOL		
Vegetable Program				
Child Nutrition:	Food Inventory	WALKER ELEMENTARY		\$23,440.00
Fresh Fruit and	Site Distribution	SCHOOL		
Vegetable Program				
Child Nutrition:	Food Inventory	KING ELEMENTARY		\$34,783.00
Fresh Fruit and	Site Distribution	SCHOOL		
Vegetable Program				
Child Nutrition:	Food Inventory	ROMERO-CRUZ		\$10,435.00
Fresh Fruit and	Site Distribution	ELEMENTARY SCHOOL		
Vegetable Program				
296997	AREY JONES EDUCATIONAL SOLUTIONS			
Common Core State	Non-Capitalized	DEPUTY		\$311,380.40
Standards (CCSS)	Equipment	SUPERINTENDENT'S		
		OFFICE		
296998	APPLE, INC.			
Common Core State	Non-Capitalized	DEPUTY		\$128,888.00
Standards (CCSS)	Equipment	SUPERINTENDENT'S		
		OFFICE		
296999	AT&T DATACOMM, INC. dba AT&T DATACOMM			
Common Core State	Non-Capitalized	DEPUTY		\$137,975.92
Standards (CCSS)	Equipment	SUPERINTENDENT'S		
		OFFICE		
296160	VMI, INC.			
Unrestricted	Non-Capitalized	TELEVISION CENTER		\$4,470.00
Discretionary	Equipment			
Accounts				
Unrestricted One	Other Equipment	TELEVISION CENTER		\$73,736.09
time Funds				
297371	APPLE, INC.			
Common Core State	Non-Capitalized	DEPUTY		\$411,602.30
Standards (CCSS)	Equipment	SUPERINTENDENT'S		
		OFFICE		



SAUSD Board of Education Purchase Order Listing \$25,000 and Over

From 26-FEB-2014 Through 11-MAR-2014

Page: 6 of 8

PO No.	Vendor			BOA Date
Funding	Description	Location		Amount
297373	AREY JONES EDUCATIONAL SOLUTIONS			
Common Core State Standards (CCSS)	Non-Capitalized Equipment	DEPUTY SUPERINTENDENT'S OFFICE		\$1,065,855.00
297427	SOLUTIONS4SURE.COM, INC. dba	TECH DEPOT		
Common Core State Standards (CCSS)	Non-Capitalized Equipment	DEPUTY SUPERINTENDENT'S OFFICE		\$77,703.00
297448	PERMA BOUND BOOKS HERTZBERG NEW METHOD, INC.			
Lottery: Instructional Materials	Textbooks	STATE TEXTBOOKS		\$42,984.60
297454	AREY JONES EDUCATIONAL SOLUTIONS			
Common Core State Standards (CCSS)	Non-Capitalized Equipment	DEPUTY SUPERINTENDENT'S OFFICE		\$264,299.00
297456	NEXUS IS, INC.			
Common Core State Standards (CCSS)	Non-Capitalized Equipment	DEPUTY SUPERINTENDENT'S OFFICE		\$149,077.20
297468	COSOGO, LLC dba UZIBULL			
Common Core State Standards (CCSS)	Non-Capitalized Equipment	DEPUTY SUPERINTENDENT'S OFFICE		\$31,360.00
297499	PJHM ARCHITECTS, INC.			
Fund 25 Walker/Roosevelt	Building Architect	WALKER ELEMENTARY SCHOOL		\$345,100.00
Fund 25 Walker/Roosevelt	Plans All Other Printing, etc.	WALKER ELEMENTARY SCHOOL		\$5,000.00
297501	THE PLANNING CENTER / DC&E			
Special Reserve Fund	Plans All Other Printing, etc.	VALLEY HIGH SCHOOL		\$82,915.00
297502	PROGRESSIVE SYNERGY, INC.			
The California Wellness Foundation Wilson	Other Contracts	FACILITIES/GOVERNMENTAL RELATIONS		\$55,000.00
297651	CUMMING CONSTRUCTION MANAGEMENT, INC.			
California Clean Energy Jobs Act (Prop 39)	Other Contracts	CONSTRUCTION		\$125,734.00

SAUSD Board of Education Purchase Order Listing \$25,000 and Over

From 26-FEB-2014 Through 11-MAR-2014

Page: 7 of 8

PO No.	Vendor		BOA Date
Funding	Description	Location	Amount
297653	LENTZ MORRISSEY ARCHITECTURE, INC.		
OPSC School	Building Architect	WILSON ELEMENTARY	\$25,500.00
Facilities Bond		SCHOOL	
297662	AT&T DATACOMM, INC. dba AT&T DATACOMM		
OPSC School		CARR INTERMEDIATE	\$72,338.03
Facilities Bond		SCHOOL	
297669	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE CO.		
Child Nutrition:	Food Inventory	SIERRA PREPARATORY	\$5,000.00
School Programs	Site Distribution	ACADEMY	
Child Nutrition:	Food Inventory	MACARTHUR	\$35,000.00
School Programs	Site Distribution	FUNDAMENTAL INTERMEDIATE SCHOOL	
Child Nutrition:	Food Inventory	LATHROP	\$15,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL	
Child Nutrition:	Food Inventory	VALLEY HIGH SCHOOL	\$60,000.00
School Programs	Site Distribution		
Child Nutrition:	Food Inventory	CARR INTERMEDIATE	\$45,000.00
School Programs	Site Distribution	SCHOOL	
Child Nutrition:	Food Inventory	WILLARD	\$30,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL	
Child Nutrition:	Food Inventory	MCFADDEN	\$20,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL	
Child Nutrition:	Food Inventory	SADDLEBACK HIGH	\$60,000.00
School Programs	Site Distribution	SCHOOL	
Child Nutrition:	Food Inventory	SPURGEON	\$5,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL	
Child Nutrition:	Food Inventory	VILLA FUNDAMENTAL	\$25,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL	
Child Nutrition:	Food Inventory	CENTURY HIGH SCHOOL	\$55,000.00
School Programs	Site Distribution		
Child Nutrition:	Food Inventory	GODINEZ FUNDAMENTAL	\$35,000.00
School Programs	Site Distribution	HIGH SCHOOL	
Child Nutrition:	Food Inventory	MENDEZ FUNDAMENTAL	\$25,000.00
School Programs	Site Distribution	INTERMEDIATE SCHOOL	

SAUSD Board of Education Purchase Order Listing \$25,000 and Over

From 26-FEB-2014 Through 11-MAR-2014

Page: 8 of 8

PO No.	Vendor			BOA Date
Funding	Description	Location		Amount
297669	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE CO.			
Child Nutrition:	Food Inventory	SEGERSTROM HIGH		\$40,000.00
School Programs	Site Distribution	SCHOOL		
297683	INLAND BUILDING CONSTRUCTION			
OPSC School	Building	WILSON ELEMENTARY		\$201,045.25
Facilities Bond	Contractor	SCHOOL		
297812	WAXIE SANITARY SUPPLY			
General Fund	Stores	WAREHOUSE AND DELIVERY		\$67,645.00
297833	BALFOUR BEATTY CONSTRUCTION			
OPSC School	Construction	WILSON ELEMENTARY		\$512,758.00
Facilities Bond	Managers Fees	SCHOOL		

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Ratification of Expenditure Summary and Warrant Listing for Period of February 26, 2014 through March 11, 2014**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations, CBO**

**PREPARED BY:**   **Christeen Betz, Director, Accounting**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board ratification of the Expenditure Summary and Warrant Listing for the expenditures \$25,000 and over on a bi-monthly basis.

**RATIONALE:**

The Expenditure Summary consists of all warrants created during the period of February 26, 2014 through March 11, 2014. A detailed listing for expenditures \$25,000 and over is also included. These items have already been submitted in the prior month's Purchase Order report.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Ratify Expenditure Summary and Warrant Listing of expenditures over \$25,000 for the period of February 26, 2014 through March 11, 2014.



# Santa Ana Unified School District

**Stefanie P. Phillips, Ed.D.**  
*Deputy Superintendent,  
Operations, CBO*

**Richard L. Miller, Ph.D., Superintendent**

Date: March 11, 2014  
To: Richard L. Miller, Ph.D., Superintendent  
From: Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations  
Subject: Expenditures Summary: From 26-FEB-2014 through 11-MAR-2014

Fund 01 General Fund	\$2,113,175.78
Fund 12 Child Development	\$2,491.05
Fund 13 Cafeteria Fund	\$989,731.65
Fund 14 Deferred Maintenance Fund	\$80,647.11
Fund 24 SAUSD GO Bond, 2008 Election, Series A Building Fund	\$4,255.00
Fund 25 Capital Facilities Fund	\$102,950.45
Fund 29 Measure G	\$3,134.70
Fund 35 County School Facilities Fund	\$419,221.78
Fund 40 Special Reserve Fund	\$2,640,686.20
Fund 49 Capital Project Fund for Blended Component	\$48,800.00
Fund 68 Workers' Compensation	\$140,540.12
Fund 69 Health & Welfare	\$5,085,113.90
Total Expenditures:	\$11,630,747.74

Prepared By: Christeen Betz, Director, Accounting

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 558-5501

## BOARD OF EDUCATION

Audrey Yamagata-Noji, Ph.D., President • José Alfredo Hernández, J.D., Vice President  
Rob Richardson, Clerk • John Palacio, Member • Cecilia "Ceci" Iglesias, Member

# SAUSD Board of Education Warrant Listing

February 26, 2014

Page 1 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 01 General Fund</b>			
84190832	<b>ROSSIER PARK JUNIOR/SENIOR HIGH SCHOOL</b> Special Education	SPECIAL EDUCATION	<b>\$26,681.00</b>
84190841	<b>VMI, INC.</b> Unrestricted One-time Funds	TELEVISION CENTER	<b>\$54,987.09</b>
84190858	<b>CERTIFIED TRANSPORTATION SERVICE, INC.</b> Donations (Miscellaneous)	ADAMS ELEMENTARY SCHOOL	<b>\$27,759.50</b>
	Donations-ASB Transportation	CENTURY HIGH SCHOOL	
	Economic Impact Aid	MONROE ELEMENTARY SCHOOL	
	Fundraiser (Non ASB-PTA Deposits)	SANTA ANA HIGH SCHOOL	
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	JEFFERSON ELEMENTARY SCHOOL	
	Unrestricted - Regional Occupational Centers/Program (ROC/P 6350)	MARTIN ELEMENTARY SCHOOL	
	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	
		REGIONAL OCCUPATIONAL PROGRAM	
		CENTURY HIGH SCHOOL	
		GODINEZ FUNDAMENTAL HIGH SCHOOL	
		SANTA ANA HIGH SCHOOL	
		VALLEY HIGH SCHOOL	

# SAUSD Board of Education Warrant Listing

February 26, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84190906	<b>CDW GOVERNMENT, INC.</b>		<b>\$32,995.73</b>
	Carol M White PEP Grant	SPECIAL PROJECTS/WELLNESS	
	Economic Impact Aid	ENGLISH LEARNER PROGRAMS & STUDENT ACHIEVEMENT LATHROP INTERMEDIATE SCHOOL  THORPE FUNDAMENTAL ELEMENTARY SCHOOL WILLARD INTERMEDIATE SCHOOL	
	Economic Impact Aid-LEP	GARFIELD ELEMENTARY SCHOOL	
	Fund 01 General Fund	ACCOUNTING DEPARTMENT	
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	ENGLISH LEARNER PROGRAMS & STUDENT ACHIEVEMENT SANTIAGO ELEMENTARY SCHOOL  STUDENT ACHIEVEMENT	
	S.D. Bechtel, Jr. Foundation	STAFF DEVELOPMENT	
	Special Education	SPECIAL EDUCATION  SPEECH & LANGUAGE	
	Title III Limited English Proficiency LEP Student Program	ENGLISH LEARNER PROGRAMS & STUDENT ACHIEVEMENT	
	Unrestricted Discretionary Accounts	HENINGER ELEMENTARY SCHOOL  PAYROLL DEPARTMENT  SANTA ANA HIGH SCHOOL  SECONDARY DIVISION	
84190928	<b>ORANGE COUNTY DEPARTMENT OF EDUCATION</b>		<b>\$231,398.54</b>
	Special Education	SPECIAL EDUCATION	
84190945	<b>UNISOURCE WORLDWIDE, INC.</b>		<b>\$25,346.16</b>
	Fund 01 General Fund	ACCOUNTING DEPARTMENT  WAREHOUSE AND DELIVERY	
84190794	<b>XEROX CORPORATION</b>		<b>\$305,101.98</b>
	Unrestricted Discretionary Accounts	DISTRICTWIDE	

# SAUSD Board of Education Warrant Listing

February 26, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>84190962</b>	<b>GOLD STAR FOODS</b> Child Nutrition: School Programs	CARR INTERMEDIATE SCHOOL LATHROP INTERMEDIATE SCHOOL MCFADDEN INTERMEDIATE SCHOOL MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL NUTRITION SERVICES SEGERSTROM HIGH SCHOOL	<b>\$40,618.32</b>
<b>84190960</b>	<b>DRIFTWOOD DAIRY</b> Child Nutrition: School Programs	NUTRITION SERVICES	<b>\$43,913.04</b>
<b>84190964</b>	<b>GOLD STAR FOODS</b> Child Nutrition: School Programs	CARR INTERMEDIATE SCHOOL LATHROP INTERMEDIATE SCHOOL NUTRITION SERVICES SEGERSTROM HIGH SCHOOL	<b>\$60,620.80</b>
<b>84190966</b>	<b>GOLD STAR FOODS</b> Child Nutrition: School Programs	MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL NUTRITION SERVICES	<b>\$79,334.19</b>
<b>84190967</b>	<b>GOLD STAR FOODS</b> Child Nutrition: School Programs	NUTRITION SERVICES	<b>\$54,037.35</b>



# SAUSD Board of Education Warrant Listing

February 26, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84190970	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE Child Nutrition: School Programs	CARR INTERMEDIATE SCHOOL CENTURY HIGH SCHOOL GODINEZ FUNDAMENTAL HIGH SCHOOL LATHROP INTERMEDIATE SCHOOL MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL MCFADDEN INTERMEDIATE SCHOOL MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL NUTRITION SERVICES SADDLEBACK HIGH SCHOOL SANTA ANA HIGH SCHOOL SEGERSTROM HIGH SCHOOL SPURGEON INTERMEDIATE SCHOOL VALLEY HIGH SCHOOL VILLA FUNDAMENTAL INTERMEDIATE SCHOOL WILLARD INTERMEDIATE SCHOOL	\$150,666.67
84190954	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	GODINEZ FUNDAMENTAL HIGH SCHOOL MCFADDEN INTERMEDIATE SCHOOL MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL NUTRITION SERVICES SIERRA PREPARATORY ACADEMY SPURGEON INTERMEDIATE SCHOOL	\$31,664.83
<b>Fund 25 Capital Facilities Fund</b>			
84190979	BALFOUR BEATTY CONSTRUCTION Fund 25 Willard Jt Use	WILLARD INTERMEDIATE SCHOOL	\$65,895.85

# SAUSD Board of Education Warrant Listing

February 26, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 35 County School Facilities Fund</b>			
84190985	AT&T DATACOMM, INC. dba AT&T DATACOMM		\$153,411.04
	Fund 35 OPSC School Facilities Bond Projects	DIAMOND ELEMENTARY SCHOOL	
84190994	NEXUS IS, INC.		\$102,479.05
	Fund 35 OPSC School Facilities Bond Projects	LATHROP INTERMEDIATE SCHOOL	
	Fund 35 OPSC School Facilities Bond Projects-Second Issuance	HARVEY ELEMENTARY SCHOOL	
<b>Fund 68 Workers' Compensation</b>			
84191001	SANTA ANA UNIFIED SCHOOL DISTRICT WORKERS' COMP.		\$42,181.36
	Fund 68 Workers' Compensation	RISK MANAGEMENT	
<b>Grand Total:</b>			<b>\$1,529,092.50</b>

# SAUSD Board of Education Warrant Listing

March 05, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 01 General Fund</b>			
<b>84191013</b>	<b>CAL PERS SAFETY</b>		<b>\$58,669.48</b>
	Fund 01 General Fund	DISTRICT EMPLOYEE BENEFITS	
<b>84191032</b>	<b>ORANGE COUNTY DEPARTMENT OF EDUCATION</b>		<b>\$80,033.78</b>
	Special Ed: Mental Health Services	PUPIL SUPPORT SERVICES	
<b>84191035</b>	<b>REVOLVING CASH FUND</b>		<b>\$30,882.63</b>
	Fund 01 General Fund	CASH ACCOUNT	
	Ongoing & Major Maintenance Account	BUILDING SERVICES	
	Special Education	SPECIAL EDUCATION	
		TRANSITION PROGRAMS	
	Unrestricted Discretionary Accounts	BOARD OF EDUCATION	
		CENTURY HIGH SCHOOL	
		GODINEZ FUNDAMENTAL HIGH SCHOOL	
		SADDLEBACK HIGH SCHOOL	
		SANTA ANA HIGH SCHOOL	
		SEGERSTROM HIGH SCHOOL	
		VALLEY HIGH SCHOOL	
<b>84191043</b>	<b>XEROX CORPORATION</b>		<b>\$62,675.53</b>
	Fund 01 General Fund	PUBLICATIONS	
	Unrestricted One-time Funds	PUBLICATIONS	
<b>84191089</b>	<b>UNISOURCE WORLDWIDE, INC.</b>		<b>\$33,189.52</b>
	Fund 01 General Fund	ACCOUNTING DEPARTMENT	
		PUBLICATIONS	
<b>84191009</b>	<b>SOUTHERN CALIFORNIA EDISON</b>		<b>\$361,299.66</b>
	Head Start	CHILD DEVELOPMENT	
	Unrestricted - Regional Occupational Centers/Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	
	Unrestricted Discretionary Accounts	DISTRICTWIDE	

# SAUSD Board of Education Warrant Listing

March 05, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>84191185</b>	<b>GOLD STAR FOODS</b> Child Nutrition: School Programs	CARR INTERMEDIATE SCHOOL NUTRITION SERVICES SPURGEON INTERMEDIATE SCHOOL WILLARD INTERMEDIATE SCHOOL	<b>\$80,740.52</b>
<b>84191179</b>	<b>DRIFTWOOD DAIRY</b> Child Nutrition: School Programs	NUTRITION SERVICES	<b>\$26,639.67</b>
<b>84191187</b>	<b>GOLD STAR FOODS</b> Child Nutrition: School Programs	NUTRITION SERVICES SIERRA PREPARATORY ACADEMY SPURGEON INTERMEDIATE SCHOOL WILLARD INTERMEDIATE SCHOOL	<b>\$94,749.59</b>
<b>84191189</b>	<b>GOLD STAR FOODS</b> Child Nutrition: School Programs	GODINEZ FUNDAMENTAL HIGH SCHOOL NUTRITION SERVICES SIERRA PREPARATORY ACADEMY	<b>\$26,571.41</b>
<b>84191192</b>	<b>NATIONAL FOOD GROUP, INC.</b> Child Nutrition: School Programs	NUTRITION SERVICES	<b>\$34,214.40</b>
<b>84191195</b>	<b>PRESSED PAPERBOARD TECHNOLOGIES, LLC</b> Child Nutrition: School Programs	NUTRITION SERVICES	<b>\$32,134.54</b>
<b>84191201</b>	<b>THE FRUITGUYS, LLC</b> Child Nutrition: Fresh Fruit and Vegetable Program	ADAMS ELEMENTARY SCHOOL CARVER ELEMENTARY SCHOOL DAVIS ELEMENTARY SCHOOL DIAMOND ELEMENTARY SCHOOL EDISON ELEMENTARY SCHOOL	<b>\$33,775.20</b>

# SAUSD Board of Education Warrant Listing

March 05, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
		ESQUEDA ELEMENTARY SCHOOL	
		FRANKLIN ELEMENTARY SCHOOL	
		FREMONT ELEMENTARY SCHOOL	
		GARFIELD ELEMENTARY SCHOOL	
		HARVEY ELEMENTARY SCHOOL	
		HENINGER ELEMENTARY SCHOOL	
		HEROES ELEMENTARY SCHOOL	
		HOOVER ELEMENTARY SCHOOL	
		JACKSON ELEMENTARY SCHOOL	
		KENNEDY ELEMENTARY SCHOOL	
		KING ELEMENTARY SCHOOL	
		LINCOLN ELEMENTARY SCHOOL	
		LOWELL ELEMENTARY SCHOOL	
		MADISON ELEMENTARY SCHOOL	
		MARTIN ELEMENTARY SCHOOL	
		MONROE ELEMENTARY SCHOOL	
		MONTE VISTA ELEMENTARY SCHOOL	
		PIO PICO ELEMENTARY SCHOOL	
		REMINGTON ELEMENTARY SCHOOL	
		ROMERO-CRUZ ELEMENTARY SCHOOL	
		ROOSEVELT ELEMENTARY SCHOOL	
		SEPULVEDA ELEMENTARY SCHOOL	
		WALKER ELEMENTARY SCHOOL	
		WASHINGTON ELEMENTARY SCHOOL	
		WILSON ELEMENTARY SCHOOL	
84191191	J2 RETAIL SYSTEMS, INC. Child Nutrition: School Programs	NUTRITION SERVICES	\$60,287.76

# SAUSD Board of Education Warrant Listing

March 05, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84191175	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	CENTURY HIGH SCHOOL  LATHROP INTERMEDIATE SCHOOL  MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL  MCFADDEN INTERMEDIATE SCHOOL  MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL  NUTRITION SERVICES  SANTA ANA HIGH SCHOOL  SEGERSTROM HIGH SCHOOL  SIERRA PREPARATORY ACADEMY  VILLA FUNDAMENTAL INTERMEDIATE SCHOOL  WILLARD INTERMEDIATE SCHOOL	\$40,774.74

## Fund 25 Capital Facilities Fund

84191214	MCGRATH RENTCORP dba MOBILE MODULAR Fund 25 Capital Facilities Fund	KING ELEMENTARY SCHOOL  MCFADDEN INTERMEDIATE SCHOOL  PUPIL SUPPORT SERVICES  SEPULVEDA ELEMENTARY SCHOOL	\$25,795.00
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## Fund 35 County School Facilities Fund

84191218	AT&T DATACOMM, INC. dba AT&T DATACOMM Fund 35 OPSC School Facilities Bond Projects	CARR INTERMEDIATE SCHOOL	\$55,958.05
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## Fund 40 Special Reserve Fund

84191232	SUNPOWER CORPORATION, SYSTEMS Fd 40 QZAB Solar Energy Savings 2012	MCFADDEN INTERMEDIATE SCHOOL	\$275,174.23
84191231	SUNPOWER CORPORATION, SYSTEMS Fd 40 QZAB Solar Energy Savings 2012	SEGERSTROM HIGH SCHOOL	\$1,389,986.35

# SAUSD Board of Education Warrant Listing

March 05, 2014

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<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84191229	SUNPOWER CORPORATION, SYSTEMS Fd 40 QZAB Solar Energy Savings 2012	SANTA ANA HIGH SCHOOL	\$948,166.27

## Fund 49 Capital Project Fund for Blended Component Units (CFD)

84191233	PRB CONSTRUCTION COP 2007 New Warehouse	BUILDING SERVICES	\$46,800.00
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## Fund 68 Workers' Compensation

84191235	SANTA ANA UNIFIED SCHOOL DISTRICT WORKERS' COMP. Fund 68 Workers' Compensation	RISK MANAGEMENT	\$92,505.76
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## Fund 69 Health & Welfare

84191239	KAISER FOUNDATION HEALTH PLAN Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	\$1,266,957.58
	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	

84191238	DELTACARE USA Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	\$46,076.29
	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	

84191241	SANTA ANA UNIFIED SCHOOL DISTRICT Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	\$500,000.00
	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	

84191243	VISION SERVICE PLAN Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	\$38,674.90
	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	

84191237	BLUE SHIELD OF CALIFORNIA Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	\$3,217,417.31
	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	

**Grand Total:** **\$8,960,150.17**

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Approval/Ratification of Listing of Agreements/Contracts with Santa Ana Unified School District and Various Consultants Submitted for Period of February 26, 2014 through March 11, 2014**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations, CBO**

**PREPARED BY:**   **Jonathan Geiszler, Director, Purchasing and Stores**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval/ratification of the listing of agreements/contracts with Santa Ana Unified School District and various consultants submitted for the period of February 26, 2014 through March 11, 2014.

**RATIONALE:**

Consultants have been requested by school sites and District staff to enhance and support educational programs and provide professional development to improve student achievement.

The attached list identifies various consultants that will provide services throughout the District whose compensation is under \$250,000.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve/ratify the listing of agreements/contracts with the Santa Ana Unified School District and various consultants submitted for the period of February 26, 2014 through March 11, 2014.



## 2013-14 LISTING OF CONSULTANTS/CONTRACTED SERVICES

### Submitting Division: Educational Services

March 25, 2014

NO.	NAME	IMPLICATIONS FOR THE DISTRICT/TYPE OF SERVICE	DATE	ANNUAL RENEWAL	FUNDING SOURCE	MAXIMUM NOT TO EXCEED	REQ. NO.
1.	Jacques Nunez	<p><b>Hoover Elementary:</b> Will present the storytelling "Journey to the Past", a one-hour interactive presentation of the indigenous people known as the Acjachemen Nation of Orange County. Students will learn about their culture and system of life the tribe had.</p>	<p>May 1, 2014 through May 30, 2014</p>		<p>Donations Fund</p>	<p>\$500.00</p>	<p>157510</p>
2.	Cambridge Education, LLC (Ratification)	<p><b>Valley High School:</b> Will provide support to the 2015 School Improvement Grant (SIG) Cohort 3 grant writing application process.</p>	<p>February 19, 2014 through March 14, 2014</p>		<p>Core Set Aside Fund</p>	<p>\$10,000.00</p>	<p>157594</p>
3.	Achievement Equity, Inc.	<p><b>Superintendent's Office:</b> Will provide services to assist the Board of Education and Superintendent in the process of developing and identifying goals/priorities pursuant to the Superintendent's Contract of Employment agreement. Services will include planning, preparation of materials, and facilitation of meetings/workshops, on an if-and-as-needed bases.</p>	<p>March 26, 2014 through June 30, 2014</p>		<p>General Fund</p>	<p>\$2,000.00</p>	<p>157785</p>

**2013-14 LISTING OF CONSULTANTS/CONTRACTED SERVICES**  
**Submitting Division: Business Services**  
**March 25, 2014**

NO.	NAME	IMPLICATIONS FOR THE DISTRICT/TYPE OF SERVICE	DATE	ANNUAL RENEWAL	FUNDING SOURCE	MAXIMUM NOT TO EXCEED	REQ. NO.
4.	Jason Barber	Will present a seminar to Santa Ana High School students on Drunk Driving Prevention.	May 8, 2014		General Fund	\$1,075.00	158069

**2013-14 LISTING OF CONSULTANTS/CONTRACTED SERVICES**  
**Submitting Division: Support Services**  
**March 25, 2014**

NO.	NAME	IMPLICATIONS FOR THE DISTRICT/TYPE OF SERVICE	DATE	ANNUAL RENEWAL	FUNDING SOURCE	MAXIMUM NOT TO EXCEED	REQ. NO.
5.	Ruth Lynch	Will provide mental health counseling to students.	March 26, 2014 through June 30, 2014		Mental Health Special Ed.	\$16,848.00	157475

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District – File No. 14-15025 MH**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Stefanie P. Phillips, Ed.D, Deputy Superintendent, Operations**

**PREPARED BY:**   **Camille Boden, Executive Director, Risk Management**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to reject Government Code §910 and §910.2 claim against the District, File No. 14-15025 MH.

**DESCRIPTION OF DAMAGE/INJURY:**

Claimant requests reimbursement for employment discrimination.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Recommend rejection of Government Code §910 and §910.2 claim against the District, File No. 14-15025 MH.

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District – File No. 14-15193 JT

**ITEM:** Consent

**SUBMITTED BY:** Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations, CBO

**PREPARED BY:** Camille Boden, Executive Director, Risk Management

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to reject Government Code §910 and §910.2 claim against the District, File No. 14-15193 JT.

**DESCRIPTION OF DAMAGE/INJURY:**

Claimant requests reimbursement for damage to personal vehicle.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Recommend rejection of Government Code §910 and §910.2 claim against the District, File No. 14-15193 JT.

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Acceptance of Completion of Contract for Lease-Leaseback Construction Project at Garfield Elementary School

**ITEM:** Consent

**SUBMITTED BY:** Joe Dixon, Assistant Superintendent, Facilities and Governmental Relations

**PREPARED BY:** Todd Butcher, Director, Construction

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board acceptance of completion of contract for the lease-leaseback construction project at Garfield Elementary School. The work has been completed in accordance with the terms of the contract.

**RATIONALE:**

At its September 11, 2012 meeting, the Board awarded a lease-leaseback contract to Balfour Beatty Construction. The District has received close-out confirmation that the work has been completed in accordance with the terms of the contract. At this time, all construction of the project required to be performed by Balfour Beatty Construction pursuant to the Facilities lease has been completed in accordance to the terms of the contract.

**FUNDING:**

Community Development Block Grant:	\$ 2,612,500
Overcrowding Relief Grant:	\$ 4,925,039
Facilities Improvement Agreement:	<u>\$ 3,977,231</u>
Total:	<u>\$11,514,770</u>

**RECOMMENDATION:**

Accept the March 25, 2014, completion of contract for lease-leaseback with Balfour Beatty Construction for the construction project at Garfield Elementary School in the amount of \$11,514,770.

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Authorization to Approve the District's Option to Purchase Facilities Lease on Garfield Elementary School Construction Project Pursuant to Lease-Leaseback Contract**

**ITEM:**                   **Consent**

**SUBMITTED BY:** **Joe Dixon, Assistant Superintendent, Facilities and Governmental Relations**

**PREPARED BY:**   **Todd Butcher, Director, Construction**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the District's option to purchase ("buyout") the Facilities Lease for the lease-leaseback contract at Garfield Elementary School.

**RATIONALE:**

On September 11, 2012, the Board awarded a lease-leaseback contract to Balfour Beatty Construction for the construction project at Garfield Elementary School. Balfour Beatty Construction has completed the Project. The District exercises the buyout option as permitted under the terms of the Facilities lease. A payment will be made to Balfour Beatty Construction as required under Exhibit "C" to the Facilities Lease, and title to the Project will be transferred to and vested in the District as contemplated by Education Code section 17406.

**FUNDING:**

Community Development Block Grant  
 Overcrowding Relief Grant  
 Facilities Improvement Agreement:  
 Total: \$575,738.50

**RECOMMENDATION:**

Approve the District's option to purchase the Facilities Lease on the Garfield Elementary School Construction Project pursuant to the lease-leaseback contract.

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Authorization to Award Contract for Bid Package No. 13 Parking Lot ADA Upgrades at Greenville Fundamental Elementary School Under Modernization Program

**ITEM:** Consent

**SUBMITTED BY:** Joe Dixon, Assistant Superintendent, Facilities and Governmental Relations

**PREPARED BY:** Todd Butcher, Director, Construction

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to award a contract for Bid Package No. 13 Parking Lot ADA Upgrades at Greenville Fundamental Elementary School under the Modernization Program.

**RATIONALE:**

At its November 8, 2011 meeting, the Board authorized staff to obtain bids for Bid Package No. 13 Parking Lot ADA Upgrades at Greenville Fundamental Elementary School. Legal advertisement of notice calling for bids was placed in the *Orange County Register* on February 7 and 14, 2014. Staff contacted twelve contractors, of which five picked up plans. On March 11, 2014, bid day, the District received a bid from Horizons Construction Company International, Inc. This bid amount is within budget.

<b>Contractors:</b>	<b>Bid Amounts:</b>
Horizons Construction Company International, Inc.	<b>\$34,000</b>

**FUNDING:**

State School Facility Program/Measure G: \$34,000

**RECOMMENDATION:**

Authorize staff to award a contract to Horizons Construction Company International, Inc. for Bid Package No. 13 Parking Lot ADA Upgrades at Greenville Fundamental Elementary in the amount of \$34,000 under the Modernization Program.

D:rb



**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Approval of Personnel Calendar

**ITEM:** Consent

**SUBMITTED BY:** Mark A. McKinney, Associate Superintendent, Human Resources

**PREPARED BY:** Mark A. McKinney, Associate Superintendent, Human Resources

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the Personnel Calendar.

**RATIONALE:**

Board approval of the Personnel Calendar is required for all Certificated and Classified personnel reports, non-confidential leaves of absences, and effective dates of resignations and retirements.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the Personnel Calendar.

  
MAM:nr

**CERTIFICATED PERSONNEL CALENDAR**

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

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>RETIREMENTS</b>					
Bahner, Bryce	Teacher	Lathrop	June 20, 2014		Retirement - 12 years
Bolanos, Dorian	Teacher	Santa Ana	June 20, 2014		Retirement - 17 years
Ehrler, Kathleen	Teacher	Willard	April 18, 2014		Retirement - 17 years
Farless, Katherine	Teacher	MacArthur	June 20, 2014		Retirement - 17 years
Gray-Cerillo, Toni	Teacher	Carr	June 30, 2014		Retirement - 18 years
Jacobs, Paulina	Principal	Monte Vista	June 27, 2014		Retirement - 15 years
Kazanji, Catherine	Teacher	Washington	June 20, 2014		Retirement - 15 years
Lammers, Christine	Teacher	Godinez	June 20, 2014		Retirement - 37 years
Lippe, Barbara	Teacher	K-12 Curriculum Instruction/Staff Development	June 26, 2014		Retirement - 25 years
Nakamura, Elaine	Teacher	Greenville	June 18, 2014		Retirement - 24 years
Oliver, Everlena	Teacher	Santa Ana	June 20, 2014		Retirement - 16 years
Rockwell, Bruce	Teacher	Lorin Griset	June 20, 2014		Retirement - 34 years

**Personnel Calendar  
Board Meeting - March 25, 2014  
CERTIFICATED PERSONNEL CALENDAR**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>RETIREMENTS (Continued)</b>					
Skill, Sharon	Psychologist	Psychological Services	June 20, 2014		Retirement - 31 years
<b>RESIGNATIONS</b>					
Crough, Deborah	Teacher	Saddleback	June 20, 2014		Moving - 29 years
Gardea, Jesenia	Teacher	Villa	June 20, 2014		Personal - 1 year
Mc Creadie, Jennifer	Teacher	Fremont	June 20, 2014		Family Responsibilities - 10 years
Millan, Victor	Teacher	Davis	June 20, 2014		Accepted another position - 13 years
Stimson, Marian	Teacher	Lorin Griset	April 16, 2014		Moving - 1 year
<b>NEW HIRES/RE-HIRES</b>					
Crawford, Scott	Teacher	Willard	March 5, 2014		Rehire - Permanent (Returning within 39-Month)
Galdamez, Edgar	Teacher	McFadden	March 3, 2014		New Hire - Temporary 44920
Tapia, Vanessa	Counselor	Carr	March 6, 2014		Rehire - Temporary 44920
Wambaugh, Kelly	Teacher	Willard	March 14, 2014		New Hire - Temporary 44920

Personnel Calendar  
Board Meeting - March 25, 2014

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS</b>					
Asker, Hebatalla	Speech and Language Pathologist	Speech Department	January 2, 2014		From Waiver 44911 to Probationary I
<b>CHANGE IN STATUS 2013-14</b>					
Alvarez, Elizabeth	Teacher	King			From Temporary 44909 to Probationary I
Arredondo, Eliana	Teacher	Godinez			From Temporary 44909 to Probationary I
Bastida, Luz	Teacher	Jackson			From Temporary 44909 to Probationary I
Beltran, Ammy	Teacher	Willard			From Temporary 44909 to Probationary 2
Benavente, Viridiana	Teacher	Cart			From Temporary 44909 to Probationary 2
Bravo, Alexandra	Teacher	Saddleback			From Temporary 44920 to Probationary I

Personnel Calendar  
 Board Meeting - March 25, 2014

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Buttke, Theresa	Teacher	Lowell			From Temporary 44909 to Probationary I
Cabrera, Cassandra	Teacher	Mendez			From Temporary 44909 to Probationary I
Cante, Maria	Teacher	Santa Ana			From Temporary 44909 to Probationary I
Cantu, Malissa	Teacher	Carr			From Temporary 44909 to Probationary 2
Castaneda Alvarez, Paul	Teacher	Valley			From Temporary 44909 to Probationary I
Castro, Laura C.	Teacher	Century			From Temporary 44909 to Probationary 2
Cavazos, Teresa	Teacher	Valley			From Temporary 44909 to Probationary 2
Chavarela, Sarah	Teacher	Carver			From Temporary 44909 to Probationary 2

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

**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Chavez, Jessica A.	Teacher	Willard			From Temporary 44920 to Probationary I
Conover, Matthew	Teacher	Valley			From Temporary 44909 to Probationary 2
Contreras, Daisy	Teacher	Valley			From Temporary 44909 to Probationary I
Delgadillo, Jose	Teacher	Sepulveda			From Temporary 44909 to Probationary 2
DeMent, Russell	Teacher	Valley			From Temporary 44909 to Probationary I
Dodge, Patti	Teacher	Esqueda			From Temporary 44909 to Probationary I
Dominguez, Erika	Teacher	Jefferson			From Temporary 44909 to Probationary I
Eastly, Nicole	Teacher	Lathrop			From Temporary 44909 to Probationary 2

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

**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Elmasy, Fareed	Teacher	Santa Ana			From Temporary 44909 to Probationary 2
Esaki, Aimee	Teacher	Valley			From Temporary 44909 to Probationary 2
Esquivel Gonzalez, Jessica	Teacher	Jefferson			From Temporary 44909 to Probationary 1
Fausto, David	Teacher	Valley			From Temporary 44920 to Probationary 1
Fierle, Nicole	Teacher	Greenville			From Temporary 44909 to Probationary 1
Ford, Tiffany	Teacher	Santa Ana			From Temporary 44920 to Probationary 1
Gassner, Nicole	Teacher	McFadden			From Temporary 44909 to Probationary 1
George, Karah	Teacher	Martin			From Temporary 44909 to Probationary 1

**Personnel Calendar  
Board Meeting - March 25, 2014  
CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Gonzales, Aaron	Teacher	Hoover			From Temporary 44909 to Probationary I
Gutierrez, Karina	Teacher	Jefferson			From Temporary 44909 to Probationary 2
Harvey, Ana	Teacher	Remington			From Temporary 44909 to Probationary I
Hernandez, Livier	Teacher	Heroes			From Temporary 44909 to Probationary I
Hoffmann, Alan	Teacher	Century			From Temporary 44909 to Probationary 2
Houghton, Heather	Teacher	Carr			From Temporary 44909 to Probationary I
Howard, Nicol	Teacher	Monte Vista			From Temporary 44909 to Probationary 2
Jack, Jedediah	Teacher	Carr			From Temporary 44909 to Probationary I



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

**CERTIFICATED PERSONNEL CALENDAR**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Jackson, Kori	Teacher	Davis			From Temporary 44909 to Probationary I
Juarez, Crystal	Teacher	Wilson			From Temporary 44909 to Probationary 2
Kim, Hannah	Teacher	Greenville			From Temporary 44909 to Probationary I
Knobbe, Christine	Teacher	Valley			From Temporary 44909 to Probationary 2
Lee, Torrence	Teacher	Esqueda			From Temporary 44909 to Probationary I
Lopez, Marcela	Teacher	Heroes			From Temporary 44909 to Probationary I
Lukoschek, Patricia	Teacher	Monte Vista			From Temporary 44909 to Probationary I
Lutack, Ian	Teacher	Valley			From Temporary 44909 to Probationary 2

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

**CERTIFICATED PERSONNEL CALENDAR**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Macias, Carlos	Teacher	Spurgeon			From Temporary 44909 to Probationary I
Magdaleno, Saray	Teacher	Kennedy			From Temporary 44920 to Probationary I
Martinez, Elise	Teacher	Sepulveda			From Temporary 44909 to Probationary I
Martinez, Maria D.	Teacher	Jackson			From Temporary 44909 to Probationary I
McClelland, Christina	Teacher	Taft			From Temporary 44909 to Probationary I
Medina, Anthony	Teacher	Lathrop			From Temporary 44909 to Probationary 2
Mendoza, Stephanie	Teacher	Lincoln			From Temporary 44909 to Probationary I
Merritt, Alma	Teacher	Diamond			From Temporary 44909 to Probationary I

Personnel Calendar  
Board Meeting - March 25, 2014

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Minko, Jennifer	Teacher	Esqueda			From Temporary 44909 to Probationary I
Morris, Matthew	Teacher	Valley			From Temporary 44909 to Probationary 2
Morten, Jessica	Teacher	Martin			From Temporary 44909 to Probationary 2
Navarro, Oscar	Teacher	Heninger			From Temporary 44909 to Probationary 2
Neufeld, Sara	Teacher	Seegerstrom			From Temporary 44909 to Probationary I
Norman, Kathleen	Teacher	Lorin Griset			From Temporary 44909 to Probationary I
Nunez, Miguel Jr.	Teacher	Hoover			From Temporary 44909 to Probationary I
Nutter, Tyler	Teacher	Lathrop			From Temporary 44909 to Probationary I

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

**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Ochoa Ceja, Maritza	Teacher	McFadden			From Temporary 44909 to Probationary 2
Oliver, Lisa	Teacher	Segerstrom			From Temporary 44909 to Probationary 1
Palomino, Carina	Teacher	Thorpe			From Temporary 44909 to Probationary 1
Peng, Hsin-Jan	Teacher	Villa			From Temporary 44909 to Probationary 1
Penman, Jennifer	Teacher	Davis			From Temporary 44909 to Probationary 2
Probeus, Beth	Teacher	Century			From Temporary 44909 to Probationary 1
Putros, Danial	Teacher	Chavez			From Temporary 44909 to Probationary 2
Quintero, Rebecca	Teacher	Lincoln			From Temporary 44909 to Probationary 2

**Personnel Calendar**  
**Board Meeting - March 25, 2014**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Renderos, Sara	Teacher	King			From Temporary 44909 to Probationary I
Romeo, Angelica	Teacher	Wilson			From Temporary 44909 to Probationary I
Romo, Maria	Teacher	McFadden			From Temporary 44909 to Probationary 2
Ruvalcaba, Jorge	Teacher	Spurgeon			From Temporary 44909 to Probationary I
Salas, April	Teacher	Mendez			From Temporary 44909 to Probationary 2
Sandquist, Brian	Teacher	Saddleback			From Temporary 44909 to Probationary I
Shapar, Abdul	Teacher	Esqueda			From Temporary 44909 to Probationary I
Simmons, Cassandra	Teacher	Middle College			From Temporary 44909 to Probationary I

**PERSONNEL CALENDAR**

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

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Smith, Kathryn	Teacher	Diamond			From Temporary 44909 to Probationary I
Solorzano, Carlene	Teacher	Lathrop			From Temporary 44909 to Probationary I
Su, Jennifer	Teacher	Valley			From Temporary 44909 to Probationary 2
Tawfik, Hermine	Teacher	Kennedy			From Temporary 44909 to Probationary I
Terich, Michael Jr.	Teacher	Carr			From Temporary 44909 to Probationary 2
Torres, Brenda	Teacher	Valley			From Temporary 44920 to Probationary I
Valencia, Gisela	Teacher	Sepulveda			From Temporary 44909 to Probationary I
Villa, Carla	Teacher	Davis			From Temporary 44909 to Probationary I

**Personnel Calendar**  
**Board Meeting - March 25, 2014**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS 2013-14 (Continued)</b>					
Wakely, Alyssa	Teacher	Carver			From Temporary 44909 to Probationary I
Zamora, Esmeralda	Teacher	Fremont			From Temporary 44909 to Probationary I
Zavala, Nidia	Teacher	Pio Pico			From Temporary 44909 to Probationary I
<b>EXTRA DUTY 2013-14</b>					
Dalton, Monica	Teacher	Saddleback	February 3, 2014	June 19, 2014	Extra Period
Elway, Mark	Teacher	Century	February 3, 2014	June 19, 2014	Extra Period
Head, William	Teacher	Carr	February 3, 2014	June 19, 2014	Extra Period
Jackson, Annette	ELD Coordinator	Godinez	February 3, 2014	June 19, 2014	Hourly Rate
Johnson, Constance	Retired Substitute	Speech Department	February 3, 2014	June 20, 2014	Retired Speech and Language Pathologist Daily Rate
Morookian, Jerrold	Teacher	Saddleback	February 3, 2014	June 19, 2014	Extra Period
Pena, Maricela	Teacher	Independent Study Program	January 13, 2014	June 19, 2014	Extra Period
Ward, Deborah	Teacher	Sierra	February 2, 2014	June 19, 2014	Extra Period

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

**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>ABSENCE (3 to 20 duty days) - Without Pay with Benefits</b>					
Domingo, Crystal	Teacher	Martin	March 17, 2014	April 18, 2014	Child Care
Hall, Jannette	Teacher	Roosevelt	February 28, 2014	April 4, 2014	Child Care
<b>CALIFORNIA FAMILY RIGHTS ACT (21 duty days or more) - Paid with Benefits</b>					
Crego, Ted	Teacher	Century	March 5, 2014	April 4, 2014	Statutory
<b>CALIFORNIA FAMILY RIGHTS ACT (21 duty days or more) - Without Pay with Benefits</b>					
Eneriz, Celeste	Teacher	Kennedy	February 6, 2014	April 4, 2014	Statutory
Gregrow, Stacey	Teacher	Special Education	February 27, 2014	April 4, 2014	Statutory
<b>FAMILY CARE AND MEDICAL LEAVE ABSENCE (21 duty days or more) - Without Pay with Benefits</b>					
Eneriz, Celeste	Teacher	Kennedy	February 6, 2014	April 4, 2014	Statutory
Gregrow, Stacey	Teacher	Special Education	February 27, 2014	April 4, 2014	Statutory
<b>FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits</b>					
Cohick, Nancy	Teacher	Taft	March 3, 2014	April 21, 2014	Statutory
Crego, Ted	Teacher	Century	March 5, 2014	April 4, 2014	Statutory
Kretzschmar, Jeanne	Teacher	Madison	March 10, 2014	May 14, 2014	Statutory



**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
Board Meeting - March 25, 2014

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTENSION ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits</b>					
Garcia, Teresa D.	Teacher	Mendez	February 24, 2014	March 14, 2014	Statutory
Martinez, Luz	Teacher	King	March 24, 2014	March 31, 2014	Statutory
<b>CORRECTION ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits</b>					
Aguilar, Monica C.	Teacher	ROP	March 3, 2014	March 31, 2014	Statutory
Eneriz, Celeste	Teacher	Kennedy	January 29, 2014	February 5, 2014	Statutory
Harshman, Shannon	Teacher	Carr	February 25, 2014	March 18, 2014	Statutory
<b>CORRECTION ON END DATE ON FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid with Benefits</b>					
Gregrow, Stacey	Teacher	Special Education	January 13, 2014	From March 3, 2014 to February 26, 2014	Statutory
<b>SPRING SPORTS 2013-14</b>					
Bookataub, Sullivan	Assistant Coach	Godinez	2013-14		Baseball (Boys)
Brito, Lucio	Head Coach	Godinez	2013-14		Track (Co-Ed)
C'De Baca, Cooper	Assistant Coach	Godinez	2013-14		Track (Co-Ed)
Cortez, Heriberto	Head Coach	Godinez	2013-14		Tennis (Boys)
Fedele, Stephen	Assistant Coach	Godinez	2013-14		Baseball (Boys)
Koeler, James	Head Coach	Godinez	2013-14		Volleyball (Boys)
Lee, Torrence	Assistant Coach	Godinez	2013-14		Swimming
Mac Lennan, Luke	Head Coach	Godinez	2013-14		Baseball (Boys)

**Personnel Calendar**  
**Board Meeting - March 25, 2014**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SPRING SPORTS 2013-14 (Continued)</b>					
Morris, Jessica	Head Coach	Godinez	2013-14		Swimming
Parga, Regina	Assistant Coach	Godinez	2013-14		Tennis (Boys)
Pola, Kevin	Assistant Coach	Godinez	2013-14		Track (Co-Ed)
Rogers, Brandon	Assistant Coach	Godinez	2013-14		Baseball (Boys)
Vazquez, Roberto	Assistant Coach	Godinez	2013-14		Baseball (Boys)
Erikson, Tom	Assistant Coach	Santa Ana	2013-14		Tennis (Boys)
Lillie, Brian	Assistant Coach	Santa Ana	2013-14		Volleyball (Boys)
Mitchell, Glenn	Head Coach	Santa Ana	2013-14		Softball (Girls)
Nguyen, Michael	Assistant Coach	Santa Ana	2013-14		Tennis (Boys)
Ramirez, Robert	Head Coach	Santa Ana	2013-14		Tennis (Boys)
Swanstrom, Carl	Assistant Coach/ Head Coach	Santa Ana	2013-14		Track (Co-Ed), Football
Tayco, Lance	Assistant Coach	Santa Ana	2013-14		Softball (Girls)
Alonzo, Yvonne	Head Coach	Segerstrom	2013-14		Softball (Girls)
Brigman, Keith	Assistant Coach	Segerstrom	2013-14		Softball (Girls)
Canzone, Nick	Assistant Coach	Segerstrom	2013-14		Football
Cohen, Jason	Head Coach	Segerstrom	2013-14		Volleyball (Boys)
Kimmons, Herbert III	Head Coach	Segerstrom	2013-14		Swimming
Koeler, David	Head Coach	Segerstrom	2013-14		Tennis (Boys)
Maceranka, Michael	Head Coach	Segerstrom	2013-14		Football
Martin, Erica	Assistant Coach	Segerstrom	2013-14		Tennis (Boys)
Stevenson, Neil	Assistant Coach	Segerstrom	2013-14		Track (Co-Ed)
Steward, Eddie	Assistant Coach	Segerstrom	2013-14		Track (Co-Ed)

**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SPRING SPORTS 2013-14 (Continued)</b>					
Tagalao, Joseph	Assistant Coach/ Assistant Coach	Segerstrom	2013-14		Baseball (Boys), Football
Vu, Lan	Assistant Coach	Segerstrom	2013-14		Track (Co-Ed)
Wolfe, Michael	Assistant Coach	Segerstrom	2013-14		Track (Co-Ed)
<b>CO-CURRICULAR 2013-14</b>					
Dietsche, Jocelyn		Saddleback	2013-14		Drama, Vocal Music
<b>DEPARTMENT CHAIRS 2013-14</b>					
Arroyo, Francisco		Willard	2013-14		P.E. (Girls)

**AGENDA ITEM REQUESTS  
CERTIFICATED**

**2013-14**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
After School Tutorial	Fremont	EIA-SCE	\$15,000	March 26, 2014
After School Tutorial	Fremont	Title I	\$15,000	March 26, 2014
AP By The Sea Summer Institute (Ratification)	Godinez	General	\$792	July 8, 2013
AP By The Sea Summer Institute (Ratification)	Godinez	General	\$792	July 29, 2013
Before and After School Tutoring	Lincoln	EIA-SCE	\$5,500	March 26, 2014
Before and After School Tutoring	Villa	EIA-SCE	\$20,000	March 25, 2014
Certificated Extra Duty - Imagine Learning (Ratification)	Diamond	Core	\$3,000	February 26, 2014
Computer Classes For Parents - Instructor	Willard	EIA-SCE	\$3,000	April 1, 2014
Computer Lab Time Intervention - Certificated (Ratification)	Diamond	Core	\$5,200	March 4, 2014
Local Control Accountability (LCAP) Certificated Teachers (Ratification)	Communications Office	LCAP	\$7,500	March 3, 2014
RTI Intervention - Imagine Learning	Garfield	EIA-LEP	\$7,000	March 31, 2014
Southern California AP Institute (Ratification)	Godinez	General	\$792	August 5, 2013

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 25, 2014**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>RETIREMENTS</b>						
Barry, Martha	Sch. Off. Asst. Elem.	Jackson	June 30, 2014			31 years, 4 months
Lenhoff, Deborah	Payroll Specialist	Payroll	June 30, 2014			16 years, 3 months
Oviedo, Frankie	DSO	Valley	March 21, 2014			21 years, 10 months
Turrey, Linda	Sch. Off. Asst. Elem.	Lincoln	June 30, 2014			25 years, 6 months
Zuniga, Araceli	Activity Supervisor	Valley	March 3, 2014			12 years, 6 months
<b>RESIGNATIONS</b>						
Herp, Christina	Preschool Teacher	ECE	February 6, 2014			Personal 4 years, 3 months
Ladd, Francie	Activity Supervisor	Saddleback	February 6, 2014			Personal - 2 years, 4 months
Rosenfield, Jessica	SSP Special Ed.	Saddleback	March 20, 2014			Personal - 2 months
Zuniga, Araceli	Activity Supervisor	Valley	March 3, 2014			Personal 12 years, 6 months

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 25, 2014**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>TERMINATIONS</b>						
ID # 28061	Activity Supervisor	Santa Ana	March 6, 2014			Article 20.9.1 of CSEA CBA
ID # 26386	District Safety Officer	School Police	February 24, 2014			Did not pass probation.
<b>39 MONTH REEMPLOYMENT (100 Day Differential Ended)</b>						
Barnes, Christina	Library Media Tech.	Madison	February 21, 2014			
<b>ABSENCES (3 to 20 duty days) - Without Pay</b>						
Dominguez, Nallely	Instr. Asst. Visual Impaired	Speech Dept.	March 6, 2014	March 20, 2014		Personal
Fargier, Diana	Preschool Teacher	ECE	February 27, 2014	March 4, 2014		Personal
<b>FAMILY CARE &amp; MEDICAL LEAVE (21 duty days or more) - Paid</b>						
Dominguez, Michelle	Admin Secretary Superintendent/ Deputy Supt.	Supt's Office	March 17, 2014	May 21, 2014		Statutory Leave
<b>FAMILY CARE &amp; MEDICAL LEAVE/CFRA (California Family Rights Act) (3 to 20 duty day) - Paid</b>						
Gomez, Priscilla	Preschool Teacher	ECE	April 21, 2014	May 2, 2014		Statutory Leave

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 25, 2014**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>FAMILY CARE &amp; MEDICAL LEAVE/CFRA (California Family Rights Act) (3 to 20 duty day) - Paid (Continuation)</b>						
Mejia, Jose	Custodian	Lorin Griset	March 11, 2014	March 14, 2014		Statutory Leave
Ponce, Patricia	Payroll Clerk	Payroll Dept.	February 24, 2014	March 18, 2014		Statutory Leave
<b>FAMILY CARE &amp; MEDICAL LEAVE/CFRA (California Family Rights Act) (21 duty days or more) - Paid</b>						
Maldonado, Melissa	Personnel Technician	Nutrition Svcs.	February 18, 2014	March 18, 2014		Statutory Leave/ Intermittent/As Needed Basis
<b>PROBATIONARY APPOINTMENTS</b>						
Alexandex, Lisa	SSP Sp. Ed.	Valley	March 24, 2014		19/1	
Beltran, Lizette	SSP Sp. Ed.	Century	March 4, 2014		19/1	
Hass, Lindsey	Paraprofessional	Mitchell	March 10, 2014		24/1	
Loera, Michelle	Library Media Tech.	Jefferson	March 3, 2014		25/1	
Phabsomphou, Christina	SSP Sp. Ed.	Santa Ana	March 4, 2014		19/1	
Salgado, Jazmine	Paraprofessional	Mitchell	March 17, 2014		24/1	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 25, 2014**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>PROMOTIONAL APPOINTMENT</b>						
	Autism					
Nguyen, Hang	Paraprofessional	Special Ed.	March 3, 2014		24/2	
<b>ADJUSTMENT OF WORKING ASSIGNMENT</b>						
Labouchere, Valeria	Community Worker	ECE	March 10, 2014		20/6	From 11 months to 12 months
<b>TEMPORARY ASSIGNMENTS - Out of Class Compensation</b>						
	Admin Secretary Superintendent/				29/6 +	
Amador, Josie	Deputy Supt.	Supt's Office	March 17, 2014	June 30, 2014	Conf. + Bil.	
Bazurto, Bobby	Plant Cust. Elem.	Bldg. Svcs.	March 3, 2014	March 11, 2014	28/1	
Barrett, Shawn	Plant Cust. Inter.	Bldg. Svcs.	March 10, 2014	March 14, 2014	32/1	
Colin Cardenas, Jessica	Sr. Fd. Svc. Wkr.	Nutrition Svcs.	February 26, 2014	June 19, 2014	11/5	
Hernandez, Michele	Instr. Asst. Sev. Dis.	Century	March 3, 2014	March 14, 2014	20/3	
Lopez, Esteban	Risk Management Tech.	Risk Management	March 3, 2014	April 30, 2014	33/1	
Marroquin, Saydee	Admin. Secretary	PIO	March 17, 2014	June 30, 2014	30/2 + Bil.	
Navarrette, Mario	Sr. Groundskeeper	Bldg. Svcs.	March 5, 2014	March 25, 2014	30/5	
Nguyen, Ha	ROP Operations Spec.	ROP	February 3, 2014	June 30, 2014	40/5	



**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 25, 2014**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>TEMPORARY ASSIGNMENTS - Out of Class Compensation (Continuation)</b>						
Olivares, Adriana	Sr. Executive Secretary	Deputy Supt's Office	February 11, 2014	February 28, 2014	37/1	
Pantoja, Guadalupe	Sr. Executive Secretary	Business Svcs.	February 24, 2014	March 7, 2014	37/3 + Bil.	
Silbas, Jaime	Rv. Ld. Custodian	Bldg. Svcs.	February 25, 2014	February 28, 2014	28/5 + Diff.	
Torres, Maurilio	Tree Trimmer	Bldg. Svcs.	March 3, 2014	March 31, 2014	29/6	
<b>ACTIVITY SUPERVISORS</b>						
Castro de Nieves, Celina	Activity Supervisor	Adams	March 4, 2014		10/1	
Guillen, Eduardo	Activity Supervisor	Villa	March 13, 2014		10/1	
Resendiz, Fernando	Activity Supervisor	Santa Ana	March 6, 2014		10/1	
Reynolds, Heather	Activity Supervisor	Century	March 10, 2014		10/1	
<b>HOURLY APPOINTMENTS</b>						
Rivera, Felix	Instr. Provider	Saddleback	March 6, 2014		16/1	
Valdovinos, Jose	Instr. Provider	Santa Ana	March 7, 2014		16/1	
<b>SUBSTITUTES</b>						
Borado, Chris	SSP Sp. Ed.		March 3, 2014		19/1	
Martinez-Balderas, Raul	Custodian		March 10, 2014		23/1	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 25, 2014**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>ATHLETIC SPECIALIST</b>						
Alcala Orozco, Jorge	Asst. Track Coach	Godinez	February 17, 2014		\$18.98	
Alaman, Alvin Jr.	Asst. Track Coach	Godinez	February 17, 2014		\$18.98	
Alvarado, Frank	Head Coach Cross Country	Segerstrom	February 17, 2014		\$23.73	
Baca, Alfredo	Asst. Baseball Coach	Santa Ana	March 5, 2014		\$18.98	
	Head Coach Volleyball	Santa Ana	February 17, 2014		\$23.73	
Buenrostro, Enrique Jr.	Head Coach Baseball	Santa Ana	February 17, 2014		\$23.73	
	Head Coach Track	Santa Ana	February 17, 2014		\$23.73	
Cruz, Joel	Asst. Track	Santa Ana	February 17, 2014		\$18.98	
	Head Coach Swimming	Santa Ana	February 17, 2014		\$23.73	
Daniels, William	Asst. Softball Coach	Santa Ana	February 17, 2014		\$18.98	
	Asst. Softball Coach	Godinez	February 17, 2014		\$18.98	
Dubon, William	Asst. Track Coach	Godinez	February 18, 2014		\$18.98	
	Asst. Track Coach	Santa Ana	February 17, 2014		\$18.98	
Fredericksen, Tim	Asst. Swimming Coach	Segerstrom	February 17, 2014		\$18.98	
	Asst. Volleyball Coach	Godinez	February 17, 2014		\$18.98	
Fulford, Tracy	Asst. Track Coach	Segerstrom	February 17, 2014		\$18.98	
	Asst. Baseball Coach	Godinez	February 17, 2014		\$18.98	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 25, 2014**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Gaufman, Michelle	Asst. Volleyball Coach	Santa Ana	February 17, 2014		\$18.98	
Gonzalez, Stephen	Asst. Baseball Coach	Santa Ana	February 17, 2014		\$18.98	
Haney, Victor Jr.	Asst. Baseball Coach	Santa Ana	February 17, 2014		\$18.98	
Heiland, Danielle	Asst. Swimming Coach	Santa Ana	February 17, 2014		\$18.98	
Isais, Orlando	Asst. Volleyball Coach	Godinez	February 17, 2014		\$18.98	
Kaye, Lauren	Asst. Swim Coach	Godinez	February 17, 2014		\$18.98	
Logue, William	Asst. Volleyball Coach	Godinez	February 17, 2014		\$18.98	
Medina, Abel	Asst. Baseball Coach	Godinez	February 17, 2014		\$18.98	
Medina, Edward	Head Coach Softball	Godinez	February 17, 2014		\$23.73	
Medina, Thomas	Asst. Volleyball Coach	Segerstrom	February 17, 2014		\$18.98	
Muratalla, Juan	Asst. Baseball Coach	Santa Ana	February 17, 2014		\$18.98	
Nava, Carlos	Asst. Track Coach	Santa Ana	February 17, 2014		\$18.98	
Newton, Arlene	Asst. Softball Coach	Segerstrom	February 17, 2014		\$18.98	
Ortega, Daneyra	Asst. Swimming Coach	Segerstrom	February 17, 2014		\$18.98	
Parga, Clarissa	Asst. Softball Coach	Godinez	February 17, 2014		\$18.98	
Ramirez, Erasmo	Head Coach Baseball	Segerstrom	February 17, 2014		\$23.73	
Ramirez, Ivan	Asst. Baseball Coach	Segerstrom	March 5, 2014		\$18.98	
Ramirez, John	Asst. Softball Coach	Santa Ana	February 17, 2014		\$18.98	
Ramirez, Roberto	Head Coach Tennis	Century	February 17, 2014		\$23.73	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - March 25, 2014**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>ATHLETIC SPECIALIST (Continuation)</b>						
Ramirez, Rolando	Asst. Baseball Coach	Segerstrom	February 17, 2014		\$18.98	
Rodriguez, Stephen	Head Coach Spring Football	Segerstrom	May 29, 2014		\$23.73	
Salcido Sales, Carlos Jr.	Asst. Baseball Coach	Segerstrom	February 17, 2014		\$18.98	
Silva, Miguel	Asst. Track Coach	Santa Ana	February 17, 2014		\$18.98	
Silvas, Alexis	Asst. Track Coach	Godinez	February 17, 2014		\$18.98	
Silvas, Alfonso	Asst. Track Coach	Segerstrom	February 17, 2014		\$18.98	
Sok, Johnny	Asst. Softball	Godinez	February 17, 2014		\$18.98	
Stuart, Paul	Asst. Tennis	Segerstrom	February 18, 2014		\$18.98	
Vallejo, Jose	Asst. Baseball Coach	Segerstrom	February 17, 2014		\$18.98	
Villegas, Sergio	Asst. Baseball Coach	Santa Ana	February 17, 2014		\$18.98	

**AGENDA ITEMS REQUESTS  
CLASSIFIED  
2013-14 School Year**

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
After School Intervention Imagine Learning - Classified (Ratification)	Diamond Elementary	Core Set Aside Funds	\$3,000	February 24, 2014
Classified Extra Duty - Imagine Learning (Ratification)	Diamond Elementary	Core Set Aside Funds	\$500	February 26, 2014
Computer Classes for Parents - Classified	Willard Intermediate	EIA/SCE	\$1,000	April 1, 2014
Computer Classes for Parents - Community	Willard Intermediate	EIA/LEP	\$1,000	April 1, 2014
Computer Class for Parents - Computer Technician	Willard Intermediate	EIA/SCE	\$2,000	April 1, 2014
District Safety Officer - LCAP Extra Duty Compensation (Ratification)	School Police Services	Local Control Accountability Plan	\$7,500	March 1, 2014
EL Literacy Support	Garfield Elementary	EIA-LEP	\$1,000	March 26, 2014
Extra Help - Computer Technician (Ratification)	English Learner Programs & Student Achievement Department	Title I	\$3,500	February 17, 2014
Imagine Learning (Ratification)	Walker Elementary	Core Set Aside Funds	\$1,500	March 12, 2014
LCAP - Activity Supervisors (Ratification)	Communications Office	Local Control Accountability Plan	\$7,500	March 3, 2014
LCAP - Instruction/Educational Technology Services (Ratification)	Communications Office	Local Control Accountability Plan	\$7,500	March 3, 2014
LCAP - Office Assistants/Clerical Support (Ratification)	Communications Office	Local Control Accountability Plan	\$7,500	March 3, 2014
LCAP - Translators/Interpreters (Ratification)	Communications Office	Local Control Accountability Plan	\$7,500	March 3, 2014
Translating Support Classified - Pittman Translation	Garfield Elementary	EIA Funds	\$200	April 23, 2014
	Walker Elementary	EIA-LEP	\$2,000	March 26, 2014

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                    **Acceptance of Gifts in Accordance with Board Policy 3290 – Gifts, Grants, and Bequests**

**ITEM:**                    **Consent**

**SUBMITTED BY:**    **David Haglund, Ed.D., Deputy Superintendent, Educational Services**

**PREPARED BY:**     **David Haglund, Ed.D., Deputy Superintendent, Educational Services**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board acceptance of gifts, grants, and bequests on behalf of school sites and the District. 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.

**RATIONALE:**

The Board may accept any bequest or gift of money or property on behalf of the District. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to provide equal educational opportunities for all District students. The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of District philosophy and operations. If the Board believes the District will be unable to fully satisfy the donor's conditions, the gift shall not be accepted. Gift books and instructional materials shall be accepted only if they meet District criteria. At the Superintendent or designee's discretion, a gift may be used at a particular school.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Accept gifts in accordance with Board Policy (BP) 3290 – Gifts, Grants, and Bequests.

DH:lr

SANTA ANA UNIFIED SCHOOL DISTRICT  
GIFTS RECOMMENDED FOR ACCEPTANCE - March 25, 2014

School:	Gift:	Amount:	Donor:	Used for:
Esqueda Elementary		\$1,170	Esqueda PTA Ms. Patty Mendez President Santa Ana	Science equipment
Lincoln Elementary		\$2,497	Lincoln PTA Mrs. Leslie Horta President Santa Ana	Field trips, instructional materials, and incentives
Santiago Elementary		\$601	Santiago PTA Mrs. Monique Cadwell President Santa Ana	Student incentives
Thorpe Fundamental		\$2,035	Box Tops for Education` Young America, MN	Library books
Mendez Fundamental Intermediate		\$2,000	Orange County Community Foundation Ms. Shelley Hoss President Newport Beach	Teacher Grant Award from Fedco Teacher Grant Fund to purchase Nspire software
Century High School		\$1,500	Pacific Life Foundation Mr. Tennyson S. Oyler President Newport Beach	Digital Media Arts and Engineering and Design Academies
Godinez Fundamental High School		\$2,500	Angels Baseball Foundation Ms. Chrissy Vaughn Anaheim	Baseball and Softball teams
Godinez Fundamental High School		\$700	Target Scholarship America Ms. Kim Rice Saint Peter, MN	Field trips
Santa Ana High School		\$500	College Board New York, NY	Support for the Advanced Placement Program and any needed material
Segerstrom High School		\$2,500	Pacific Life Foundation 3T's of Education Grant Newport Beach	CUE (Computer-Using Educators, Inc.)teacher conference
<b>March 25, 2014 donations</b>		<b>\$16,003</b>		
<b>2014 Total donations</b>	<b>\$37,819</b>	<b>\$53,822</b>		

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

DH:lr

**AGENDA ITEM BACKUP SHEET**

**March 25, 2014**

**Board Meeting**

**TITLE:** Fundamental School Lottery Update for 2014-15 School Year

**ITEM:** Presentation

**SUBMITTED BY:** Dawn Miller, Assistant Superintendent, Secondary Education

**PREPARED BY:** Edward Winchester, Executive Director, Secondary Curriculum and Instruction

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present the Board with a Fundamental School Lottery update for the 2014-15 school year.

**RATIONALE:**

At its December 10, 2013 meeting, the Board of Education requested lottery data on the Fundamental School Lottery process. We have provided data on the number of priority registrations and number of students on the wait list for all fundamental schools. In addition, we have included information on projected enrollment in comparison to site capacity.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

For informational purposes.

DM:EW:sz





**Santa Ana**  
Unified School District

# **Fundamental Schools Lottery Update**

## **March 25, 2014**

**Dawn Miller, Assistant Superintendent, Secondary Education**

### **Board of Education**

**Audrey Yamagata-Noji, Ph.D., President**

**José Alfredo Hernández, J.D., Vice President**

**Rob Richardson, Clerk**

**John Palacio, Member**

**Cecilia “Ceci” Iglesias, Member**

**Rick L. Miller, Ph.D., Superintendent**



# Santa Ana

Unified School District

## 2014-15 Registration

	<b>Total # of Priority Registrations 2014-15</b>	<b>Total # of Students called in from the 2014-15 Lottery List</b>	<b>Total # of Student Invites 2014-15</b>	<b>Total # of Projected 2014-15 Enrollment</b>	<b>Lottery Wait List 2014-15</b>
<b>Greenville (K)</b>	65	100	165	174	125
<b>Muir (K)</b>	75	84	159	174	2
<b>Thorpe (K)</b>	73	70	143	174	200
<b>MacArthur (6)</b>	429	20	449	420	425
<b>Mendez (6)</b>	197	265	462	460	422
<b>Villa (6)</b>	150	340	490	440	150
<b>Godinez (9)</b>	245	530	775	753	385
<b>Segerstrom (9)</b>	438	327	765	747	417



	2013-14	2014-15		
	Enrollment (as of 6-13-13)	Projected Enrollment	Current Capacity	Potential Capacity
<b>Greenville</b>	1,071	1,072	1,093	1,423
<b>Muir</b>	1,028	1,081	1,068	1,518
<b>Thorpe</b>	1,048	1,044	1,020	1,200
<b>MacArthur</b>	1,253	1,241	1,199	1,333
<b>Mendez</b>	1,374	1,393	1,346	1,715
<b>Villa</b>	1,380	1,350	1,312	1,413
<b>Godinez</b>	2,585	2,640	2,737	3,030
<b>Segerstrom</b>	2,501	2,540	2,555	2,750

**AGENDA ITEM BACKUP SHEET**

**March 25, 2014**

**Board Meeting**

**TITLE:** Transition from 8<sup>th</sup> to 9<sup>th</sup> Grade

**ITEM:** Presentation

**SUBMITTED BY:** Dawn Miller, Assistant Superintendent, Secondary Education

**PREPARED BY:** Dawn Miller, Assistant Superintendent, Secondary Education  
Edward Winchester, Executive Director, Secondary Curriculum  
and Instruction

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to provide the Board with a presentation regarding the transition from 8<sup>th</sup> to 9<sup>th</sup> grade for District students.

**RATIONALE:**

The presentation will include information on the District programs and activities for 8<sup>th</sup> grade students to have a successful transition to 9<sup>th</sup> grade.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

For informational purposes.

# Intermediate School to High School Transitions

Dawn Miller, Assistant Superintendent, Secondary Education  
March 25, 2014

# High School Visitation Day

- 4<sup>th</sup> Annual Event – April 4<sup>th</sup> at all high schools
- High School Visitation Day was specifically created to ease the anxiety of incoming 8<sup>th</sup> graders by allowing them to visit their 2014-2015 high schools for a informative and engaging day
- High schools will have activities showcasing their academic, athletic, and extracurricular opportunities
- Counselors will present information about academic pathways and how to be successful in preparing for college and career

# 8<sup>th</sup> to 9<sup>th</sup> Grade Transition Programs

**Century** – Summer University

**Godinez Fundamental** – Summer Advancement Program

**Middle College** – Math Boot Camp

**Saddleback** – Summer STEM (Science, Technology, Engineering, and Math) Academy

**Santa Ana** – Summer VAPA (Visual and Performing Arts) Academy

**Segerstrom** – Summer Academy

**Valley** – Summer Algebra 1 Step Up Program

# Program Verification Week

- Second week of August
- Students register for class, meet with counselors, and receive their textbooks
- Incoming 9<sup>th</sup> graders have an additional orientation
- 9<sup>th</sup> Grade Parent Orientation



# Other Efforts

Additional activities to support a successful transition for 8<sup>th</sup> graders to high school:

- Counselor visits to intermediate schools
- High School Open House invitations to parents of incoming 9<sup>th</sup> graders
- Spring parent meetings at the high schools

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Benefits of Early Education on Student Learning

**ITEM:** Presentation

**SUBMITTED BY:** Michelle Rodriguez, Ed.D., Assistant Superintendent, Elementary Education

**PREPARED BY:** Michelle Rodriguez, Ed.D., Assistant Superintendent, Elementary Education

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board data to support the participation in high quality early childhood education, including State Preschool and Head Start programs.

**RATIONALE:**

Information presented will show the impact of the preschool program on the incoming kindergarteners literacy and mathematical knowledge and the social emotional skills.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Presented for information.

# BENEFITS OF PRESCHOOL

MARCH 25, 2014

Michelle Rodriguez, Ed.D., Assistant Superintendent  
Keely Orlando, Early Childhood Education Coordinator  
Charlotte Ervin, Head Start Coordinator



# TONIGHT'S GOAL

- 1. Hear their voices about preschool**
- 2. Discuss the impact preschool has on:**
  - **Social Development**
  - **Language and Literacy**
  - **English Language Development**
  - **Mathematical Development**

# KEY TAKE-AWAYS

## INCREASED ON-TARGET PERFORMANCE

- **Social Development**: From 15% to 87% of our students on target
- **Language and Literacy**: From 33% to 81% of our students on target
- **English Language Development**: From 15% to 84% of our students on target
- **Mathematical Development**: From 10% to 82% of students on target

LET'S HEAR THEIR VOICES

**The Benefits of Preschool in SAUSD**

# SOCIAL DEVELOPMENT

## 2012-13 PRE/POST PERFORMANCE:

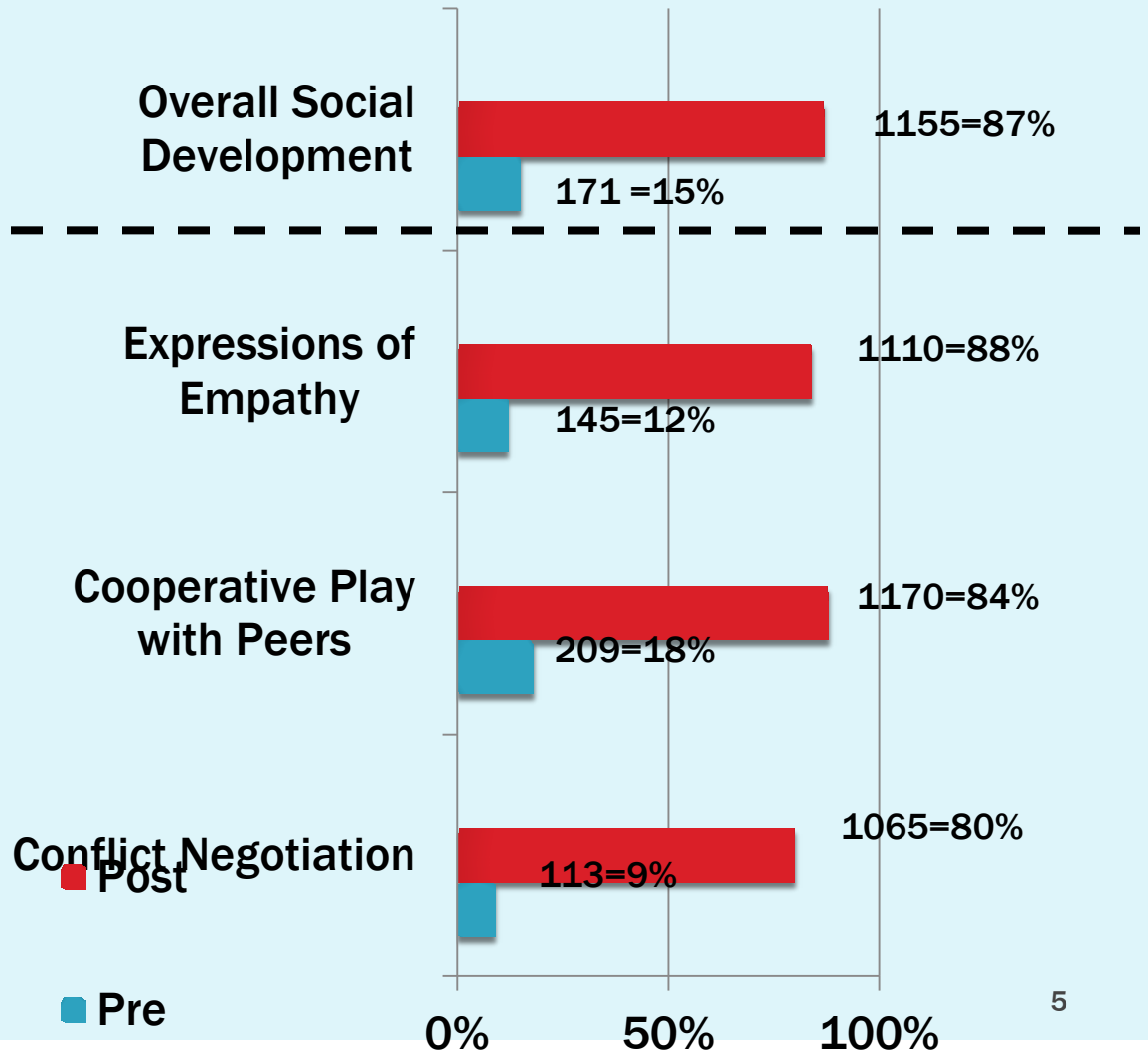
### 1324 STUDENTS



Social Development



Play cooperatively with others



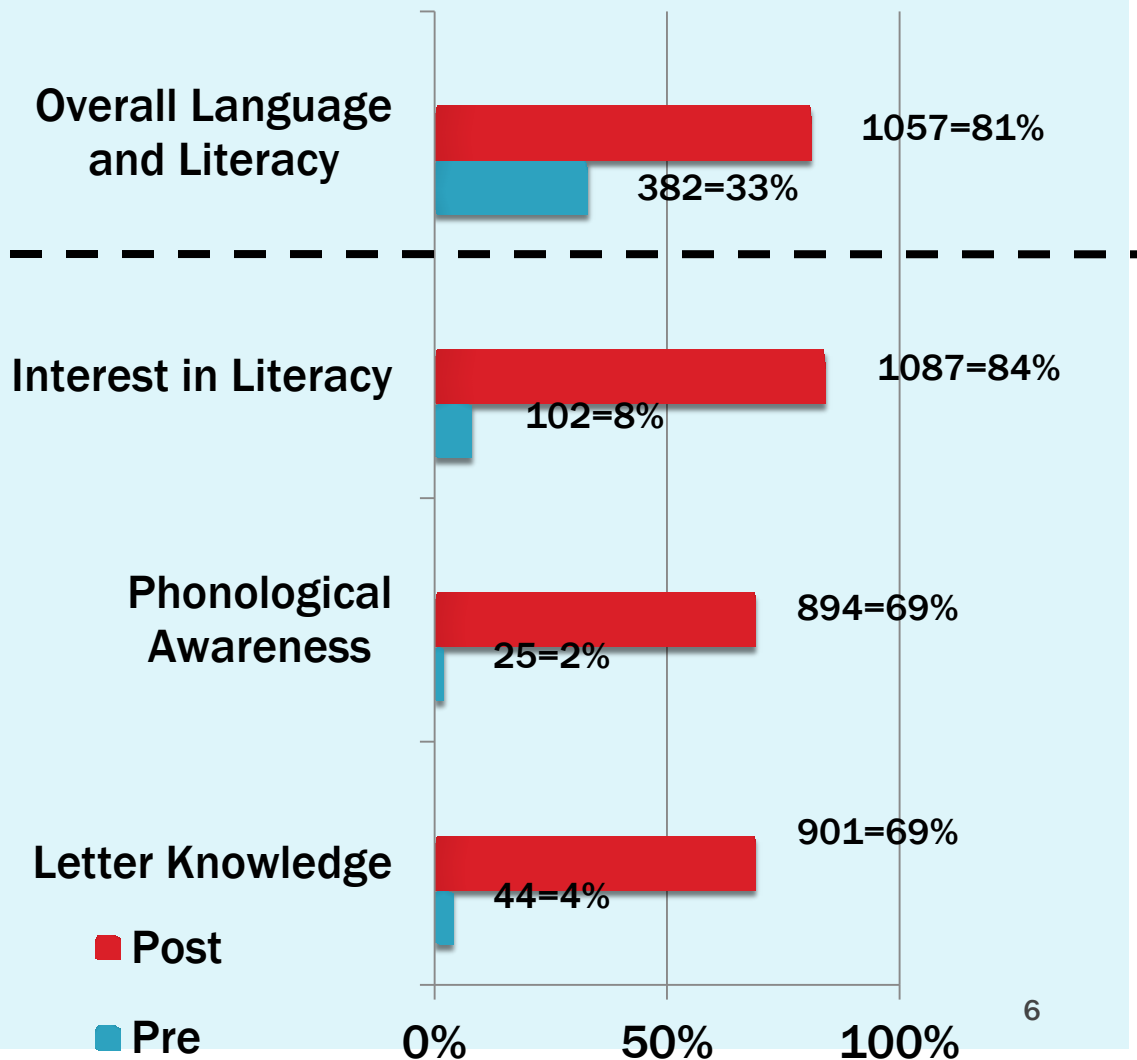
# LANGUAGE & LITERACY DEVELOPMENT 2012-13 PRE/POST PERFORMANCE: 1301 STUDENTS



Understand stories and text presented by adults



Interest in literacy



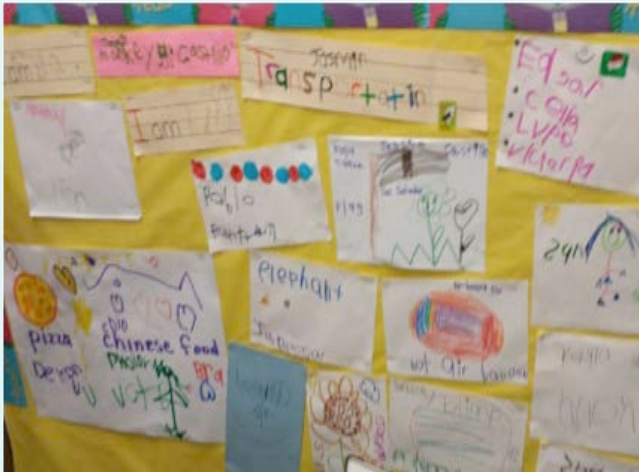


# ENGLISH LANGUAGE DEVELOPMENT

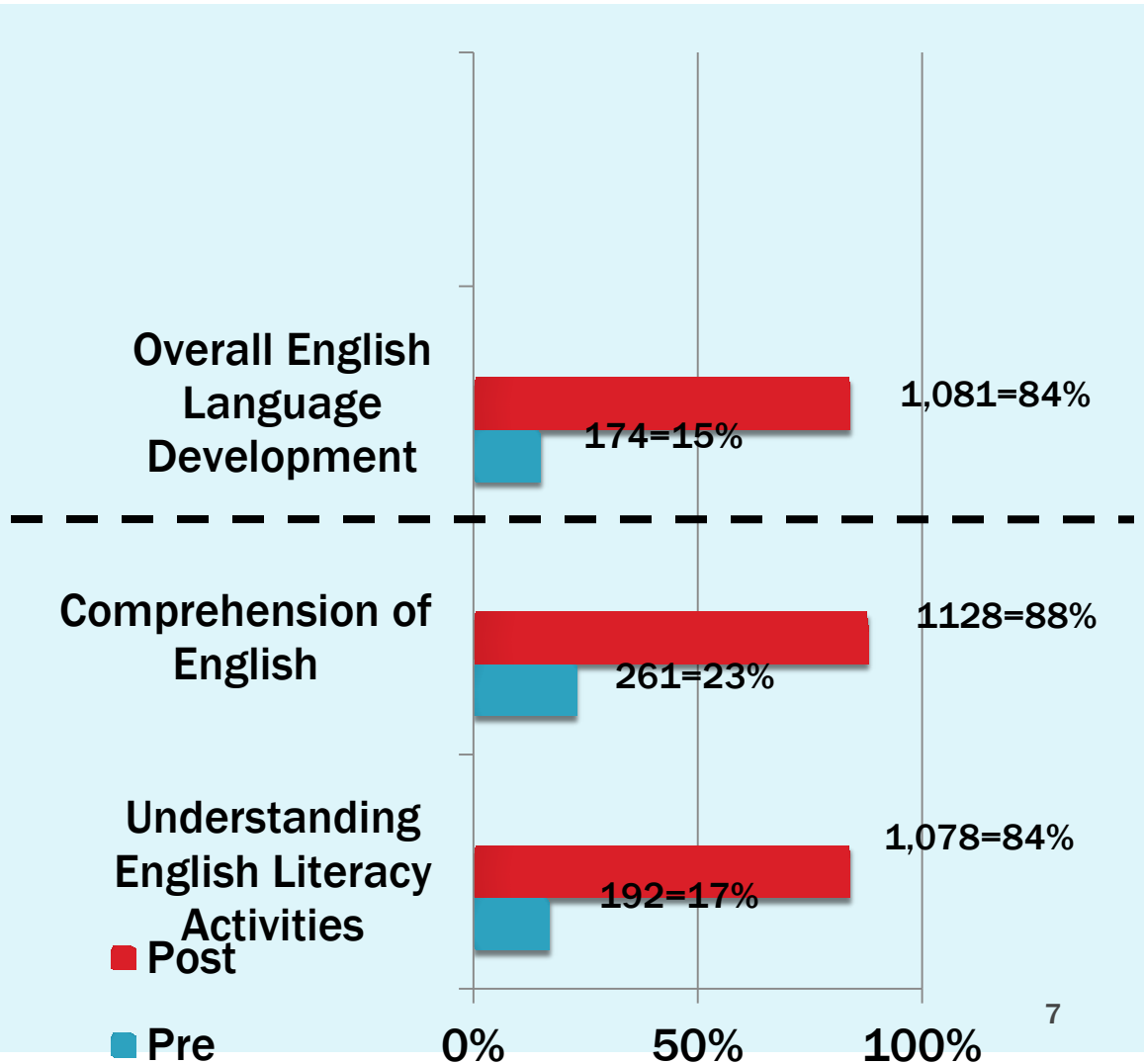
## 2012-13 PRE/POST PERFORMANCE: 1286 STUDENTS, 84% ON TARGET



Understand symbols,  
letters and print in English



Understand literacy activities



# MATHEMATICS DEVELOPMENT

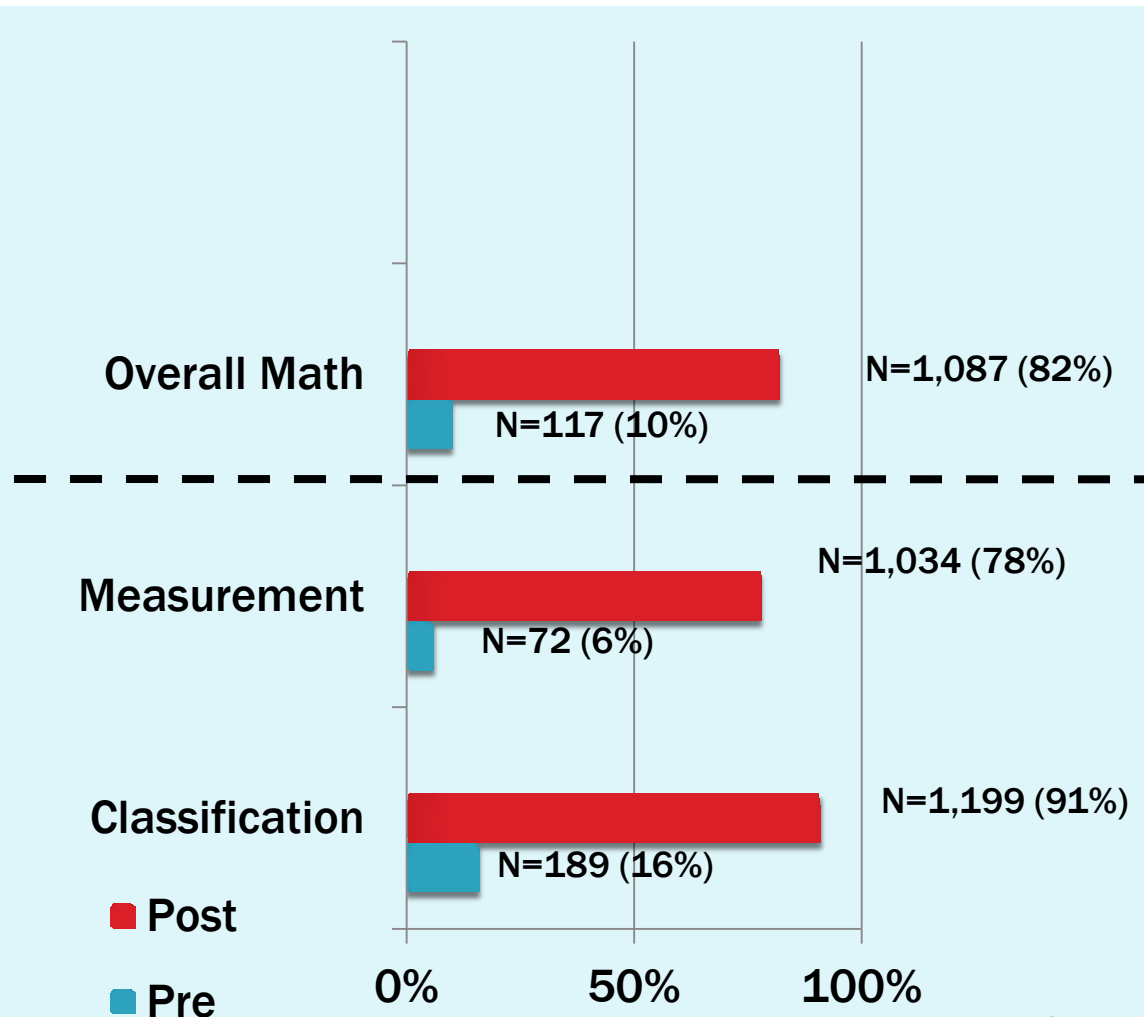
2012-13 PRE/POST PERFORMANCE:  
1320 STUDENTS



Understand measurement and graphing



Group objects (classify) size, color, or category



# KEY TAKE-AWAYS

## INCREASED ON-TARGET PERFORMANCE

- **Social Development**: From 15% to 87% of our students on target
- **Language and Literacy**: From 33% to 81% of our students on target
- **English Language Development**: From 15% to 84% of our students on target
- **Mathematical Development**: From 10% to 82% of our students on target

# Back-Up Slides

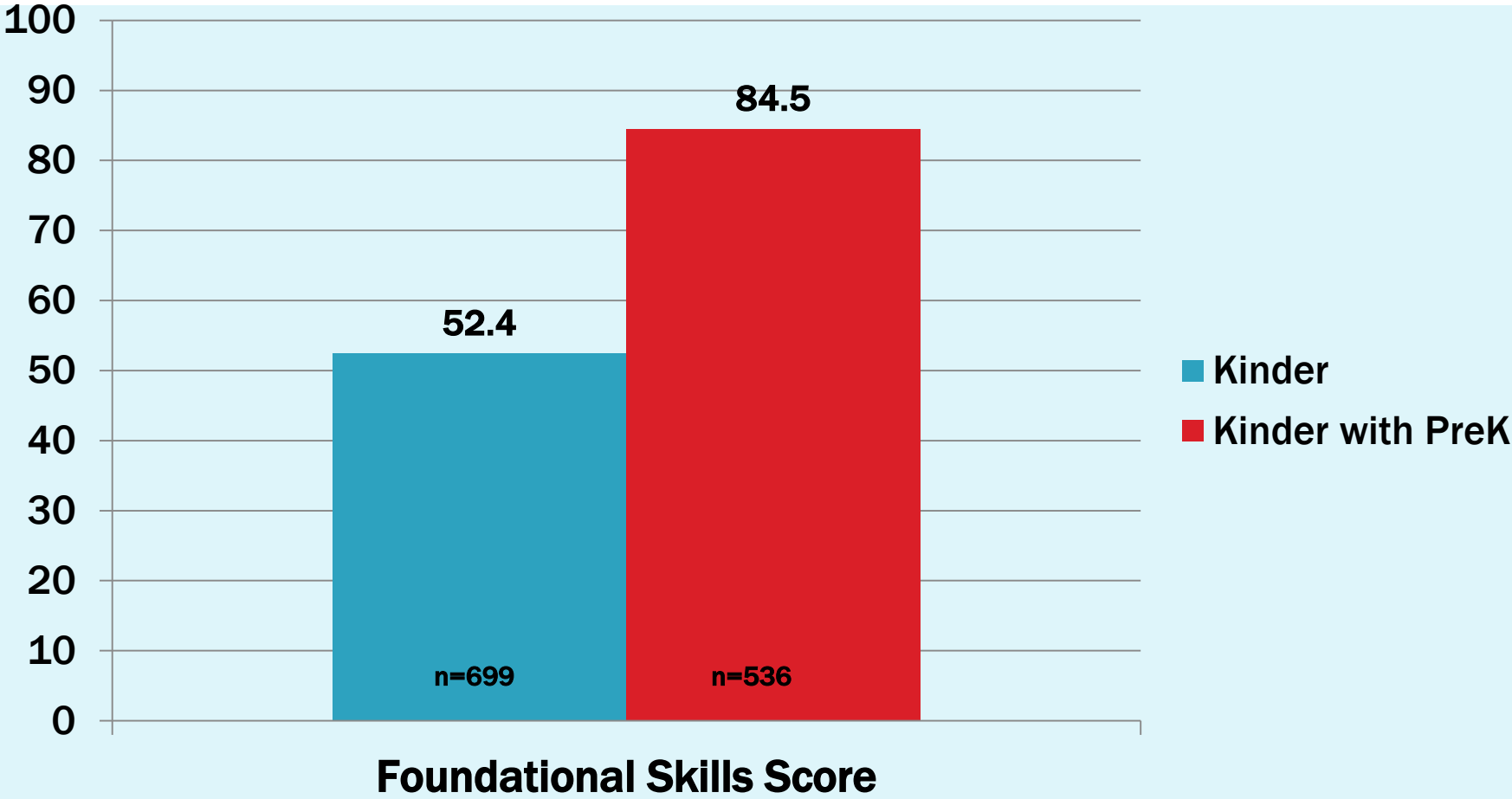
# PRESCHOOL DATA

- **Preschool data is placed into four categories:**
  - **Exploring**—Beginning stages of developing the ability to complete the task
  - **Developing**—Engaging in the task with some proficiency and continue to develop skills
  - **Building**—Ability to achieve the task with minimal effort and have greater understanding of task
  - **Integrating**—Communicate the “how” and “why” of actions and events and complete the task with ease across a variety of settings
- **Our goal is to have students exit preschool at either the Building or Integrating level in all areas.**



# SAUSD

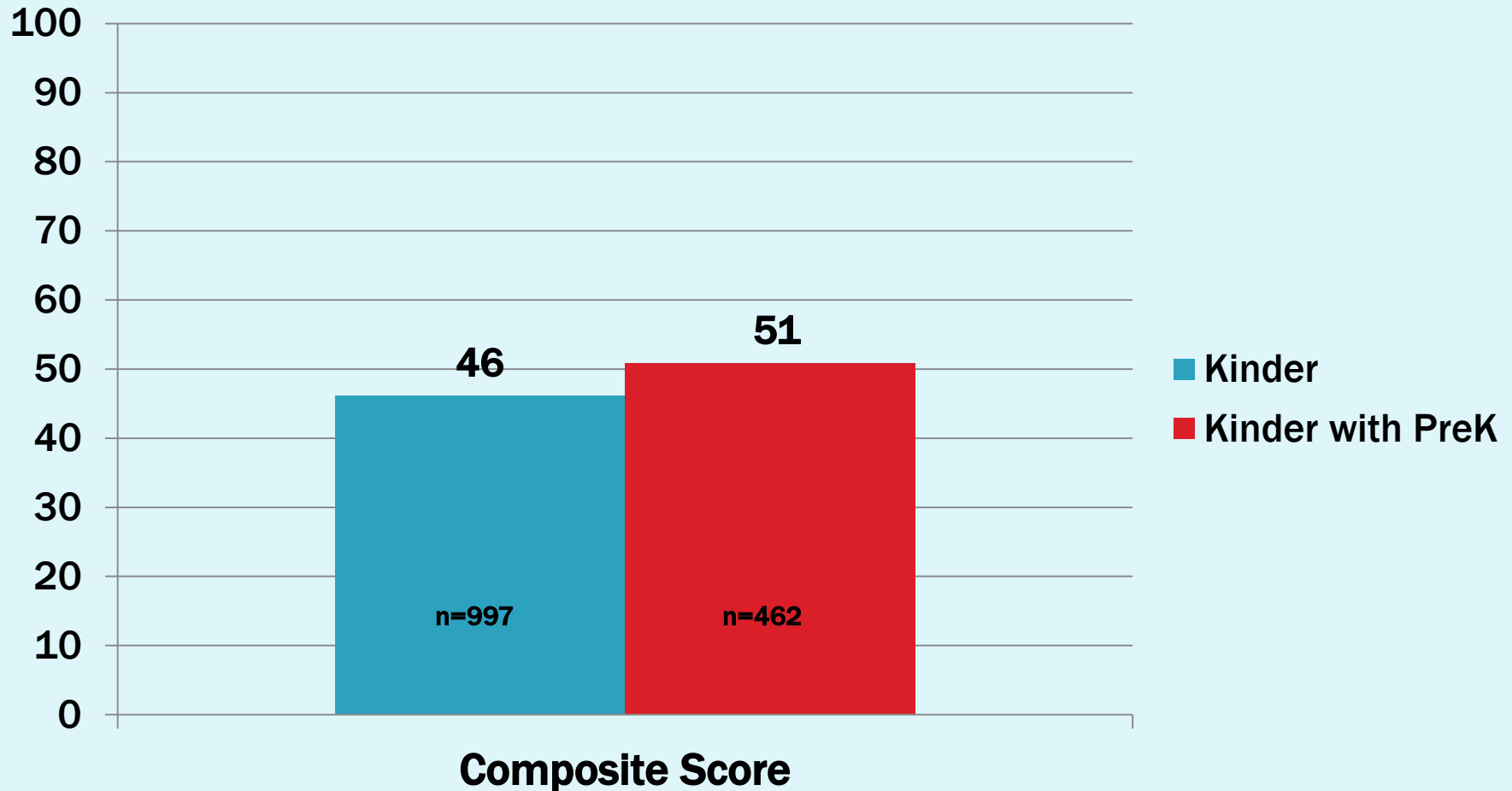
## 2012-13 AVERAGE FOUNDATIONAL SKILLS SCORE



# SAUSD

## PERCENT MEETING BENCHMARK

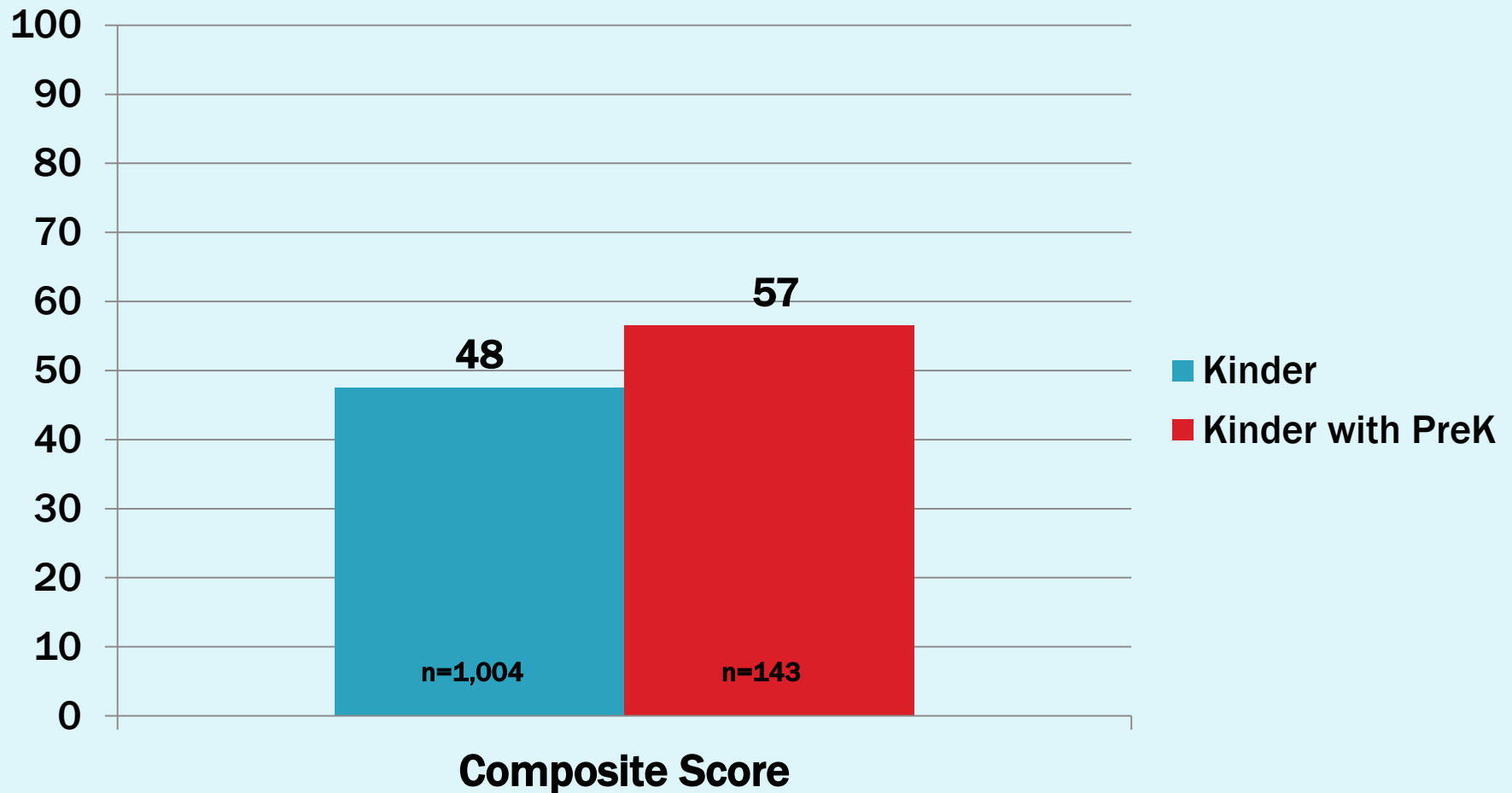
### 2013-14 DIBELS 1<sup>ST</sup> GRADE



# SAUSD

## PERCENT MEETING BENCHMARK

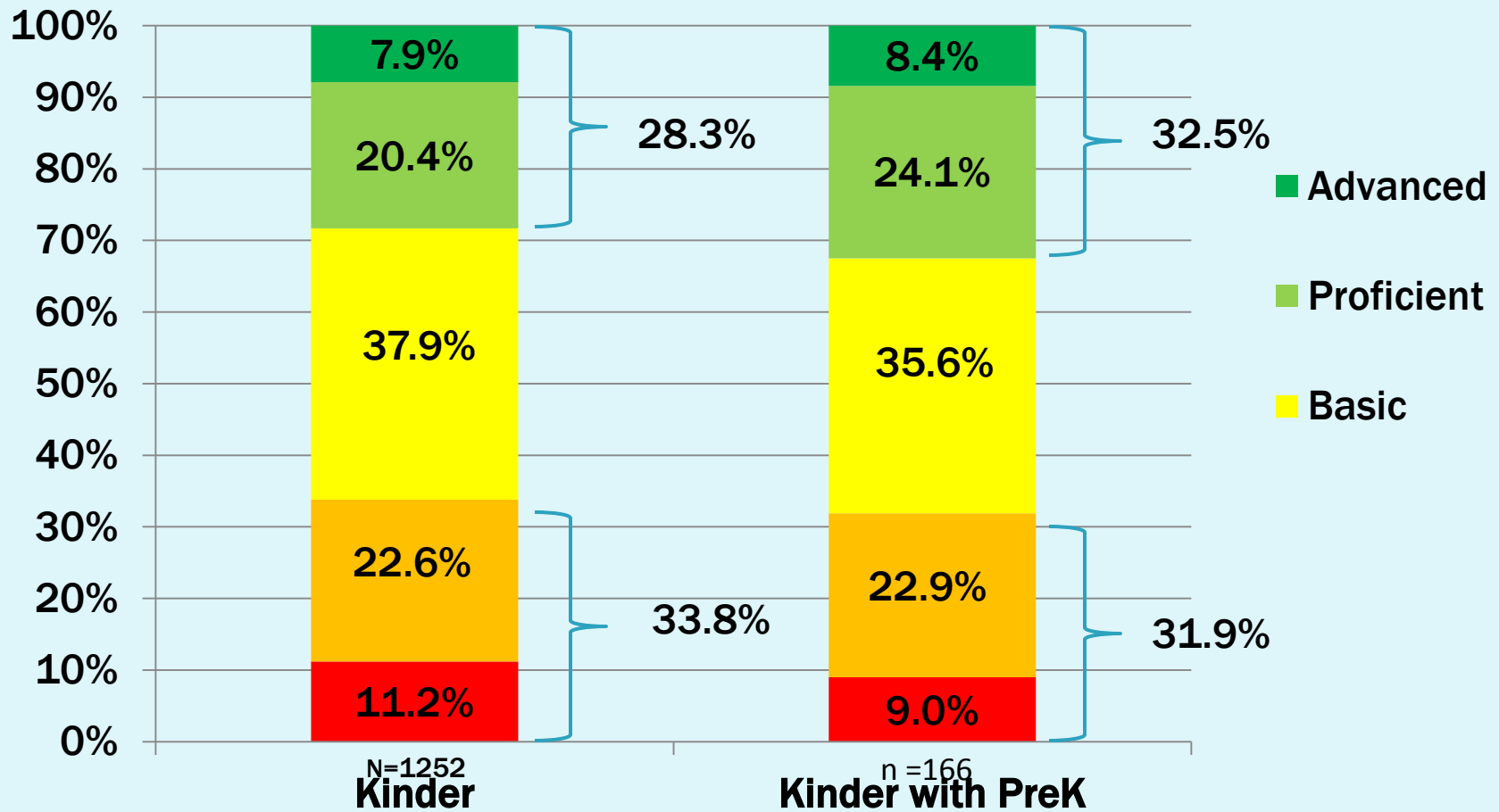
### 2012-13 DIBELS 3<sup>RD</sup> GRADE





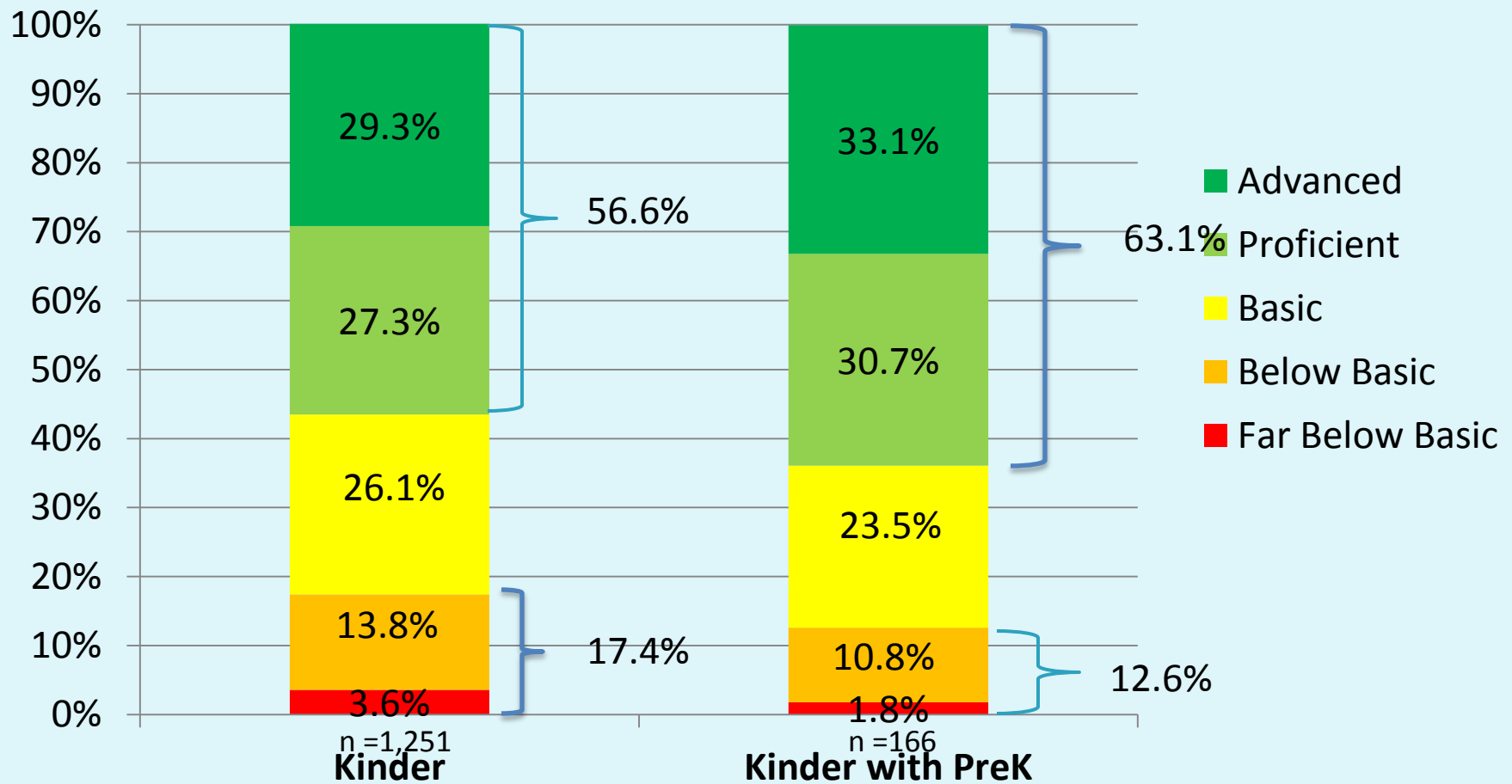
# KINDER AND KINDER-WITH-PRESCHOOL COMPARISONS

## 2012-13 CST 3<sup>RD</sup> GRADE ELA PERFORMANCE BANDS



# KINDER AND KINDER-WITH-PRESCHOOL COMPARISONS

## 2012-13 CST 3<sup>RD</sup> GRADE MATH PERFORMANCE



**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Approval of Instructional Calendars for 2014-15, 2015-16, and 2016-17 School Years**

**ITEM:**                   **Action**

**SUBMITTED BY:**   **Mark A. McKinney, Associate Superintendent, Human Resources**

**PREPARED BY:**    **Mark A. McKinney, Associate Superintendent, Human Resources**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the instructional calendars for the 2014-15, 2015-16, and 2016-17 school years. The instructional calendars reflect the 2014-15, 2015-16, and 2016-17 school year, with one-week Thanksgiving Recess, two-week Winter Recess, and a one-week Spring Recess.

The three year calendars for the 2014-15, 2015-16, and 2016-17 school years, will provide benefits to the District, such as:

- Creates an individual calendar specific to each grade level span (Elementary, Intermediate, and High School) for clearer understanding.
- The three year calendar provides consistency.
- Focuses on an instructional calendar.
- Allows for preparation and implementation of summer school programs.

**RATIONALE:**

It is the intent that every year, the Calendar Committee will meet and review the out year calendar and bring a recommendation to the Board in the spring. The process will allow the District to maintain the operational instructional calendars while planning ahead.

The Calendar Committee, comprised of certificated, classified, and management staff, provided input for the development of the proposed calendar.

Attached are copies of the instructional calendars for 2014-15, 2015-16, and 2016-17:

Elementary	180 days*
Intermediate	180 days*
High School	180 days*

\*There are an additional 5.5 days that are student free teacher days.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the instructional calendars for the 2014-15, 2015-16, and 2016-17 school years.

A handwritten signature in black ink, appearing to be 'MAM:nr:ca', located above the typed name.

MAM:nr:ca

# Santa Ana Unified School District 2014-2015 Academic School Calendar

JULY 2014							AUGUST 2014							SEPTEMBER 2014							OCTOBER 2014											
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S					
		1	2	3	4						1			1	2	3	4	5			1	2	3	4	5							
7	8	9	10	11			4	5	6	7	8			8	9	10	11	12			6	7	8	9	10							
14	15	16	17	18			11	12	13	14	15			15	16	17	18	19			13	14	15	16	17							
21	22	23	24	25			18	19	20	21	22			22	23	24	25	26			20	21	22	23	24							
28	29	30	31				25	26	27	28	29			29	30						27	28	29	30	31							
4	Holiday - Independence Day						22	Duty Day - Student Free Day						1	Holiday - Labor Day						3	Progress Reports										
						25	First Day of Instruction						10	High School (HS) Back to School Night/Modified Day (ES/IS)						24	Duty Day - Student Free Day/Parent Conference Day (IS)											
							Professional Development Day						11	Intermediate School (IS) Back to School Night																		
							*Refer to bottom right of calendar						18	Elementary School (ES) Back to School Night																		
							Instructional Days: 0							Modified Day: HS: 9/12, IS: 9/12, ES: 9/19																		
							Instructional Days: 5							Instructional Days: 21																		
							DECEMBER 2014							JANUARY 2015																		
							M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S					
							1	2	3	4	5			5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
							8	9	10	11	12			12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27			
							15	16	17	18	19			19	20	21	22	23	24	25	26	27	28	29	30							
							22	23	24	25	26			26	27	28	29	30														
							30	31																								
10	Non-Instruction						8	Duty Day - Student Free Day/Parent Conference Day (ES)						1	Holiday - Winter Recess						13	Holiday - Lincoln Day										
11	Holiday - Veteran's Day							Modified Day: ES: 12/9, 12/10, 12/11, 12/12						19	Holiday - Martin Luther King, Jr. Day						16	Holiday - Washington Day										
14	Progress Reports							Non-Instruction - Winter Recess						22	End of Semester/Modified Day (IS/HS)																	
19	End of Trimester (ES-60 Days)/Modified Day (ES/IS)							Holiday - Winter Recess						23	Duty Day - Student Free Day (HS)																	
	Non-Instruction - Thanksgiving Recess							Holiday - Winter Recess							Non-Instruction - Winter Recess																	
	Holiday - Thanksgiving Recess							Modified Day: HS: 1/20 ES/IS/HS: 1/21							Modified Day: HS: 1/20 ES/IS/HS: 1/21																	
							Instructional Days: 13							Instructional Days: HS: 18, ES/IS: 19																		
							MARCH 2015							MAY 2015																		
							M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S					
							2	3	4	5	6			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
							9	10	11	12	13			11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
							16	17	18	19	20			18	19	20	21	22	23	24	25	26	27	28	29	30						
							23	24	25	26	27			25	26	27	28	29	30													
							30	31																								
6	Progress Reports						3	0.5 Professional Development Day - Student Free Day						25	Holiday - Memorial Day						11	Last Day of Instruction/Modified Day (ES/IS/HS)										
							24	Progress Reports																								
								Open House: HS: 4/1, IS: 4/16, ES: 4/23																								
								Non-Instruction - Spring Recess																								
								Modified Day: HS: 4/2, IS: 4/17, ES: 4/24																								
							Instructional Days: 22							Instructional Days: 20																		
							IMPORTANT INFORMATION							DAYS OF INSTRUCTION							PROFESSIONAL DEVELOPMENT DAYS											
	1. First Day of Service: August 22, 2014						1. Students attend school 180 days						August 20, 2014: 6 hours (1.0 workday)						August 21, 2014: 6 hours (1.0 workday)													
	2. First Day of Instruction: August 25, 2014						2. Parent Conferences: Elementary School (ES): December 8-12, 2014 Intermediate School (IS): October 24, 2014						April 3, 2015: 3 hours (0.5 workday)						Total: 15 hours (2.5 Professional Development)													
	Modified Day (please see designated level on each month's legend)																															



# Santa Ana Unified School District 2014-2015 Academic School Calendar

JULY 2014							AUGUST 2014							SEPTEMBER 2014							OCTOBER 2014						
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
		1	2	3	4				1	2	3	4	5		1	2	3	4	5			1	2	3	4	5	
7	8	9	10	11			4	5	6	7	8			8	9	10	11	12			6	7	8	9			
14	15	16	17	18			11	12	13	14	15			15	16	17	18	19			13	14	15	16			
21	22	23	24	25			18	19	20	21	22			22	23	24	25	26			20	21	22	23			
28	29	30	31				25	26	27	28	29			29	30						27	28	29	30			
<b>4</b>	<b>Holiday - Independence Day</b>						<b>29</b>	<b>Duty Day - Student Free Day</b> <b>Professional Development Day</b> <b>*Refer to bottom right of calendar</b>						<b>1</b>	<b>Holiday - Labor Day</b>						<b>3</b>	<b>Modified Day (ES)</b>					
														<b>2</b>	<b>First Day of Instruction</b> <b>High School (HS) Back to School Night</b> <b>Intermediate School (IS) Back to School Night</b>						<b>2</b>	<b>Elementary School (ES) Back to School Night</b>					
														<b>17</b>							<b>10</b>	<b>Progress Reports</b>					
														<b>18</b>							<b>31</b>	<b>Duty Day - Student Free Day/Parent Conference Day (IS)</b>					
														<b>19</b>	<b>Modified Day (IS/HS)</b>												
												</															

# Santa Ana Unified School District 2015-2016 Academic School Calendar **DRAFT**

JULY 2015							AUGUST 2015							SEPTEMBER 2015							OCTOBER 2015																	
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S											
		1	2	3			3	4	5	6	7			1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
6	7	8	9	10			10	11	12	13	14			8	9	10	11	12	13	14	15	16	17	18	19	13	14	15	16	17	18	19	20	21	22	23	24	
13	14	15	16	17			17	18	19	20	21			15	16	17	18	19	20	21	22	23	24	25	26	20	21	22	23	24	25	26	27	28	29	30	31	
20	21	22	23	24			24	25	26	27	28			22	23	24	25	26	27	28	29	30				26	27	28	29	30								
27	28	29	30	31			31							30																								
<b>3</b>	Holiday - Independence Day													<b>7</b>	Holiday - Labor Day						<b>7</b>	Holiday - Labor Day						<b>7</b>	Holiday - Labor Day									
														<b>8</b>	First Day of Instruction						<b>8</b>	First Day of Instruction						<b>8</b>	First Day of Instruction									
Instructional Days: 0							Instructional Days: 0							Instructional Days: 17							Instructional Days: 22																	
NOVEMBER 2015							DECEMBER 2015							JANUARY 2016							FEBRUARY 2016																	
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S											
		1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7											
9	10	11	12	13			8	9	10	11	12	13	14	5	6	7	8	9	10	11	8	9	10	11	12	13	14											
16	17	18	19	20			15	16	17	18	19	20	21	12	13	14	15	16	17	18	15	16	17	18	19	20	21											
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>			<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>												
30							<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			25	26	27	28	29			22	23	24	25	26	27	28												
<b>11</b>	Holiday - Veteran's Day						<b>8</b>	End of Trimester (ES-60 Day)						<b>1</b>	Holiday - Winter Recess						<b>4</b>	End of Semester/Modified Day (IS/HS)																
													<b>18</b>	Non-Instruction - Winter Recess						<b>5</b>	Duty Day - Student Free Day (HS)																	
																			<b>12</b>	Holiday - Lincoln Day						<b>12</b>	Holiday - Lincoln Day											
																			<b>15</b>	Holiday - Washington Day						<b>15</b>	Holiday - Washington Day											
Instructional Days: 15							Instructional Days: 14							Instructional Days: 19							Instructional Days: 18																	
MARCH 2016							APRIL 2016							MAY 2016							JUNE 2016																	
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S											
		1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7											
7	8	9	10	11			4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12											
14	15	16	17	18			11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19											
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>			<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>													
28	29	30	31				25	26	27	28	29			30	31					27	28	29	30															
<b>21</b>	End of Trimester (ES-60 Day)							Non-Instruction - Spring Recess						<b>30</b>	Holiday - Memorial Day						<b>23</b>	Last Day of Instruction / Modified Day																
																		<b>24</b>	Duty Day - Student Free Day						<b>24</b>	Duty Day - Student Free Day												
Instructional Days: 23							Instructional Days: 16							Instructional Days: 21							Instructional Days: 17																	
IMPORTANT INFORMATION							DAYS OF INSTRUCTION							PROFESSIONAL DEVELOPMENT DAYS																								
1. First Day of Service: TBD							1. Students attend school <b>180</b> days							TBD: 6 hours (1.0 workday)																								
2. First Day of Instruction: September 8, 2015							2. Parent Conferences: <b>TBD</b>							TBD: 6 hours (1.0 workday)																								
														TBD: 3 hours (0.5 workday)																								
														<b>Total: 15 hours (2.5 Professional Development)</b>																								







**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                   **Ratification of Submission of Federal School Improvement Grant Application for Valley High School to California Department of Education**

**ITEM:**                   **Action**

**SUBMITTED BY:**   **Dawn Miller, Assistant Superintendent, Secondary Education**

**PREPARED BY:**   **Nuria Solis, Director, EL Programs and Student Achievement**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board ratification of the submission of the Federal School Improvement Grant (SIG), on behalf of Valley High School (VHS), to the California Department of Education (CDE) on March 14, 2014.

The United States Department of Education (USDE) has provided for a second round of funding under SIG to Tier I and II schools in California. The primary objective is to provide adequate resources in order to raise substantially the achievement of students to enable the schools to make adequate yearly progress (AYP) and exit program improvement status. Approximately 15 schools in California will be funded through a competitive application process.

Should SIG be funded, the CDE approved grant will be resubmitted and administration will bring forward an agenda item requesting Board approval to accept stipulations.

**RATIONALE:**

The SIG funded schools must implement one of the four school required intervention models: Turnaround, Transformational, Re-start, or Closure. VHS leadership and staff agreed to collaboratively prepare a SIG application that follows the tenets of the Transformation Model. If funded, VHS's restructuring focus areas will increase student learning time in the core areas during the instructional school day, week or year, provide enhanced and/or extended learning opportunities for students beyond the school day as well as provide increased and consistent teacher collaboration opportunities to improve student achievement and outcomes.

**FUNDING:**

From \$50,000 up to \$2 million per year, for three years as determined by the State Board of Education.

**RECOMMENDATION:**

Ratify the submission of the School Improvement Grant on behalf of Valley High School to the California Department of Education on March 14, 2014.

**AGENDA ITEM BACKUP SHEET****March 25, 2014****Board Meeting**

**TITLE:** Approval of Agreement with WestEd Implementing Research Project, Validation of Effectiveness of an Innovative Early Mathematics Intervention for High-Needs Students for 2014-17 School Years

**ITEM:** Action

**SUBMITTED BY:** Michelle Rodriguez, Ed.D., Assistant Superintendent, Elementary Education

**PREPARED BY:** Michelle Rodriguez, Ed.D., Assistant Superintendent, Elementary Education

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with WestEd for the purpose of implementing the research project, Validation of the Effectiveness of an Innovative Early Mathematics Intervention for High-Needs Students in the District prekindergarten and kindergarten classrooms.

**RATIONALE:**

WestEd will research opportunities within the publicly funded prekindergarten classrooms that enroll four year old students and kindergarten classrooms at the same elementary school sites. WestEd will conduct all professional development and research activities in consultation with the District.

The District will benefit from the project by identifying effective interventions to improve school readiness and subsequent achievement in math of students from low-income families.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the agreement with WestEd for implementing the research project, validation of an innovative early mathematics intervention for high-needs students for 2014-17 school years.

*Validation of the Effectiveness of an Innovative Early Mathematics  
Intervention for High-Needs Students*

**MEMORANDUM OF UNDERSTANDING**

This Agreement is between **Santa Ana Unified School SAUSD** (SAUSD) and **WestEd** (“WESTED”), which will be represented by Drs. Prentice Starkey and Alice Klein (the “Principal Investigators”), for the purpose of implementing the research project, *Validation of the Effectiveness of an Innovative Early Mathematics Intervention for High-Needs Students* (the “Project”) in SAUSD prekindergarten and kindergarten classrooms. This agreement is effective as of **4/15/2014**.

- A. SAUSD offers WESTED research opportunities within the publicly funded prekindergarten (PK) classrooms that enroll 4-year-old students, and kindergarten (K) classrooms at the same elementary school sites.
- B. WESTED will conduct all professional development and research activities in consultation with SAUSD.
- C. The parties will both benefit from the Project by identifying effective interventions to improve school readiness and subsequent achievement in math of students from low-income families.

The parties agree as follows:

I. GENERAL INFORMATION ABOUT THE PROJECT

- A. At the beginning of the Project, the Principal Investigators, in consultation with SAUSD staff, will identify 12 PK classrooms and 12 K classrooms to participate in the Project. Classrooms that primarily serve students who are monolingual speakers of languages other than English or Spanish will not be included due to assessment constraints. No further approval by SAUSD staff (teachers, principals, others) or the school board is required for these units to be made available for participation in the study.
- B. Students enrolled with SAUSD and assigned to the Treatment condition will receive *Pre-K Mathematics* curriculum, developed at UC Berkeley and WESTED, in PK and *Early Learning in Mathematics* curriculum, developed at the University of Oregon, in K. Students enrolled with SAUSD and assigned to the Control condition will continue to receive the curriculum currently used in SAUSD classrooms.
- C. The starting date and length of each Project implementation period shall be determined by mutual agreement.

D. Project implementation and activities to be afforded under this agreement shall only include the *Validation of the Effectiveness of an Innovative Early Mathematics Intervention for High-Needs Students* research project.

E. COMPLIANCE WITH FERPA

1) WestEd will comply with the provisions of FERPA in all respects. For purposes of this agreement, WestEd will use data collected and shared under this agreement for no purpose other than research authorized under §99.31 (6)(iii) of Title 34, Code of Federal Regulations. Nothing in this agreement may be construed to allow either party to maintain, use, disclose, or share student information in a manner not allowed by federal law or regulation. In particular, WestEd will not disclose any data contained under this agreement in a manner that could identify any individual student or the student's parent(s)/guardian(s), per 34 CFR §99.31 (6)(ii)(A), except as authorized by FERPA.

2) WestEd will abide by information redisclosure limitations per 34 CFR §99.33 (a)(1) ; §99.33 (a)(2). Data that contain personal information from students' education records are protected by the FERPA (20 U.S.C. §1232g) and may not be re-released without consent of the parents or eligible students.

3) WestEd will destroy all data obtained under this agreement when they are no longer needed for the purpose for which they were obtained in compliance with 34 CFR §99.31(6)(ii)(B); §99.35 (b)(2), or returned to the SAUSD REPRESENTATIVE

## **SPRING 2014: PROJECT PREPARATIONS FOR COHORT 1**

II. WESTED RESPONSIBILITIES - 2013-2014 ACADEMIC YEAR

A. Random Assignment of Classrooms and Teachers: Pairs comprised of 12 PK classrooms and 12 K classrooms will be selected and randomly assigned to one of the two conditions as described below. To the extent possible, length of the classroom day (full day vs. part day) and linguistic proficiency of the students will be taken into consideration during random assignment. Participating students who attend the same school for PK and K will be kept together as a class over the two years of implementation. If a participating student moves to another school within the SAUSD, the student will be placed in a classroom assigned to the same condition if possible.

1) Treatment: Two years of intervention (PK year and K year)

2) Control: Business as Usual

B. Professional Development: WESTED Project staff will conduct a 1-day introductory workshop on the supplemental *Pre-K Mathematics* curriculum for participating PK Treatment teachers. Local trainers will assist PK Treatment teachers with implementation planning and setting up a math center and computer in each PK Treatment classroom.

Administrator Meeting: WESTED Project staff will schedule a meeting with SAUSD administrative staff for summer to discuss upcoming Project activities.

### III. SAUSD RESPONSIBILITIES – 2013-2014 ACADEMIC YEAR

- A. Teacher Assignments: SAUSD will select classroom teachers prior to random assignment. Teachers who agree to fully participate in the Project will then be randomly assigned to condition PK classrooms and teachers will maintain Treatment and Control status from Spring 2014 through the end of the 2014-2015 academic year. K classrooms and teachers will maintain Treatment and Control status from Spring 2014 through the end of the 2015-2016 academic year. Teacher attrition will be addressed by having teachers who replace teachers who leave participate in the condition assigned. Students will maintain Treatment and Control status throughout both the 2014-2015 and 2015-2016 academic years, thus students assigned to the Treatment condition in PK will be placed in the corresponding treatment classroom in K, and students assigned to the Control condition in PK will be placed in the corresponding control classroom in K.
- B. Professional Development: SAUSD will provide release time to PK treatment teachers to attend introductory workshops, and if possible, will provide meeting space for curriculum workshops.

### **2014-2015: IMPLEMENTATION OF INTERVENTION IN PRE-K TREATMENT CLASSROOMS**

#### IV. WESTED RESPONSIBILITIES - 2014-2015 ACADEMIC YEAR

- A. Professional Development:
- PK Treatment Teachers: WESTED Project staff in conjunction with local trainers will conduct workshops on the *Pre-K Mathematics* curriculum for participating PK Treatment teachers, will provide on-site mentoring for these teachers, and will assess their fidelity of implementation of the curriculum intervention. On-site mentoring in the classrooms will occur approximately every two weeks to provide support for curriculum implementation.
- B. Materials/Supplies: WESTED will provide a *Pre-K Mathematics* curriculum book, all materials needed to implement the small-group math activities and home math activities, and a classroom computer in each Treatment classroom.
- C. Compensation to Participating PK Teachers: WESTED agrees to compensate participating PK teachers and parents in the following manner:
- 1) Treatment and Control teachers in participating PK classrooms will receive \$100 in gift cards (\$50 in Fall 2014 and \$50 in Spring 2015) for assistance in data collection.
  - 2) PK Treatment teachers shall receive a training stipend of \$1000 from grant funds; \$500 following the Fall Workshop, and \$500 following the Spring Workshop.

- 3) SAUSD will be reimbursed for the cost of substitute teachers to enable PK Treatment teachers to attend Project workshops.

D. Data Collection:

- 1) Classroom Data Collection: WESTED Project staff will conduct classroom observations two times a year in the participating PK Treatment and Control classrooms.
  - 2) Teacher Data Collection: Participating PK teachers (Treatment and Control) will complete a Teacher Questionnaire and a Teacher Pedagogical Knowledge Survey. Teachers will also complete questionnaires on children's behavior twice per year, and a mathematics report card for each participating child at the end of the year.
  - 3) Child Data Collection: Students' mathematical, literacy, socioemotional, and self-regulatory processing skills will be assessed in two-three 30-minute sessions in Fall (pretest) and Spring (posttest) by WESTED and its contractors.
- E. Transition Meeting: WESTED Project staff will facilitate preparation of a Common Core Mathematics Report on each project child by PK teachers, and work with principals to schedule a transition meeting between PK and K Treatment teachers to discuss these Common Core Mathematics Reports in Summer 2015.
- F. Administrator Meeting: WESTED Project staff will schedule a meeting with SAUSD administrative staff for summer to discuss upcoming Project activities and share research findings to date.

V. SAUSD RESPONSIBILITIES – 2014-2015 ACADEMIC YEAR

A. Teacher Responsibilities:

PK Treatment Teachers: Teachers in PK Treatment classrooms will learn the *Pre-K Mathematics* curriculum, and will implement the intervention with their participating PK students. SAUSD PK teachers participating in the Treatment classrooms will:

- 1) Attend a Fall Workshop (3 days in August/September) on implementing the first half of the PK math curriculum.
- 2) Attend a Spring Workshop (3 days in January/February) on implementing the second half of the PK math curriculum.
- 3) Implement the PK math curriculum according to a curriculum plan provided.
- 4) Prepare a Common Core Mathematics Report Card on each participating student in his/her classroom for K teachers at the end of the school year. PK Treatment teachers will meet with K Treatment teachers at this time to discuss each student's mathematics achievement over the past year.

- 5) Collaborate with WESTED researchers in data collection within established timelines.

PK Control Teachers: SAUSD teachers in participating PK Control classrooms will continue with their present classroom practices, and they will collaborate with WESTED researchers in data collection within established timelines.

B. Administrator Responsibilities:

- 1) To the extent possible, SAUSD will place at least 10-12 four-year-old students in each participating class, who (1) will be age-eligible for kindergarten entry in the 2015-2016 school year, (2) are zoned for the attendance at the corresponding kindergarten based on home address, and (3) qualify for free or reduced lunch, and provide WESTED a list of the eligible children in each classroom within the first week of school. It is recognized that this is dependent on sufficient numbers of eligible 4-year-olds being enrolled at the school in which the classroom is situated.
- 2) SAUSD will assist WESTED with monitoring participating students' enrollment during the school year. In the event a student transfers to a different school within the SAUSD mid-year, and the new school contains a classroom of the same condition as the student, efforts will be made to place the student in that participating classroom.

C. Professional Development: SAUSD will provide release time to PK treatment teachers to attend workshops, and if possible, will provide meeting space for curriculum workshops.

D. Data Collection: Teachers will be contacted to schedule data collection.

- 1) PK Teacher Data Collection: Participating PK teachers will complete two brief surveys for the purpose of obtaining demographic information and pedagogical content knowledge in mathematics in the Fall of 2014, as well as a questionnaire on students' classroom behavior in Fall 2014 and Spring 2015. In the Spring of 2015, PK teachers will complete a mathematics report card for each participating student in his/her classroom. Teachers will be compensated for completing these surveys/questionnaires and report cards in accordance with section IV.C.1 of this agreement.
- 2) PK Classroom Data Collection: Participating PK teachers will allow WESTED Project staff to conduct 2 classroom observations during the year.
- 3) Child Data Collection: WESTED Project staff will randomly select 4-year-old PK students from Treatment and Control classrooms for the research sample. Parental consent will be sought for all eligible students, excluding those who are monolingual in languages other than English or Spanish and those with disabilities that preclude assessment with standardized instruments (e.g., severe behavioral, visual or motor impairment). Approximately 10-12 four-year-old students from each of the

participating classrooms will be selected for the research sample. If consent is obtained for more than 10 students, equal numbers of boys and girls will be randomly selected. Students' mathematical, literacy, socioemotional, and self-regulatory processing skills will be assessed in the Fall (pretest) and Spring (posttest) by WESTED and its contractors. SAUSD will provide space at each school site to conduct the assessments with minimal disruption.

- 4) Parental Consent: Principal Investigators or WESTED Project staff will notify SAUSD administrator before initial contact is made with parents. Parents or guardians of students will be informed that their participation in the research is voluntary and that they have the right to end their participation at any time. Parents will be asked to provide written consent for their child to participate in the research project.

## **2015-2016: IMPLEMENTATION OF INTERVENTION IN KINDERGARTEN TREATMENT CLASSROOMS AND PRE-K CONTROL CLASSROOMS**

### VI. WESTED RESPONSIBILITIES - 2015-2016 ACADEMIC YEAR

#### A. Professional Development:

- 1) Professional development staff from the University of Oregon and WESTED, in conjunction with local trainers, will conduct workshops on the *Early Learning in Mathematics* curriculum for participating K Treatment teachers, will provide on-site mentoring for those teachers, and will assess their fidelity of implementation of the curriculum intervention. On-site mentoring in the classrooms will occur approximately once every two weeks to provide support for curriculum implementation.
- 2) Professional development staff from WESTED, in conjunction with local trainers, will conduct math curriculum workshops on the *Pre-K Mathematics* curriculum for participating PK Control teachers, will provide on-site mentoring for those teachers, and will assess their fidelity of implementation of the curriculum intervention. On-site mentoring in the classrooms will occur approximately once every two weeks to provide support for curriculum implementation.

#### B. Materials/Supplies:

- 1) WESTED will provide the *Early Learning in Mathematics* curriculum and all materials needed to implement the curriculum to participating K Treatment teachers.
- 2) WESTED will provide the *Pre-K Mathematics* curriculum and all materials needed to implement the curriculum to participating PK Control teachers.



- C. Compensation to Participating Teachers: WESTED agrees to compensate participating teachers in the following manner:

K Treatment and Control Teachers:

- 1) Treatment and Control teachers in participating classrooms will receive \$100 in gift cards (\$50 Fall 2015 and \$50 in Spring 2016) for assistance in data collection.
- 2) K Treatment teachers shall receive a training stipend of \$1000 from grant funds; \$500 following the Fall workshop, and \$500 following the Spring workshop.
- 3) SAUSD will be reimbursed for the cost of substitute teachers to enable the K Treatment teachers to attend Project workshops.

PK Control Teachers:

- 1) Participating PK Control teachers shall receive a training stipend of \$1000 from grant funds; \$500 following the Fall Workshop, and \$500 following the Spring Workshop.
- 2) SAUSD will be reimbursed for the cost of substitute teachers, if necessary, to enable PK Control teachers to attend Project workshops.

- D. Data Collection - K Treatment and Control Groups:

- 1) Teacher Data Collection: Participating K teachers (Treatment and Control) will complete a Teacher Questionnaire and a Teacher Pedagogical Knowledge Survey. Teachers will also complete questionnaires on each participating child's behavior twice per year, and a mathematics report card for each participating child at the end of the year.
- 2) Classroom Data Collection: WESTED Project staff will conduct classroom observations two or three times a year in the participating K classrooms.
- 3) Child Data Collection: Students' mathematical, literacy, socioemotional, and self-regulatory processing skills will be assessed in two-three 30-minute sessions in Fall (pretest) and Spring (posttest) by WESTED and its contractors.

- E. Transition Meeting: WESTED Project staff will facilitate transition meetings between K Treatment teachers and Grade 1 teachers.

- F. Administrator Meeting: WESTED Project staff will schedule a meeting with SAUSD administrative staff for summer to discuss upcoming Project activities and share research findings to date.

VII. SAUSD RESPONSIBILITIES – 2015-2016 ACADEMIC YEAR

- A. Teacher Responsibilities:

The *Early Learning in Mathematics* (ELM) curriculum is a comprehensive math curriculum, consisting of 120 lessons delivered over the course of the academic year. Each lesson is approximately 45 minutes in length; there is also supplemental material

that is incorporated into the classroom's regular "calendar time." ELM must be delivered by the classroom teacher. ELM was not developed to be used with fidelity by an instructional assistant or classroom volunteer. It requires knowledge of teaching and instruction that regular classroom teachers possess. ELM can be delivered in two ways. ELM can be delivered as whole group instruction, to the whole class. This is the way ELM was validated in scientific studies and thus is the preferred mode of delivery. Alternatively, ELM could be delivered in a small group instruction format to only those K students who participated in the PK treatment (approximately 10-12 students per classroom). Other students in the class would receive the "business as usual" curriculum. If ELM is used just with treatment students (i.e., those students who were the target treatment children in the pre-K year) it still must be taught by a certified teacher.

K Treatment Teachers: Teachers in K Treatment classrooms will learn the ELM curriculum, and will implement the intervention with their participating K students. SAUSD K teachers participating in the Treatment classrooms will:

- 1) Attend a Fall Workshop (2 days in August/September) on implementing the first half of the K math curriculum.
- 2) Attend a Spring Workshop (2 days in January/February) on implementing the second half of the K math curriculum.
- 3) Implement the K math curriculum according to a curriculum plan provided.
- 4) Prepare a Common Core Mathematics Report Card on each participating student in his/her classroom for Grade 1 teachers at the end of the school year. K Treatment teachers will meet with Grade 1 teachers at this time to discuss each student's mathematics achievement over the past year.
- 5) Collaborate with local trainers and WESTED researchers in data collection within established timelines.
- 6) Allow WestEd staff, including regional trainers, to observe instruction and collaborate with local trainers as part of PD and fidelity checks.

K Control Teachers: SAUSD teachers in participating Control classrooms will continue with their present classroom practices, and they will collaborate with WESTED researchers in data collection within established timelines.

- B. Administrator Responsibilities: SAUSD administrators will assist WESTED Project staff in tracking participating Treatment and Control students into kindergarten classrooms. To the extent possible, SAUSD administrators will place participating students in the designated Treatment and Control classrooms at each site upon K entry. In the event a student enrolls at a different school within the SAUSD or transfers mid-year, and the new school contains a classroom of the same condition as the student, efforts will be made to place the student in that participating classroom. Administrators will provide WestEd with names of classroom teachers for random assignment to condition and adhere to those assignments. Administrators will explain the project and teacher's participation to relevant staff members. Administrators will facilitate the scheduling and logistics

involved in assessment of students, observation of classrooms, and data collection activities with teachers and parents. One administrator from the SAUSD will attend semiannual regional 1-day meetings of the California STEM Learning Network.

- C. Professional Development: SAUSD will provide release time to K Treatment teachers to attend workshops, and if possible, will provide meeting space for curriculum workshops.
- D. Data Collection - K Treatment and Control:
  - 1) Teacher Data Collection: Participating K teachers (both Treatment and Control) will complete two brief surveys for the purpose of obtaining demographic information and pedagogical content knowledge in mathematics in the Fall of 2015, as well as a questionnaire on each participating students' classroom behavior in Fall 2015 and Spring 2016. In the Spring of 2016, K teachers will complete a mathematics report card for each participating student in his/her classroom. Teachers will be compensated for completing these surveys/questionnaires in accordance with section VI.C.1 of this agreement.
  - 2) Classroom Data Collection: Participating Treatment and Control K teachers will allow WESTED Project staff to conduct two to three classroom observations during the year.
  - 3) Child Data Collection: Students' mathematical, literacy, socioemotional, and self-regulatory processing skills will be assessed in the Fall (pretest) and Spring (posttest) by WESTED and its contractors. SAUSD will provide space at each school site to conduct the assessments with minimal disruption.

### **2016-2017: GRADE 1 FOLLOW-UP AND IMPLEMENTATION OF THE INTERVENTION IN KINDERGARTEN CONTROL CLASSROOMS**

#### **VIII. WESTED RESPONSIBILITIES - 2016-2017 ACADEMIC YEAR**

- A. Professional Development: WESTED and University of Oregon professional development staff, in conjunction with local trainers, will conduct math curriculum workshops for participating K Control teachers and will provide on-site mentoring and assistance for these teachers. On-site mentoring in the classrooms will occur approximately once every two weeks to provide support for curriculum implementation.
- B. Materials/Supplies: WESTED will provide the *Early Learning in Mathematics* curriculum and all materials needed to implement the curriculum to participating K Control teachers.
- C. Compensation to Participating K Control Teachers: WESTED agrees to compensate participating K Control teachers in the following manner:
  - 3) Participating K Control teachers shall receive a training stipend of \$1000 from grant funds; \$500 following the Fall Workshop, and \$500 following the Spring Workshop.

- 4) SAUSD will be reimbursed for the cost of substitute teachers, if necessary, to enable K Control teachers to attend Project workshops.
- D. Compensation to First Grade Teachers of Treatment and Control Students: WESTED agrees to compensate first grade teachers of students in the Treatment and Control conditions in the following manner:
- 1) Upon completion of a mathematics report card for each participating Treatment or Control student in his/her classroom, First grade teachers will receive a gift card in the amount of \$10 - \$30, depending on the number of report cards completed. Teachers will receive a \$10 gift card for completing report cards for 1-2 students, a \$20 gift card for completing 3 report cards, or a \$30 gift card for completing more than 3 report cards.
- E. Data Collection: Students' mathematical, literacy, socioemotional, and self-regulatory processing skills will be assessed in two-three 30-minute sessions in Spring 2016 by WESTED and its contractors. Additionally, in Spring 2016, first grade teachers will be asked to complete a mathematics report card for each participating Treatment or Control student in his/her classroom.
- F. Administrator Meeting: WESTED Project staff will schedule a meeting with SAUSD administrative staff for summer to discuss Project activities and share research findings to date.

#### IX. SAUSD RESPONSIBILITIES – 2016-2017 ACADEMIC YEAR

- A. K Control Teacher Responsibilities: SAUSD K teachers in participating Control classrooms will:
- 1) Attend a Fall Workshop (2 days) on implementing the first half of the *Early Learning in Mathematics* curriculum.
  - 2) Attend a Spring Workshop (2 days) on implementing the second half of the *Early Learning in Mathematics* curriculum.
  - 3) Implement the *Early Learning in Mathematics* curriculum according to a curriculum plan provided.
- B. Administrator Responsibilities: SAUSD administrators will assist WESTED Project staff in tracking participating Treatment and Control students into first grade classrooms.
- C. Professional Development: SAUSD will provide release time to K Control teachers to attend workshops, and if possible, will provide meeting space for curriculum workshops.
- D. Data Collection:

Teacher Data Collection: First grade teachers will be asked to complete mathematics report cards for each participating student in his/her classroom in Spring 2017. First grade teachers will be compensated in accordance with section VIII.D.1 of this agreement.

Child Data Collection: Students' mathematical, literacy, socioemotional, and self-regulatory processing skills will be assessed in Spring by WESTED and its contractors. SAUSD will provide space at each school site to conduct the assessments with minimal disruption.

- E. Computer maintenance: If SAUSD agrees to provide maintenance, WESTED will donate computers to SAUSD at the end of the project.

## X. TERM AND TERMINATION

- A. Term. This Agreement shall be effective as of the date first written above and shall remain in effect for 4 years, terminating on March 31, 2017.
- B. Termination. This Agreement may be terminated at any time by the written agreement or upon 30 days' advance written notice by one party to the other for any reason.

## XI. GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by both parties.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.
- C. Entire Agreement. This Agreement is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- D. Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

## XII. HUMAN SUBJECTS PROTECTION

In carrying out activities with, the Principal Investigators will abide by all codes of conduct on Protection of Human Subjects in Research as defined by the United States Department of Education (DOED) regulations; stay reasonably close to the terms of the Agreement, proposal, or commonly agreed upon activities; or notify WESTED of any significant changes to activities.

**Name of SAUSD**

**WestEd**

Street Address  
City, State Zip

730 Harrison Street  
San Francisco, CA 94107-1242

**XIII. EXECUTION**

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their signature is made.

**Name of SAUSD**

**WestEd**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** Prentice Starkey

**Title:** \_\_\_\_\_

**Title:** Principal Investigator

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** Alice Klein

**Title:** \_\_\_\_\_

**Title:** Principal Investigator

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** Michael Neuenfeldt

**Title:** Director of Finance & Contracts

**Date:** \_\_\_\_\_

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 13/14-3010 - Proclaiming May 2014 as Asian Pacific American Heritage Month

**ITEM:** Action

**SUBMITTED BY:** David Haglund, Ed.D., Deputy Superintendent, Educational Services

**PREPARED BY:** Nuria Solis, Director, EL Programs and Student Achievement

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board adoption of Resolution No. 13/14-3010 to declare May 2014 as Asian Pacific American Heritage Month in the Santa Ana Unified School District (SAUSD).

**RATIONALE:**

The District is committed to honoring and respecting the cultural diversity and many contributions made by the local Asian Pacific American community, including the parents and students. SAUSD seeks to ensure that all students are educated as to the background, history, and contributions of Asian Pacific Americans in the United States.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt Resolution No. 13/14-3010 proclaiming May 2014 as Santa Ana Unified School District's Asian Pacific American Heritage Month.

1 RESOLUTION NO. 13/14-3010

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5  
6 ASIAN PACIFIC AMERICAN HERITAGE MONTH

7 MAY 2014

8  
9 WHEREAS, the State of California is home to more than 700,000 students of  
10 Asian and Pacific Islander descent, from kindergarten through grade 12; and,

11 WHEREAS, the Santa Ana Unified School District is home to over 1,700  
12 students of Asian Pacific Islander descent, representing 27 different languages;  
13 and,

14 WHEREAS, these students reflect the great diversity of culture and heritage  
15 of the many countries of Asia and the Pacific Islands; and,

16 WHEREAS, the people of Asia and the Pacific Islands who came to this country  
17 and their descendants have made substantial contributions to California's growth  
18 and development and have woven clear, distinct threads into this nation's social  
19 fabric; and,

20 WHEREAS, Asian Pacific Islanders serve to enrich the quality of our society  
21 through their daily contributions; and,

22 WHEREAS, the Santa Ana Unified School District is committed to honoring and  
23 respecting the many contributions made by the local Asian Pacific American  
24 community, including the parents and students of the District; and,

25 WHEREAS, the Santa Ana Unified School District is committed to educating our  
26 teachers, staff, and administrators about the educational needs and concerns about  
27 the Asian Pacific Islander students enrolled in the District;



1 WHEREAS, the Santa Ana Unified School District will continue to provide  
2 opportunities for Asian Pacific Islander parents to participate in educational  
3 programs;

4 NOW, THEREFORE, BE IT RESOLVED: That the Santa Ana Board of Education  
5 proclaims the month of May 2014 as Asian Pacific American Heritage Month and  
6 encourages all schools community organizations, businesses, and the City of Santa  
7 Ana to commemorate this occasion with appropriate instructional and celebration  
8 activities.

9 Upon motion of Member \_\_\_\_\_ and duly seconded, the foregoing  
10 Resolution was adopted by the following vote:

11 AYES:

12 NOES:

13 ABSENT

14 STATE OF CALIFORNIA )  
15 ) ss.  
16 COUNTY OF ORANGE )  
17

18 I, Audrey Yamagata-Noji, Ph.D., President of the Board of Education of the  
19 Santa Ana Unified School District of Orange County, California, hereby certify  
20 that the above and foregoing Resolution was duly adopted by the said Board at a  
21 regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, and  
22 passed by a vote of \_\_\_\_\_ of said Board.

23 IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of  
24 \_\_\_\_\_, 2014.

25  
26  
27 \_\_\_\_\_  
28 Audrey Yamagata-Noji, Ph.D.  
29 President, Board of Education  
Santa Ana Unified School District

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Adoption of Resolution 13/14-3008 – Proclaiming April 29, 2014, as Parents’ Day

**ITEM:** Action

**SUBMITTED BY:** David Haglund, Ed.D., Deputy Superintendent, Educational Services

**PREPARED BY:** Nuria Solis, Director, EL Programs and Student Achievement

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board adoption of Resolution No. 13/14-3008 to declare Tuesday, April 29, 2014, as the Day of Commemoration of National Parents’ Day in the Santa Ana Unified School District (SAUSD). National Parents’ Day is Sunday, July 27, 2014. SAUSD will recognize parents at all three levels (elementary, intermediate, and high schools) at the Parent of the Year event. The event will take place Tuesday, April 29, 2014, at Segerstrom High School.

**RATIONALE:**

In recognition of the important roles played by parents and in appreciation of their ongoing support to the programs of the District and to teachers and students in the schools, it is appropriate that Parents’ Day be officially acknowledged by the SAUSD.

**FUNDING:**

Title I: Not to exceed \$15,000

**RECOMMENDATION:**

Adopt Resolution No. 13/14-3008 proclaiming April 29, 2014, as Santa Ana Unified School District Parents’ Day.

1 RESOLUTION NO.13/14-3008

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5 Parents' Day Resolution

6 WHEREAS, parent participation and involvement increase student achievement;

7 and,

8 WHEREAS, All families can, and do, contribute to their children's success;

9 and,

10 WHEREAS, the home environment is a powerful influence, not only on how  
11 children perform, but also on how far they go in their schooling; and,

12 WHEREAS, the Board of Education of the Santa Ana Unified School District  
13 recognizes that parents are critical contributors to student achievement; and,

14 WHEREAS: Sunday, July 27, 2014 has been designated as National Parents' Day.

15 NOW, THEREFORE, BE IT RESOLVED: That the Santa Ana Unified School District's  
16 Board of Education proclaims Tuesday, April 29, 2014, as Santa Ana Unified School  
17 District's Parents' Day and encourages the community to celebrate this occasion.

18 Upon motion of Member \_\_\_\_\_ and duly seconded, the foregoing  
19 Resolution was adopted by the following vote:

20 AYES:

21 NOES:

22 ABSENT

23 STATE OF CALIFORNIA )

24 COUNTY OF ORANGE )

25  
26 I, Dr. Rick Miller, Secretary of the Board of Education of the Santa Ana  
27 Unified School District of Orange County, California, hereby certify that the  
28 above and foregoing Resolution was duly adopted by the said Board at a regular

1 meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, and passed by a  
2 vote of \_\_\_\_\_ of said Board.

3 IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of  
4 \_\_\_\_\_, 2014.

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\_\_\_\_\_  
Rick Miller, Ph.D., Secretary  
Board of Education  
Santa Ana Unified School District

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 13/14-3009 – Certification of Unhoused Pupils as Related to Charter School Applications for Facilities Funding

**ITEM:** Action

**SUBMITTED BY:** Joe Dixon, Assistant Superintendent, Facilities and Governmental Relations

**PREPARED BY:** Jessica Mears, Facilities Planner

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval to adopt Resolution No. 13/14-3009 to certify the number of unhoused pupils as related to charter school applications for facilities funding. On March 3, 2014, Facilities staff received a notice from El Sol Science and Arts Academy (El Sol) indicating their intent to file an application for the State Charter School Facilities Program. In order to do so, El Sol must first obtain a Board resolution certifying the number of unhoused District pupils, if any, to be served by the proposed construction project, pursuant to Education Code Section 1859.1621(a).

**RATIONALE:**

El Sol has completed the first phase of the portable-to-permanent building replacement project, and is applying for State funding to complete Phase 2. A condition of processing the applications under the Charter School Facilities Program is a Board resolution certifying the number of unhoused District pupils, if any, that would be housed in the proposed project. El Sol is applying for 600 K-8 pupils; however, El Sol currently houses 799 K-8 pupils in existing on-site facilities. Therefore, there are no unhoused pupils to be served.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt Resolution No. 13/14-3009 to certify the number of unhoused pupils as related to charter school applications for facilities funding.

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RESOLUTION NO. 13/14-3009  
BOARD OF EDUCATION  
SANTA ANA UNIFIED SCHOOL DISTRICT  
ORANGE COUNTY, CALIFORNIA  
CERTIFICATION OF UNHOUSED PUPILS AS RELATED TO  
CHARTER SCHOOL APPLICATIONS FOR FACILITIES FUNDING

WHEREAS, the Charter Schools listed below have requested that the Santa Ana Unified School District Board of Education discuss and certify the number of projected unhoused pupils, if any, that will be served by the proposed Charter School projects, pursuant to School Facility Program (SFP) Regulation Section 1859.162.1(a); and

WHEREAS, a condition of processing the Charter School applications under the Charter School Facilities Program is a resolution from the Governing Board of Education of the School District in which the Charter School is physically located, which certifies to the number of District projected unhoused pupils, if any, that will be served by the proposed Charter School project; and

WHEREAS, pursuant to SFP Regulation Section 1859.162.1(a), the Santa Ana Unified School District Board of Education is required to discuss this issue as an action item at a regularly scheduled, publicly held board meeting; and

WHEREAS, the proposed Charter School projects are anticipated to be physically located within the boundaries of the Santa Ana Unified School District:

Proposed Charter School Project  
El Sol Science and Arts Academy

WHEREAS, the above referenced proposed projects will provide facilities for existing Charter School Programs currently housed in Santa Ana Unified School District; and

WHEREAS, Exhibit A, attached, outlines the methodology utilized to determine the unhoused pupils that would be served by the proposed project.

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

1. The Board of Education certifies the following projected unhoused pupils that will be served by the proposed Charter School project:

El Sol Science and Arts Academy      0 Unhoused K-8 Pupils

2. That the District's Superintendent, or the Superintendent's designee, is authorized pursuant to this Resolution to take any action that is necessary to complete the procedures necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.

3. This Resolution shall take effect upon its adoption.

1 PASSED AND ADOPTED, by the Governing Board on March 25, 2014 upon motion of member  
2 \_\_\_\_\_ and duly seconded, the foregoing Resolution was adopted by the  
3 following vote:

4  
5 AYES:  
6 NOES:  
7 ABSENT  
8

9 STATE OF CALIFORNIA)  
10 ) ss:  
11 COUNTY OF Orange )  
12  
13

14 I, Audrey Yamagata-Noji, Ph.D., President of the Board of Education of the Santa  
15 Ana Unified School District of Orange County, California, hereby certify that the  
16 above and foregoing Resolution was duly adopted by the said Board at a regular  
17 meeting thereof held on the 25<sup>th</sup> day of March, 2014 and passed by a vote of  
18 \_\_\_\_\_ of said Board.  
19

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22  
23 \_\_\_\_\_  
24 Audrey Yamagata-Noji, Ph.D., President of the  
25 Governing Board for the Santa Ana Unified School  
26 District  
27

28 I, Rob Richardson, Clerk of the Board of Education of the Santa Ana Unified School  
29 District of Orange County, California, hereby certify that the above and foregoing  
30 Resolution was duly adopted by the said Board at a regular meeting thereof held on  
31 the 25<sup>th</sup> day of March, 2014, and passed by a vote of \_\_\_\_\_ of said Board.  
32

33  
34 \_\_\_\_\_  
35 Rob Richardson, Clerk of the Board of Education of  
36 the Santa Ana Unified School District  
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EXHIBIT A  
CALCULATION OF UNHOUSED PUPILS

*El Sol Science and Arts Academy*

The Charter Schools plans to request 600 K-8 pupil grants.

	K-8
El Sol Pupil Grant Request	600
El Sol Current Enrollment (2013-14 CBEDS)	799
Additional Projected Pupils (Not Currently Housed at El Sol)	0
Unhoused Pupils	0

The El Sol Science and Arts Academy project plans to request up to 600 K-8 pupils. However, as 799 K-8 pupils are already housed at the site, this project will not house any additional unhoused pupils.



**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Board Policy 1330 – Use of School Facilities (Revised: For Adoption)

**ITEM:** Action

**SUBMITTED BY:** Joe Dixon, Assistant Superintendent, Facilities and Governmental Relations

**PREPARED BY:** Dennis Ziegler, Director, Building Services

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board for adoption Board Policy (BP) 1330 – Use of School Facilities.

**RATIONALE:**

California law permits the governing board of a school district to grant the use of school buildings or grounds for public use. The Board may also establish terms and conditions of usage and charge reasonable fees to recover direct costs associated with facility use, maintenance, and operation.

A Facilities Usage Fee Justification Study was prepared on February 18, 2014. The Board Policy and Administrative Regulation are being revised to reflect relevant terms and conditions of usage and updated fees.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt Board Policy 1330 - Use of School Facilities.

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 1330(a)

Community Relations

Use of School Facilities

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. (cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act.

California law permits the governing board of a school district to grant the use of school buildings or grounds for public use. The Board may also establish such terms and conditions of usage as it deems proper, subject to the limitations, requirements, and restrictions set forth in the Education Code of the State of California.

Civic Center activities will be scheduled during non-school hours. All facility use outside the normal school day must have approved permits; these include all school-sponsored activities conducted after regular school hours.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary.
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

Fees

The Board believes that the use of school facilities or grounds should not result in costs to the District. The Board shall charge Usage Fees to ensure that the District is (i) recovering the costs for making facilities available and (ii) charging fees that do not exceed the cost incurred by the District.

The District shall base Usage Fees on recommendations made through conducting a facilities usage fee justification study. The District shall periodically review the study and determine if the cost assumptions reflect the actual costs incurred by the District at that time of the study. If necessary, the District shall update the calculations through application of current cost information that takes into account the current cost impact.

Revenues From the Use of Facilities

1. Will be placed in a designated civic center account for the specific school site.
2. Once expenditures are met, remaining revenue will be assigned for repairs and maintenance of District facilities.
3. All revenue and expenditures will be tracked by specific use at each designated school site.

(Legal Reference next page)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs  
38130-38138 Civic Center Act: use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good New Club v. Milford Central School, (2001) 533 U.S. 98  
Lamb's Chapel v. Center Moriches Union Free School District, U.S. 384  
Cole v. Richardson, (1972) 405 U.S. 676  
Connell v. Higgenbotham, (1971) 403 U.S. 207  
ACLU of So. Calif. V. Board of Education of Los Angeles, (1961)55 Cal.2d 167  
Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)  
79 Ops.Cal.Atty.Gen. 248 (1996)

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 1330(a)

Community Relations

Use of School Facilities

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. (cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. ~~Thereafter, the use shall be on a first come, first served basis.~~

*California law permits the governing board of a school district to grant the use of school buildings or grounds for public use. The Board may also establish such terms and conditions of usage as it deems proper, subject to the limitations, requirements, and restrictions set forth in the Education Code of the State of California.*

*Civic Center activities will be scheduled during non-school hours. All facility use outside the normal school day must have approved permits; these include all school-sponsored activities conducted after regular school hours.*

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary.
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

Fees

The Board believes that the use of school facilities or grounds should not result in costs to the adDistrict. The Board shall charge Usage Fees to ensure that the adDistrict is (i) recovering the costs for making facilities available and (ii) charging fees that do not exceed the cost incurred by the adDistrict.

The @District shall base Usage Fees on recommendations made through conducting a facilities usage fee justification study. The @District shall periodically review the study and determine if the cost assumptions reflect the actual costs incurred by the @District at that time of the study. If necessary, the @District shall update the calculations through application of current cost information that takes into account the current cost impact.

Revenues From the Use of Facilities

1. Will be placed in a designated civic center account for the specific school site.
2. Once expenditures are met, remaining revenue will be assigned for repairs and maintenance of District facilities.
3. All revenue and expenditures will be tracked by specific use at each designated school site.

(Legal Reference next page)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs  
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ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)  
79 Ops.Cal.Atty.Gen. 248 (1996)

Adopted: (7-76 6-78 8-01 10-05) 8-12

Santa Ana, CA

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** **Administrative Regulation 1330.1 – Facilities Use Guidelines and Rate Schedules (Revised: For Implementation)**

**ITEM:** **Action**

**SUBMITTED BY:** **Joe Dixon, Assistant Superintendent, Facilities and Governmental Relations**

**PREPARED BY:** **Dennis Ziegler, Director, Building Services**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board for implementation Administrative Regulation (AR) 1330.1 – Facilities Use Guidelines and Rate Schedules.

**RATIONALE:**

California law permits the governing board of a school district to grant the use of school buildings or grounds for public use. The Board may also establish terms and conditions of usage and charge reasonable fees to recover direct costs associated with facility use, maintenance, and operation.

A Facilities Usage Fee Justification Study was prepared on February 18, 2014. The Board Policy and Administrative Regulation are being revised to reflect relevant terms and conditions of usage and updated fees.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Implement Administrative Regulation 1330.1 - Facilities Use Guidelines and Rate Schedules.



JD:rb



## SANTA ANA UNIFIED SCHOOL DISTRICT

Community RelationsFacilities Use Guidelines and Rate Schedules

## Guidelines for the Use of Facilities

Four categories of use of facilities exist:

1. School Use - Any school-sponsored activity.

Qualified school groups such as PTA, Boosters, and CIF-sanctioned athletics are exempt from any use fees unless otherwise noted. Any funds collected must be deposited into District-approved account.

2. Group A - Non-Profit youth-serving groups- Where a non-profit organization established for youth is not charging admission applies for the use of a facility and such use directly benefits the educational or recreational needs of youth. Group A shall apply to those organizations that qualify under the Civic Center Act, and which are organized for general character building and welfare purposes.

3. Group B - Other Non-Profit Groups- Where a non-profit, community-based organization charging or not charging admission, for the purpose of conducting public, literary, scientific, recreational, educational, or public agency meetings; the discussion of matters of general or public interest; the conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place to conduct their services; child care or day care programs to provide supervision and activities for children of preschool and elementary school age; the administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies; Supervised recreational activities including, but not limited to, sports league activities for youths or adults that are arranged for and supervised by entities, including religious organizations or churches, and in which persons may participate regardless of religious belief or denomination; a community youth center; a ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization; or other purposes deemed appropriate by the Governing Board.

- a. Group B - Other Non-Profit Groups shall apply to those non-profit youth organizations that qualify under the provisions of the Civic Center Act but who charge admission fees or solicit contributions for that event.

- b. A "non-profit" organization shall provide documents verifying non-profit status 501(c)(3) with the federal and state government.

- c. A "community-based" organization is a group open to participation by all members of the community and in which at least seventy-five percent (75%) of the participants reside within the boundaries of the Santa Ana Unified School District.

4. Group C - Commercial or For Profit Groups

Applies to organizations and individuals where admission fees are charged or contributions are solicited or do not qualify under the non-profit youth or other non-profit groups.

Calendar and Priority of Usage Reservations

1. The calendar for use of school facilities will commence the first day of the fiscal year (July 1 - June 30). Priorities for use shall be in the following order:

- a. School activities
- b. Non-profit youth serving groups
- c. Other non-profit groups
- d. Commercial

Note: Due to the needs of school programs, outside user groups may be displaced by school programs/events.

2. Applications shall be accepted no sooner than May 1 for the upcoming fiscal year. In the event of conflict where two or more groups desire to use the same facility, a lottery will be held on or about June 15. Lottery date will be posted on the Civic Center website two weeks in advance.
3. At no time will an application be accepted if not submitted 21 days prior to the beginning date of use.
4. Facilities not used for more than three (3) scheduled days will be reassigned and permit revoked.
5. Registrar of Voters may request dates two years in advance for General, Primary, and Special Elections.
6. Hours of Use for Fields - No field can be set up or utilized prior to 8:00 a.m. All field use must end by dusk (with the exception of lighted fields).
7. The District reserves the right to close fields for maintenance, reseeding and/or rehabilitation.

Facility Use Infractions:

Groups and organizations found to be in violation of District guidelines will be immediately suspended from using District facilities and any future permitted dates will be revoked.

1. No structures may be erected or assembled on school premises, nor may any electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the Director of Building Services issuing the permit. Groups using facilities must remove all equipment on a daily basis. No storage will be permitted.
2. Any use of school facilities shall comply with all state and local fire, health and safety laws.
3. Use of facility permits shall be issued for appropriate use of District property, e.g., baseball fields will be authorized for baseball only.

4. Subletting of any District facility will not be permitted and District use permit will be revoked upon confirmation of subletting any District facility.
5. Valid Civic Center permit is required for use of all District facilities.
6. Facility users shall ensure that no profane language or other disorderly or inappropriate conduct is allowed.
7. Any violation of the rules or regulations included in the District's "Guidelines for Use of Facilities," as attached, will result in the permit being revoked.

Insurance:

1. All non-school related applications are subject to Certificate of Liability Insurance with a separate additional insured endorsement page attached.
2. Certificate of Liability Insurance requires coverage not less than \$1,000,000.00 General Liability. The District, at its discretion, may require a higher level of insurance on some activities.
3. A separate additional insured endorsement page must be attached to the Certificate of Insurance naming Santa Ana Unified School District, its officers, agents, employees, and volunteers as additionally insured.
4. All outside vendors must provide Certificate of Liability Insurance with separate additional insured endorsement page per requirements mentioned above.

Usage Fees:

All use fees shall be paid for entire period requested and at least 12 days prior to the beginning date of use.

1. All staffing required for an event, i.e., security, supervision, custodial, etc., is at the discretion of District staff. Generally, rules for assigning staff for events shall be:
  - a) 1 staff person per 500.
  - b) Certain events may require additional staffing.
2. City of Santa Ana - Regular scheduled neighborhood meeting scheduled by the City will be charged for required staffing only.
3. Registrar of Voters - Facilities used by the Registrar of Voters for general, primary and special elections will not be charged a facility use fee.
4. When a maintenance, tradesperson, or grounds person is required, District prevailing rates will be charged.
5. Kitchen equipment will be used only under the supervision of cafeteria personnel at a fee based upon the current salary schedule.
6. All fees include use of restroom facilities with the exception of sports fields. Organizations using sports fields will be required to provide

adequate restroom facilities for their participants. District will provide portable restrooms at cost to the group.

7. The applicant will be responsible for any extraordinary cleanup caused by the organization's activity (i.e., furniture not replaced in its original configuration, left in an untidy condition). Organizations will be billed for actual clean-up time (two hour minimum)

**Facility Usage Fee Schedule:**

Facility Type	Group A Rate	Group B Rate	Group C Rate
<b>Indoor Facility Fees - Per Hour</b>			
Classroom	\$0.86	\$3.55	\$9.11
K Classroom	\$1.19	\$4.90	\$12.56
Multipurpose	\$2.83	\$11.64	\$29.84
Library - Small	\$1.94	\$7.96	\$20.42
Library - Large	\$8.14	\$33.45	\$85.78
Theatre - Small	\$2.19	\$8.99	\$24.42
Theatre - Medium	\$12.49	\$51.34	\$133.01
Theatre - Large	\$14.22	\$58.46	\$151.27
Science Lab	\$3.18	\$13.05	\$33.47
Gym - Small	\$11.52	\$47.36	\$121.45
Gym - Large	\$18.90	\$77.70	\$199.25
Locker Room	\$5.44	\$22.36	\$57.33
Cafetorium	\$1.15	\$4.74	\$12.15
Staff Lounge	\$1.16	\$4.78	\$12.26
Restroom	\$0.49	\$2.03	\$5.20
Conference Room	\$0.08	\$0.33	\$0.84
<b>Outdoor Facility Fees - Per Hour</b>			
Hard Court/Playground	\$0.00	\$2.83	\$13.12
Lunch Table Area	\$0.00	\$0.67	\$4.19
Parking Lot - Elementary	\$0.00	\$1.74	\$5.27
Parking Lot - Intermediate	\$0.00	\$3.00	\$9.08
Parking Lot - High School	\$0.00	\$9.80	\$29.67
Tennis Court (per court)	\$0.00	\$0.47	\$3.70
Baseball Field	\$3.25	\$11.50	\$25.56
Softball Field	\$1.48	\$5.23	\$11.62
Track/Soccer/Football Natural	\$1.26	\$4.46	\$14.00
Track/Soccer/Football Synthetic	\$4.02	\$14.21	\$106.77
Stadium - Natural	\$5.69	\$20.10	\$119.00
Stadium - Synthetic	\$5.69	\$20.10	\$159.00
Pool Complex - 25 M	\$0.94	\$24.91	\$40.55
Pool Complex - 50 M	\$1.88	\$31.57	\$51.47

[1] Room only; does not include specialized equipment.

AR 1330.1(e)

Approved: (4-76 7-78 3-83 6-88 7-90 8-90 7-00 8-01 10-05 04-07 11-09) 08-12

Santa Ana, CA



# Santa Ana Unified School District

*Facilities & Governmental Relations*  
*Joe Dixon, Assistant Superintendent*

**Richard L. Miller, Ph.D.**  
**Superintendent**

## Guidelines for Use of Facilities

Violation of these guidelines will result in immediate suspension from using District facilities and any future permitted dates will be revoked.

1. Groups are not permitted to enter the facilities before requested start time, and may not remain in the facilities past their scheduled end time.
2. A valid civic center permit is required for use of all District facilities.
3. Subletting of any District facility will not be permitted and District use permit will be terminated upon confirmation of subletting any District facility.
4. Parking is restricted to designated parking areas only.
5. Alcohol, tobacco products, candles, firearms, fireworks, and open flame cooking are not permitted on District property at any time. Barbeque use with written permission of Director of Building Services.
6. Facility users shall ensure that no profane language or other disorderly or inappropriate conduct is allowed.
7. Food trucks are required to obtain a separate Civic Center permit.
8. Facility users are responsible for placing trash in the trash receptacles. Any clean-up of excessive trash left behind will be billed to the group.
9. The facility must be left in the condition it was found. Any repairs required due to damage caused during facility use will be billed to the registered group and may be suspended from future use of facilities.
10. Groups using the auditoriums or stages may not disturb, move or change any of the existing equipment except with the permission of the Director of Building Services and must be done under the supervision of the stage manager or plant manager of the facility.

I acknowledge receipt and understand the Guidelines for Use of Facilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 03/25/14

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 796-9076

### **BOARD OF EDUCATION**

Audrey Yamagata-Noji, Ph.D., President • José Alfredo Hernández, J.D., Vice President  
Rob Richardson, Clerk • John Palacio, Member • Cecilia "Ceci" Iglesias, Member



# Santa Ana Unified School District

*Facilities & Governmental Relations*  
*Joe Dixon, Assistant Superintendent*

**Richard L. Miller, Ph.D.**  
**Superintendent**

## Additional Guidelines for Field Use:

1. Do not attempt to manually bleed sprinkler lines or adjust water schedule. Any broken pipes or sprinkler heads caused by a group will be billed to the users.
2. Groups may mark fields with chalk or sport marking paint - no burning of lines with pesticides is allowed.
3. Playing on wet fields is not permitted. Groups shall call the City of Santa Ana Mud line prior to use during rainy weather. If mud line shows City fields closed, then SAUSD fields are also closed. The Mud line is 714-571-4201.
4. Notify Building Services immediately of any hazardous conditions found on the fields at 714-796-9079.
5. No structures may be erected or assembled on District facilities. No storage of equipment is permitted.
6. Groups using synthetic fields must follow all synthetic field rules and regulations that are posted at the field. Failure to comply with rules and regulations shall result in immediate suspension of use of synthetic fields.
7. When submitting an application for competitions, all groups must be identified on the permit, provide insurance, and be approved by the District prior to use of the field. Violation will be considered subletting of the fields and may result in permits being revoked for all groups.
8. Team credentials must match the group name the Civic Center permit issued. Credentials and permit must be on-site at all times during use.
9. Field user groups having more than one affiliated group are treated as separate groups. Fields cannot be shared between the affiliated groups.

I acknowledge receipt and understand the Additional Guidelines for Field Use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 03/25/14

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 796-9076

## **BOARD OF EDUCATION**

Audrey Yamagata-Noji, Ph.D., President • José Alfredo Hernández, J.D., Vice President  
Rob Richardson, Clerk • John Palacio, Member • Cecilia "Ceci" Iglesias, Member



# Santa Ana Unified School District

*Facilities & Governmental Relations*  
*Joe Dixon, Assistant Superintendent*

**Richard L. Miller, Ph.D.**  
**Superintendent**

## Rules for Use of Synthetic Fields

- No Animals (except to assist persons of disabilities)
- Soccer goals must have turf wheels attached
- No Motor Vehicles allowed
- No Chairs, Tables or Canopies
- No Food or Drink, except Water
- No Sunflower Seeds or Gum allowed
- No Tobacco products allowed
- No golfing, shot putting, javelin, or discus throwing
- No Metal cleats may be worn on the field – only formed rubber cleats allowed
- No Painting, Chalking, or other adhesive materials are to be placed
- No Stakes, spikes, or other pointed materials may be used for anchoring anything on the field or track surface
- Fields may be closed at anytime
- Failure to comply with these rules will result in immediate cancellation of reservations

**I acknowledge receipt and understand the Use of Synthetic Fields**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved: 03/25/14

1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 796-9076

### **BOARD OF EDUCATION**

Audrey Yamagata-Noji, Ph.D., President • José Alfredo Hernández, J.D., Vice President  
Rob Richardson, Clerk • John Palacio, Member • Cecilia "Ceci" Iglesias, Member



## SANTA ANA UNIFIED SCHOOL DISTRICT

Community RelationsFacilities Use Guidelines and Rate Schedules

## Guidelines for the Use of Facilities

Four categories of use of facilities exist:

1. School Use - Any school-sponsored activity.

Qualified school groups such as PTA, Boosters, and CIF-sanctioned athletics are exempt from any use fees unless otherwise noted.

2. Free Use - Where a non-profit organization not charging admission applies to use a facility and such use directly benefits the educational or recreational needs of the school's pupils. Free use shall apply to those organizations that qualify under the Civic Center Act, and which are organized for general character building and welfare purposes.

Group A - Non-Profit youth-serving groups - Where a non-profit organization established for youth is not charging admission applies for the use of a facility and such use directly benefits the educational or recreational needs of youth. Group A shall apply to those organizations that qualify under the Civic Center Act, and which are organized for general character building and welfare purposes.

3. Group B - Other Non-Profit Groups

3. Cost Use - Where a non-profit, community-based organization charging or not charging admission, for the purpose of conducting public, literary, scientific, recreational, educational, or public agency meetings; the discussion of matters of general or public interest; the conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place to conduct their services; child care or day care programs to provide supervision and activities for children of preschool and elementary school age; the administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies; Supervised recreational activities including, but not limited to, sports league activities for youths or adults that are arranged for and supervised by entities, including religious organizations or churches, and in which persons may participate regardless of religious belief or denomination; a community youth center; a ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization; or other purposes deemed appropriate by the Governing Board.

a. Non profit organizations are authorized to conduct bingo games utilizing school district facilities so long as such games are conducted for charitable purposes only, with proceeds donated to support student activities at the school.

- b. a. Cost use Group B - Other Non-Profit Groups shall apply to those non-profit youth organizations that qualify under the provisions of the Civic Center Act but who charge admission fees or solicit contributions for that event.

e-b. A "non-profit" organization shall provide documents verifying non-profit status 501(c)(3) with the federal and state government.

d.c. A "community-based" organization is a group open to participation by all members of the community and in which at least seventy-five percent (75%) of the participants reside within the boundaries of the Santa Ana Unified School District.

4. ~~Commercial Use~~ Commercial use shall apply to those organizations that do not qualify under the provisions of the Civic Center Act for "Free Use" or "Cost Use" and/or who charge admissions or fees to the activity.

4. Group C - Commercial or For Profit Groups

Applies to organizations and individuals where admission fees are charged or contributions are solicited or do not qualify under the non-profit youth or other non-profit groups.

Calendar and Priority of Usage Reservations:

1. The calendar for use of school facilities will commence the first day of school each the fiscal year (July 1 - June 30). Priorities for use shall be in the following order:

- a. School activities
- b. Non-profit youth serving groups
- c. Other non-profit groups
- d. Commercial

Note: Due to the needs of school programs, outside user groups may be displaced by school programs/events.

2. Applications shall be accepted no sooner than May 1 for the upcoming fiscal year. In the event of conflict where two or more groups desire to use the same facility, a lottery will be held on or about June 15. Lottery date will be posted on the Civic Center website two weeks in advance.

3. At no time will an application be accepted if not submitted 21 days prior to the beginning date of use.

4. Facilities not used for more than three (3) scheduled days will be reassigned and permit revoked.

5. Registrar of Voters may request dates two years in advance for general, primary, and special elections.

6. Hours of Use for Fields - No field can be set up or utilized prior to 8:00 a.m. All field use must end by dusk (with the exception of lighted fields).

7. The District reserves the right to close fields for maintenance, reseeding and/or rehabilitation.



~~a. School and/or school district programs Schools will submit their activity dates to the Events Scheduling Department no later than the end of the third week of school. Any other reservations for use made prior to the establishment of school usage dates are subject to change.~~

~~b. Free Use Organizations Free use organizations may reserve available dates any time after the end of the third full week of school.~~

~~c. Cost Use (Non Commercial) Cost use (non commercial) may reserve available dates any time after the end of the fourth full week of school.~~

~~d. Commercial Use Organizations Commercial use organizations may reserve dates any time after the end of the fifth full week of school, within the first three weeks of school.~~

- ~~2. All reservations will be tentative pending the establishment of school use dates.~~

~~The Superintendent or designee will develop procedures and regulations to fairly distribute the public use of sports fields for cost use non profit youth or other non profit groups and commercial use. Such procedures shall ensure that sports fields are adequately maintained and available for school uses.~~

- ~~3. The Superintendent or designee will develop procedures and regulations to fairly distribute the public use of sports fields for cost use and commercial use. Such procedures shall ensure that sports fields are adequately maintained and available for school uses.~~

**Restrictions: Facilities and/or Equipment**

**Facility Use Infractions:**

~~Groups and organizations found to be in violation of District guidelines will be immediately suspended from using District facilities and any future permitted dates will be revoked.~~

- ~~1. A Civic Center permit shall specify equipment authorized for use.~~

~~2.1. No structures may be erected or assembled on school premises, nor may any electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the Events Scheduling Director of Building Services office issuing the permit. Groups using facilities must remove all equipment on a daily basis. No storage will be permitted.~~

~~2. Use of facility permits shall be issued for appropriate use of District property, e.g., baseball fields will be authorized for baseball only.~~

~~3. Any use of school facilities shall comply with all State and local fire, health and safety laws.~~

~~4. The District reserves the right to increase rental rates of school premises to any organization not covered by the Civic Center Act.~~

~~4. Subletting of any District facility will not be permitted and District use permit will be revoked upon confirmation of subletting any District facility.~~

~~5. Valid Civic Center permit is required for use of all District facilities.~~

6. Facility users shall ensure that no profane language or other disorderly or inappropriate conduct is allowed.
7. Any violation of the rules or regulations included in the District's "Guidelines for Use of Facilities," as attached, will result in the permit being revoked.

**Insurance:**

1. All non-school related applications are subject to Certificate of Liability Insurance with a separate additional insured endorsement page attached.
2. Certificate of Liability Insurance requires coverage not less than \$1,000,000.00 General Liability. The District, at its discretion, may require a higher level of insurance on some activities.
3. A separate additional insured endorsement page must be attached to the Certificate of Insurance naming Santa Ana Unified School District, its officers, agents, employees, and volunteers as additionally insured.
4. All outside vendors must provide Certificate of Liability Insurance with separate additional insured endorsement page per requirements mentioned above.

**Rental Rate Schedule**

**Usage Fees:**

All use fees shall be paid for entire period requested and at least 12 days prior to the beginning date of use. Rates established for cost use activities are based on the actual direct cost to the District. Rates for commercial use activities are based on the actual full cost (direct and indirect) to the District. These fees and charges are subject to change as a result of increases in salaries, energy or other direct costs.

All holiday and holiday week end rates shall be triple time.

Those organizations that qualify under Cost Use or Commercial are to be charged for all extra hours and rehearsals at a rate which is to cover actual expenses to the District.

1. All staffing required for an event, e.g., security, supervision, custodial, etc., are at the discretion of District staff.
2. When a maintenance, tradesperson, or grounds person is required, District prevailing rates will be charged.
3. Kitchen equipment will be used only under the supervision of cafeteria personnel at a fee based upon the current salary schedule.
4. City of Santa Ana - Regularly scheduled neighborhood meetings scheduled by the City will be charged for required staffing only.
5. Registrar of Voters - Facilities used by the Registrar of Voters for general, primary and special elections will not be charged a facility use fee.
6. All fees include use of restroom facilities with the exception of sports fields. For organizations using sports fields, the District will provide portable restrooms at cost to the group.



7. The applicant will be responsible for any extraordinary cleanup caused by the organization's activity, e.g., furniture not replaced in its original configuration, left in an untidy condition, etc. Organizations will be billed for actual clean-up time (two hour minimum).

CITY OF SANTA ANA

Any facility Regular scheduled neighborhood meeting scheduled by the City will be charged for required staffing only. used by the City of Santa Ana will be charged at the Cost Use rate.

CHILD CARE PROGRAMS (public, private/non-profit)

Rates charged to agencies conducting child care programs on District sites serving District students will be determined after negotiations between the District and the organization(s). These rates will be assessed in order to defer, at least in part, actual direct costs to the District. Use of this rate will apply only in instances where District students are the primary beneficiary of the child care services.

NOTE:

1. The above fees include a custodian opening and closing the facility if the activity occurs during normal working hours. If the activity use occurs outside the site custodian's normal workday, a custodian will be required at a fee based upon the current salary schedule. There will be a two-hour minimum with overtime charged after an eight hour day. Facility use will be billed for cleanup at 1 1/2 times the custodial rate. Fee schedules for hours of cleanup for each facility use are available upon request.
2. Kitchen equipment will be used only under the supervision of cafeteria personnel at a fee based upon the current salary schedule. There will be a two-hour minimum with time and a half charged after an eight-hour day. Cafeteria permit applications must be completed prior to approval and returned to the Events Scheduling Department.
3. All fees include use of restroom facilities with the exception of organizations falling under item #7.
4. The applicant will be responsible for any extraordinary cleanup caused by the organization's activity (i.e. furniture not replaced in its original configuration, debris and material strewn about, shower and locker rooms left in an untidy condition).
5. Organizations will be billed for actual clean up time.
6. If an organization does not use a facility that has been reserved, for more than a month, that organization's permit will be revoked.
7. Organizations using sports fields will be required to provide adequate restroom facilities for their participants. District will provide portable restrooms.
8. Staffing levels are subject to change based on the type of event, the amount of participants and the requirements of the District's liability insurance policy.

- ~~9. Hours of Use for Fields No field can be set up or utilised prior to 8:00 a.m. All field use must end by dusk (with the exception of lighted fields).~~
- ~~10. If allowed, user's equipment (ie: goal posts, batting cages, etc.) shall be stored in a safe area or be removed after each game.~~
- ~~11. Add \$30.00 for custodial supplies, 0-999 people, add \$40.00 for custodial supplies, 1000 or more people. Such supply fees shall be reimbursed to the entity in control of the facility being used.~~
- ~~12. When an electrician or Field Grounds person is required, District prevailing rates will be charged.~~
- ~~13. The District may rent out a wing of classrooms at a reduced price.~~
- ~~14. Fields used for practice may be billed at the hourly rate with no minimum hourly requirement.~~
- ~~15. The District reserves the right to close fields for maintenance, reseeding and/or rehabilitation.~~
- ~~16. Organisations renting fields with synthetic turf must abide with the District Usage Policy for Synthetic Turf Fields.~~
- ~~17. Rates shall be reviewed and adjusted as needed.~~



USE OF SCHOOL FACILITIES FEE SCHEDULE — Effective September 1, 2013

APPLICATION FEE	MONDAY-FRIDAY		SATURDAY & SUNDAY	
	\$25	\$25	\$25	\$25
FEE PER HOUR	<del>COST USE</del>	<del>COMMERCIAL- USE</del>	<del>COST USE</del>	<del>COMMERCIAL- USE</del>
FACILITIES				
<del>AUDITORIUM — Santa Ana &amp; Valley — No Fee or Admission Charged — Includes Staff</del>	\$150		\$235	
<del>AUDITORIUM — Segerstrom &amp; Carr — No Fee or Admission Charged — Includes Staff</del>	\$110		\$235	
<del>AUDITORIUM — Century &amp; Saddleback — No Fee or Admission Charged — Includes Staff</del>	\$100		\$235	
<del>AUDITORIUM — Santa Ana &amp; Valley — If Fee or Admission Charged</del>		\$450		\$450
<del>AUDITORIUM — Segerstrom, &amp; Carr — If Fee or Admission Charged</del>		\$350		\$350
<del>AUDITORIUM — Century &amp; Saddleback — If Fee or Admission Charged</del>		\$250		\$250
<del>FORUM — Saddleback</del>	\$75	\$120	\$75	\$120
<del>Theater — Little Santa Ana</del>	\$40	\$120	\$40	\$120
<del>COMMON AREA — Lathrop, Spurgeon &amp; Willard</del>	\$25	\$40	\$50	\$90
<del>ARTS ROOM — Segerstrom (Sat &amp; Sun)</del>	\$50	\$90	\$80	\$130
<del>CAFETERIA — Valley</del>	\$40	\$65	\$50	\$85
<del>THEATRON — McFadden</del>	\$25	\$40	\$55	\$95
<del>Small Stage — Franklin, Hoover, Walker</del>	\$15	\$40	\$30	\$60
<del>Multipurpose Room — Sierra &amp; Esqueda</del>	\$30	\$60	\$55	\$95
<del>District — Executive Conference Room &amp; Training Room</del>	\$15	\$20	\$60	\$90

	<u>MONDAY-FRIDAY</u>		<u>SATURDAY &amp; SUNDAY</u>	
<u>CLASSROOMS</u>	<u>\$15</u>	<u>\$20</u>	<u>\$60</u>	<u>\$90</u>
<u>GYMNASIUMS</u>	<u>\$60</u>	<u>\$90</u>	<u>\$60</u>	<u>\$90</u>
<u>GYMNASIUMS</u>	<u>\$85</u>	<u>\$150</u>	<u>\$85</u>	<u>\$150</u>
<u>SWIMMING POOLS</u>	<u>\$60</u>	<u>\$90</u>	<u>\$60</u>	<u>\$150</u>
<u>LOCKER ROOMS</u>	<u>\$60</u>	<u>\$90</u>	<u>\$90</u>	<u>\$185</u>
<u>PARKING AREAS</u>	<u>\$15</u>	<u>\$20</u>	<u>\$15</u>	<u>\$20</u>
<u>FIELDS-Football, Baseball &amp; Softball Use</u>	<u>\$15</u>	<u>\$20</u>	<u>\$15</u>	<u>\$20</u>
<u>FIELDS-Soccer Use-YOUTH</u>	<u>\$15</u>	<u>\$50</u>	<u>\$15</u>	<u>\$30</u>
<u>FIELDS-Soccer Use-ADULT</u>	<u>\$204/day</u>	<u>\$228/day</u>	<u>\$204/day</u>	<u>\$228/day</u>
<u>FIELD LIGHTING</u>	<u>\$20</u>	<u>\$25</u>	<u>\$20</u>	<u>\$25</u>
<u>TRACK/SOCCER/FOOTBALL SYNTHETIC (PER HOUR)</u>	<u>\$10.43</u>	<u>\$93.01</u>	<u>\$10.43</u>	<u>\$93.01</u>
<u>STADIUM SYNTHETIC (PER HOUR)</u>	<u>\$14.07</u>	<u>\$143.02</u>	<u>\$14.07</u>	<u>\$143.02</u>



Facility Usage Fee Schedule:

AR 1330.1(i)

Facility Type	Group A Rate	Group B Rate	Group C Rate
<b>Indoor Facility Fees - Per Hour</b>			
Classroom	\$0.86	\$3.55	\$9.11
K Classroom	\$1.19	\$4.90	\$12.56
Multipurpose	\$2.83	\$11.64	\$29.84
Library - Small	\$1.94	\$7.96	\$20.42
Library - Large	\$8.14	\$33.45	\$85.78
Theatre - Small	\$2.19	\$8.99	\$24.42
Theatre - Medium	\$12.49	\$51.34	\$133.01
Theatre - Large	\$14.22	\$58.46	\$151.27
Science Lab	\$3.18	\$13.05	\$33.47
Gym - Small	\$11.52	\$47.36	\$121.45
Gym - Large	\$18.90	\$77.70	\$199.25
Locker Room	\$5.44	\$22.36	\$57.33
Cafetorium	\$1.15	\$4.74	\$12.15
Staff Lounge	\$1.16	\$4.78	\$12.26
Restroom	\$0.49	\$2.03	\$5.20
Conference Room	\$0.08	\$0.33	\$0.84
<b>Outdoor Facility Fees - Per Hour</b>			
Hard Court/Playground	\$0.00	\$2.83	\$13.12
Lunch Table Area	\$0.00	\$0.67	\$4.19
Parking Lot - Elementary	\$0.00	\$1.74	\$5.27
Parking Lot - Intermediate	\$0.00	\$3.00	\$9.08
Parking Lot - High School	\$0.00	\$9.80	\$29.67
Tennis Court (per court)	\$0.00	\$0.47	\$3.70
Baseball Field	\$3.25	\$11.50	\$25.56
Softball Field	\$1.48	\$5.23	\$11.62
Track/Soccer/Football Natural	\$1.26	\$4.46	\$14.00
Track/Soccer/Football Synthetic	\$4.02	\$14.21	\$106.77
Stadium - Natural	\$5.69	\$20.10	\$119.00
Stadium - Synthetic	\$5.69	\$20.10	\$159.00
Pool Complex - 25 M	\$0.94	\$24.91	\$40.55
Pool Complex - 50 M	\$1.88	\$31.57	\$51.47

[1] Room only; does not include specialized equipment.

Approved: (4-76 7-78 3-83 6-88 7-90 8-90 7-00 8-01 10-05 04-07 11-09) 08-12

Santa Ana, CA



# Santa Ana Unified School District

*Facilities & Governmental Relations*  
*Joe Dixon, Assistant Superintendent*

**Richard L. Miller, Ph.D.**  
**Superintendent**

## Guidelines for Use of Facilities

Violation of these guidelines will result in immediate suspension from using District facilities and any future permitted dates will be revoked.

1. Groups are not permitted to enter the facilities before requested start time, and may not remain in the facilities past their scheduled end time.
2. A valid civic center permit is required for use of all District facilities.
3. Subletting of any District facility will not be permitted and District use permit will be terminated upon confirmation of subletting any District facility.
4. Parking is restricted to designated parking areas only.
5. Alcohol, tobacco products, candles, firearms, fireworks, and open flame cooking are not permitted on District property at any time.
6. Facility users shall ensure that no profane language or other disorderly or inappropriate conduct is allowed.
7. Food trucks are required to obtain a separate Civic Center permit.
8. Facility users are responsible for placing trash in the trash receptacles. Any clean-up of excessive trash left behind will be billed to the group.
9. The facility must be left in the condition it was found. Any repairs required due to damage caused during facility use will be billed to the registered group and may be suspended from future use of facilities.
10. Groups using the auditoriums or stages may not disturb, move or change any of the existing equipment except with the permission of the Director of Building Services and must be done under the supervision of the stage manager or plant manager of the facility.

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1601 East Chestnut Avenue, Santa Ana, CA 92701-6322, (714) 796-9076

### **BOARD OF EDUCATION**

Audrey Yamagata-Noji, Ph.D., President • José Alfredo Hernández, J.D., Vice President  
Rob Richardson, Clerk • John Palacio, Member • Cecilia "Ceci" Iglesias, Member



# Santa Ana Unified School District

*Facilities & Governmental Relations*  
*Joe Dixon, Assistant Superintendent*

**Richard L. Miller, Ph.D.**  
**Superintendent**

## **Additional Guidelines for Field Use:**

1. Do not attempt to manually bleed sprinkler lines or adjust water schedule. Any broken pipes or sprinkler heads caused by a group will be billed to the users.
2. Groups may mark fields with chalk or sport marking paint - no burning of lines with pesticides is allowed.
3. Playing on wet fields is not permitted. Groups shall call the City of Santa Ana Mud line prior to use during rainy weather. If mud line shows City fields closed, then SAUSD fields are also closed. The Mud line is 714-571-4201.
4. Notify Building Services immediately of any hazardous conditions found on the fields at 714-796-9079.
5. No structures may be erected or assembled on District facilities. No storage of equipment is permitted.
6. Groups using synthetic fields must follow all synthetic field rules and regulations that are posted at the field. Failure to comply with rules and regulations shall result in immediate suspension of use of synthetic fields.
7. When submitting an application for competitions, all groups must be identified on the permit, provide insurance, and be approved by the District prior to use of the field. Violation will be considered subletting of the fields and may result in permits being revoked for all groups.
8. Team credentials must match the group name the Civic Center permit issued. Credentials and permit must be on-site at all times during use.
9. Field user groups having more than one affiliated group are treated as separate groups. Fields cannot be shared between the affiliated groups.

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**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:**                    **Administrative Regulation 3310.1 – Requesting Goods and Services**  
**(Revision)**

**ITEM:**                    **Action**

**SUBMITTED BY:**       **Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations, CBO**

**PREPARED BY:**       **Jonathan Geiszler, Director, Purchasing and Stores**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board for implementation the proposed revisions to the current Administrative Regulation (AR) 3310.1 – Requesting Goods and Services.

**RATIONALE:**

The AR is being revised to reflect recent changes recommended by the California School Boards Association model policy, and to include changes in District practices and policies. The revisions reflect new mandates to keep policies up to date and fully compliant.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Implement Administrative Regulation 3310.1 – Requesting Goods and Services.

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 3310.1(a)

Business and Noninstructional Services

Requesting Goods and Services

**Non Catalog / Normal Buyout Requisition (~~Stock #110~~)**

1. School or department shall ~~complete following blocks/spaces~~ **enter the request for goods or services in the District's Enterprise Business Requisitioning System and provide the following information to the Purchasing Department Staff:**
  - a. Suggested Vendors **Only one vendor is permitted on a requisition** ~~one or more, if known.~~
  - ~~b. Date, school name and department.~~
  - c. Quantity and Unit of Issue.
  - d. Description and Category. Include manufacturer's model/part number if applicable and known.
  - e. Unit Price. **If available,** ~~however,~~ this is not required, as the buyers will verify the price prior to purchase order preparation.
  - f. Account Number. **If all items on the requisition are to be charged to one account, the account number need be put on the requisition only at the top of the block. Account numbers are to be assigned to each individual line item on the requisition, multiple accounts can be used on one requisition.**
  - ~~g. Account number verification. One of the greatest causes of delay in purchase order preparation is an invalid or not sufficient funds account. All requisition preparers should verify that the account cited is established and sufficient funds are available. If the transaction involves establishing a new account, or transferring funds to an account, this action should take place prior to the submission of the requisition.~~
  - h. Date delivery to be completed. This date should be realistic, since purchasing may pay a higher price and/or authorize premium transportation costs to ensure delivery is made by this date. If no date is entered, the lowest price will govern regardless of delivery date.
  - i. Ordered by/Approved by Requestor. **Name of the person submitting the requisition or requesting the goods must be included on all requisitions. If same person, only signature in the "ordered by" block is required. If approval is required at the District level, this should be done prior to forwarding to purchasing.**
  - j. Sales Tax. The District is not exempt from paying sales tax on the purchase of goods, standard California Sales Tax should be included on all requisitions.**
- ~~2. The pink copy of the requisition should be retained by the requisitioner, for accounting and follow up purposes. The balance of the requisition should be forwarded to Purchasing.~~

- ~~3. Purchasing will process the requisition in accordance with current instructions, and forward for purchase order preparation.~~
- 2.4. **The District's Enterprise Business System will** Purchasing will encumber the **full purchase** amount of the **Requisition Purchase Order** and prepare the ~~purchase order.~~ If the account cited is invalid, or does not have sufficient funds, **the requisition will not be approved.** ~~no purchase order will be prepared; the requisition will be returned to the requestor for transfer of funds.~~
- 3.5. **Once approved the requisition will be electronically forwarded to purchasing for purchase order creation and submission to the vendor.** ~~Purchasing will return the yellow copy of the requisition to the school/department. An abstract of the purchase order will accompany the material when delivery is made to the school/department.~~
- ~~The yellow copy of the requisition is marked with the purchase order number assigned. Follow-up or status is available from the CASTS system writing this number.~~
- 4.6. If a **purchase order requisition** is rejected because of an invalid account number or insufficient funds in account, Purchasing will contact the school/ department, explain the problem, and request action desired. This may be a change of accounts, transfer of funds, reduction of quantities, or cancellation of some of the items.
- ~~7. When material is ordered for direct delivery to the school/department instead of the warehouse, Purchasing will forward the yellow copy of the requisition. When the material is accepted at the school/department, a copy of the packing slip should be certified "Received and Accepted," dated and signed, and forwarded to the Accounting Department, District Office, so that the vendor can be paid.~~
5. **All items ordered will be shipped to the District's main warehouse for distribution to the ordering site.**

#### Open (not to exceed) Purchase Orders

1. The following restrictions/conditions are part of the not to exceed purchase orders:
  - a. Individuals authorized to pick up material must be specified by name in the requisition, and will be so listed on the purchase order.
  - b. When supplies are picked up, a priced, itemized receipt, in duplicate, must be obtained by the person accepting the merchandise, certified as having been received, and forwarded to the Accounting Department, District Office. For foodstuffs, a cash register receipt, plus a listing of each item purchased (in duplicate) must be forwarded to the Accounting Department, District Office.
  - c. When the purchase order is prepared, the entire amount of the order will be encumbered.
2. The school/department will prepare a requisition in accordance with the instructions in paragraph 1.0 above. The name and address of the vendor will be completed. The body of requisition should read **"Term Order for the Period of \_\_\_\_\_ through \_\_\_\_\_ 1 lot of miscellaneous supplies not to exceed \$ \_\_\_\_\_."**

3. Purchasing will process the requisition in accordance with the instructions above, and will include on the purchase order the names of the personnel authorized to accept material against the purchase order.
4. ~~All "not to exceed" requisitions in excess of \$100.00 will be reviewed by the Purchasing Agent prior to issuing the purchase order.~~

**Will-Call/Pick up Purchase Orders**

1. Upon occasion, emergency conditions may require immediate pickup of material. The following procedures will be followed:
  - a. The school/department will prepare a requisition in accordance with procedures above, and **submit the requisition for approval deliver the original and yellow copies to Purchasing prior to pickup of material. The school/department will contact the assigned buyer and a PO number The goldenrod copy will be given to the individual picking up the material.**
  - b. When the material is picked up, the vendor will be requested to call the Purchasing Office. The Purchasing Office will verify the price, and issue a purchase order number to the vendor. A confirming purchase order will be issued to the vendor. The individual picking up the material will obtain an original and duplicate delivery ticket from the vendor, certify them as "Received and Accepted," date and sign, and forward them to the Accounting Department, District Office.
  - c. Will Call/Pickup requisitions in excess of \$2000.00 shall be cleared with the Purchasing Office for quotations prior to vendor selection.

**Emergency Requirements for Items Which Cannot Be Obtained Locally**

1. Upon occasion, emergencies may arise which require special handling. Each case will be handled as its circumstances dictate. For example, it may be possible to expedite a portion of an existing order, accept a partial delivery, procure a substitute item, or place an order by telephone and specify air shipment.
2. The goal of the Purchasing Department is to process requisitions (less than \$2,000.00 in value) for locally available items in 5 to 7 working days from receipt of Requisition through notification to the requisitioner as indicated above. Emergency processing is very disruptive to the routine requisition processing and should be carefully reviewed by the principal/vice-principal or administrator before requesting emergency processing. The request should be made to the Director of Purchasing or, in his/her absence, **their designee the Purchasing Coordinator**, who will take the necessary and appropriate action required.

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Administrative Regulation 3311 – Bids (Revision)

**ITEM:** Action

**SUBMITTED BY:** Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations, CBO

**PREPARED BY:** Jonathan Geiszler, Director, Purchasing and Stores

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board for implementation the proposed revisions to the current Administrative Regulation (AR) 3311 – Bids.

**RATIONALE:**

The AR is being revised to reflect recent changes recommended by the California School Boards Association model policy, and to include changes in District practices and policies. The revisions reflect new mandates to keep policies up to date and fully compliant.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Implement Administrative Regulation 3311 – Bids.



**SANTA ANA UNIFIED SCHOOL DISTRICT**

**AR 3311 (a)**

Business and Noninstructional Operations

Bids

**Advertised Bids**

The District shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. (Public Contract Code 20111)

"Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a District-owned, leased or operated facility. (Public Contract Code 22002)

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding the allowable limit established in Public Contract Code 20111 for the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, material or supplies to be furnished, sold or leased to the District.
2. Services, not including construction services, or special services and advice such as accounting, financial, legal or administrative matters.
3. Repairs, including maintenance that is not a public project.

"Maintenance" means routine, recurring and usual work for preserving, protecting and keeping a District facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touch-up. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally-owned transit system or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111 20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

**Instructions and Procedures for Advertised Bids**

The Superintendent or designee shall call for bids by advertising in a local newspaper of general circulation published in the District, circulated in the county, or if no such paper exists then in some newspaper of general circulation, at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date and location of any mandatory prebid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the paper products offered, and both the postconsumer and secondary waste content. (Public Contract Code 12169, 12213)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
  - a. Cash.
  - b. A cashier's check made payable to the District.

- c. A certified check made payable to the District.
- d. A bidder's bond executed by an admitted surety insurer and made payable to the District.

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (Public Contract Code 20111)

- 3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
- 4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
- 5. If the District requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (Public Contract Code 20103.8)
  - a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
  - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
  - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.
  - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.
- 6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation. (cf. 1340 Access to District Records)

#### **Bids Not Required**

Upon a determination that it is in the best interest of the District, the Board may authorize the purchase, lease or contract for data processing equipment, purchase materials, supplies, equipment, through a public corporation or agency ("piggyback") without advertising for bids. (Public Contract Code 20118) (cf. 3310 Purchasing Procedures)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodical(s) may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

**The district may, upon a case-by-case determination of the Board, purchase, lease or contract for equipment and supplies through a public corporation without advertised bids to the extent permitted by state law. (Public Contract Code 20118)**

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on District preference. (Education Code 38083) (cf. 3551 Food Service Operations/Cafeteria Fund)

In an emergency when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (Public Contract Code 20113) (cf. 9323.3 Actions by the Board)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings. Whenever the total number of hours on the job does not exceed 750 hours or when the cost of material does not exceed \$21,000, day labor may be used for the following purposes: (Public Contract Code 20114)

1. School building repairs, alterations, additions.
2. Painting, repainting or decorating of school buildings.

3. Repair or building of apparatus or equipment.
4. Improvements on school grounds.
5. Maintenance work as defined above.

**Sole Sourcing**

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality or utility and follow the description with the words "or equal." (Public Contract Code 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (Public Contract Code 3400)

1. The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion;
2. One product has a unique application required to be used in the public interest;
3. Only one brand or trade name is known; or
4. Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

**Prequalification Procedure**

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the District at least one day before the fixed bid opening date. (Public Contract Code 20111.5)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

The District may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

**Protests by Bidders**

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

AR 3311(f)

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Board Policy and Administrative Regulation 3580 – District Records  
(Revision)

**ITEM:** Action

**SUBMITTED BY:** Stefanie P. Phillips, Ed.D., Deputy Superintendent, Operations, CBO

**PREPARED BY:** Holger Kasper, Director, Logistics

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board for adoption and implementation the proposed revisions to the current Board Policy (BP) and Administrative Regulation (AR) 3580 – District Records.

**RATIONALE:**

The BP and AR are being revised to reflect recent changes recommended by the California School Boards Association model policy, and to include changes in District practices and policies. The revisions reflect new mandates to keep policies up to date and fully compliant.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt and implement Board Policy and Administrative Regulation 3580 – District Records.

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 3580 (a)

Business and Noninstructional Operations

District Records

~~District records shall be developed, maintained and disposed of in accordance with law and California Department of Education regulations. (cf. 1340 - Access to District Records) (cf. 3440 - Inventories)~~

**The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.**

**(cf. 1340 - Access to District Records)**

**(cf. 3440 - Inventories)**

~~(cf. 4040 - Employee Use of Technology) (cf. 4112.6/4212.6/4312.6 - Personnel Files) (cf. 5125 - Student Records) (cf. 5125.1 - Release of Directory Information)~~

~~The Superintendent or designee shall establish regulations that define records which are permanent, optional and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.~~

~~The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.~~

**The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.**

**(cf. 0440 - District Technology Plan)**

**(cf. 3516 - Emergencies and Disaster Preparedness Plan)**

**(cf. 4040 - Employee Use of Technology)**

**(cf. 9011 - Board Member Electronic Communications)**

**The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.**

**(cf. 4112.6/4212.6/4312.6 - Personnel Files)**

**(cf. 5125 - Student Records)**

**(cf. 5125.1 - Release of Directory Information)**



In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

#### SAFE AT HOME PROGRAM

~~District public records shall not include the actual addresses of students, parents/guardians or employees when a substitute address is designated by the Secretary of State for victims of domestic violence. (Government Code 6207) (cf. 5111.1 - District Residency)~~

#### Legal Reference:

##### EDUCATION CODE

~~35145 Public meetings~~

~~35163 Official actions, minutes and journal~~

~~35250-35255 Records and reports~~

~~44031 Personnel file contents and inspection~~

~~49065 Reasonable charge for transcripts~~

##### GOVERNMENT CODE

~~6205-6211 Confidentiality of addresses for victims of domestic violence~~

~~6252-6265 Inspection of public records~~

~~12946 Retention of employment applications and records for two years~~

##### CODE OF REGULATIONS, TITLE 5

~~432 Varieties of pupil records~~

~~16020-16022 Records-general provisions~~

~~16023-16027 Retention of records~~

#### Management Resources:

##### SECRETARY OF STATE

~~Letter re: California Confidential Address Program Implementation (SADDLEBACK HIGH SCHOOL 489), August 27, 1999~~

##### WEB SITES

~~California Secretary of State: <http://www.ss.ca.gov>~~

~~District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)~~

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)  
(cf. 5141 - Health Care and Emergencies)

**Legal Reference:**

**EDUCATION CODE**

35145 Public meetings  
35163 Official actions, minutes and journal  
35250-35255 Records and reports  
44031 Personnel file contents and inspection  
49065 Reasonable charge for transcripts  
49069 Absolute right to access

**CODE OF CIVIL PROCEDURE**

1985.8 Electronic Discovery Act  
2031.010-2031.060 Civil Discovery Act, scope of discovery demand  
2031.210-2031.320 Civil Discovery Act, response to inspection demand

**GOVERNMENT CODE**

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking  
6252-6265 Inspection of public records  
12946 Retention of employment applications and records for two years

**PENAL CODE**

11170 Retention of child abuse reports

**CODE OF REGULATIONS, TITLE 5**

430 Individual student records; definition  
432 Varieties of student records  
16020-16022 Records, general provisions  
16023-16027 Retention of records

**UNITED STATES CODE, TITLE 20**

1232g Family Educational Rights and Privacy Act

**CODE OF FEDERAL REGULATIONS, TITLE 34**

99.1-99.8 Family Educational Rights and Privacy Act

**Management Resources:**

**WEB SITES**

California Secretary of State: <http://www.sos.ca.gov/safeathome>

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 3580 (a)

Business and Noninstructional Operations

District Records

The Superintendent or designee **the Record Management Department** shall ensure that appropriate computer software is used to safeguard any data stored on computers, including computers connected to networks. To further prevent the damage or theft of data, computers and related equipment, he/she shall maintain complete and accurate inventories, specify user responsibilities for damages, and provide appropriate supervision in areas where computers are used. **Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)**

Classification of Records

Before January 1, the Superintendent or designee shall review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. **An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (cf. 3440 - Inventories)** A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (Title 5, Section 16022) **(cf. 5125 - Student Records)** **When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)**

Class 1 - Permanent Record (Title 5, Section 16023)

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with the Code or Regulations, Title 5, Section 16022: **(5 CCR 16023)**

1. Annual Reports
  - a. Official budget.
  - b. Financial reports of all funds, including cafeteria and student body funds.
  - c. Audit of all funds.

- d. Average daily attendance, including Period 1 and Period 2 reports.
- e. Other major annual reports, including:
  - (1) Those containing information relating to property, activities, financial condition or transactions.
  - (2) Those declared by Governing Board minutes to be permanent.

(cf. 3100 - Budget)  
(cf. 3452 - Student Activity Funds)  
(cf. 3460 - Financial Reports and Accountability)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only.
- b. The call for and the result of any elections called, conducted or canvassed by the Board.
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization.  
(cf. 7214 - General Obligation Bonds)  
(cf. 9324 - Minutes and Recordings)

3. Personnel Records

- a. Employees

All detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)  
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

b. Students ~~Records~~

The records of enrollment and scholarship for each student required by Title 5, Section 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as **Class 1 (Permanent) records**. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has ~~run~~ expired.

**(cf. 5111.1 - District Residency)**

**(cf. 5141 - Health Care and Emergencies)**

**(cf. 5143 - Insurance)**

4. Property Records

All detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

**(cf. 3280 - Sale or Lease of District-Owned Real Property)**

Class 2 - Optional Records (Title 5, Section 16024)

Any record considered worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 (Optional) until they are classified as required by Title 5, Section 16022. Such classification must occur within one year. **(5 CCR 16024)**

Class 3 - Disposable Records (Title 5, Section 16025, 16026, 16027)

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by Title 5, Section 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

~~later of the following:~~

- ~~1. The completion of any legally required audit.~~
- ~~2. The retention period required by any agency other than the State of California.~~
- ~~3. The school year in which the records originated.~~

#### Electronically Stored Information

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

AR 3580(e)

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Approved: (5-76) 8-98

Santa Ana, CA

**AGENDA ITEM BACKUP SHEET**  
**March 25, 2014**

**Board Meeting**

**TITLE:** Board Reports/Activities  
**ITEM:** Reports  
**SUBMITTED BY:** Rick Miller, Ph.D., Superintendent  
**PREPARED BY:** Rick Miller, Ph.D., Superintendent

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is for the members of the Board of Education to make announcements to the community regarding events and activities within Santa Ana Unified School District and the community as they relate to student achievement.

**RATIONALE:**

Members of the Board of Education have requested an item on the agenda of each regular meeting to provide an opportunity for announcements.

This item will provide pertinent information to the general public.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Board members will make announcements regarding community events and activities within Santa Ana Unified School District and the community.

RM:rr