

*Santa Ana Unified School District  
Board of Education*

**Board Meeting Agenda**

**Wednesday, August 23, 2017  
6:00 p.m.**

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



**Valerie Amezcua  
Vice President**

**John Palacio  
President**

**Cecilia "Ceci" Iglesias  
Clerk**

**Alfonso Alvarez, Ed.D.  
Member**

**Stefanie P. Phillips, Ed.D.  
Secretary /  
Superintendent**

**Rigo Rodriguez, Ph.D.  
Member**

**If special assistance is needed to participate in the Board meeting, please contact the 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***

***We assure well-rounded learning experiences, which prepare our students for success in college and career.  
We engage, inspire, and challenge all of our students to become productive citizens, ethical leaders, and positive contributors to our community, country and a global society.***

# 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

WEDNESDAY  
AUGUST 23, 2017

## 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 Government Code Section 54957:

PUBLIC EMPLOYEE EMPLOYMENT: Coordinator, Human Resources

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent

B. With respect to every item of business to be discussed in Closed Session pursuant to Government Code Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATOR:

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

C. With respect to every item of business to be discussed in Closed Session pursuant to Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: SUSD-006775; SUSD-008220

ANTICIPATED LITIGATION: Three potential cases

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 SPECIAL 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

## 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 Special Board Meeting Minutes - July 14, 2017 and Regular Board Meeting Minutes - July 25, 2017
- 1.2 Orange County Department of Education Fourth Quarterly Report on Williams Settlement Legislation for 2016-17 Fiscal Year
- 1.3 Acceptance of Gifts in Accordance with Board Policy 3290 – Gifts, Grants, and Bequests
- 1.4 Approval of C# Advanced Game Design and Development Course for High School Students
- 1.5 Approval of Leadership Course for High School Students
- 1.6 Approval of Link Crew Course for High School Students
- 1.7 Approval of Peer Leadership Course for High School Students
- 1.8 Acceptance of Turnaround Arts: California Grant Funds by Sierra Preparatory Academy and Willard Intermediate Schools for 2017-18 School Year
- 1.9 Ratification of Memorandum of Understanding with Los Angeles Education Partnership/Kaiser RISE Trauma Informed School Initiative for McFadden Intermediate and Chavez High Schools
- 1.10 Approval of Agreement with Agile Mind for 2017-18 School Year
- 1.11 Approval of Agreement with Elite Educational Institute for 2017-18 School Year
- 1.12 Approval of Agreement with FEV Tutor for 2017-18 School Year
- 1.13 Approval of Agreement with Kid Healthy/OneOC for Padres en Acción Program for 2017-18 School Year

- 1.14 Approval of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and Agencies for Students with Disabilities for 2017-18 School Year
- 1.15 Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of June 28, 2017 through July 25, 2017
- 1.16 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of June 28, 2017 through July 25, 2017
- 1.17 Approval of Memorandum of Understanding with Irvine Unified School District's Administrator Clear Credential Induction Program
- 1.18 Approval of Student Teacher, Intern, and/or Fieldwork Agreement with California State University, Long Beach and University of Redlands
- 1.19 Approval of Student Teacher, Intern, and Fieldwork Agreement with University of La Verne
- 1.20 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

Items removed from Consent Calendar for discussion and separate action:

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#### PRESENTATIONS

- SAUSD Círculos Grant Presentation
- Family Engagement Program Overview
- Restorative Practice Implementation Update
- Santa Ana Unified School District's Strategic Public Relations Plan

#### REGULAR AGENDA - ACTION ITEMS

- 2.0 Adoption of Resolution No. 17/18-3201 - Proclaiming September, 2017 as Attendance Awareness Month
- 3.0 Approve Santa Ana Unified School District's Initial Bargaining Proposal to Classified School Employees Association, Chapter 41 for 2017-18 School Year
- 4.0 Approve Santa Ana Unified School District's Initial Bargaining Proposal to Communications Workers of America for 2017-18 School Year

- 5.0 Approval of Memorandum of Understanding with North America's Building Trades Unions for Curriculum and Licensing for 2018-19 School Year
- 6.0 Approval of Memorandum of Understanding with Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO for Use of the Multi-Craft Core Curriculum for 2018-19 School Year
- 7.0 Approval of Community Workforce Agreement Between Santa Ana Unified School District and Los Angeles/Orange Counties Building and Construction Trades Council
- 8.0 Approval of Agreement with Orange County Department of Education's Safe Schools and Support Services for Site-Funded Mental Health Interventions for 2017-18 School Year
- 9.0 Approval of Agreement with Padres Unidos for 2017-18 School Year
- 10.0 Approval of Agreement with Playworks Direct Service Program for 2017-18 School Year
- 11.0 Approval of Agreement with Playworks Team Up Program for 2017-18 School Year
- 12.0 Approval of Agreement with Cooperative Strategies, LLC for Professional Services for 2017-18 School Year
- 13.0 Approval of Agreement Between Santa Ana Unified School District and Gaggle.Net, Inc.
- 14.0 Authorization to Award a Request for Proposal for the Purchase of a Solid Waste Disposal and Recycling Services to Ware Disposal
- 15.0 Approval of New Job Description: Coordinator - Special Projects/Career Technical Education

**NEW AND REVISION OF EXISTING BOARD POLICIES**

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

- 16.0 Board Policy (BP) 5141.52 – Suicide Prevention (New: For Adoption)

**NEW AND REVISION OF EXISTING BOARD POLICIES – First Reading / No Action Required**

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

- 17.0 Board Policy (BP) 5144 – Discipline (Revision: First Reading)
- 18.0 Board Policy (BP) 5144.1 – Suspension and Expulsion/Due Process (Revision: First Reading)
- 19.0 Board Policy (BP) 6163.4 – Student Use of Technology (Revised: First Reading)

**BOARD REPORTS**

**ADJOURNMENT**

**FUTURE MEETING** - The next Regular Meeting of the Board of Education will be held on Tuesday, September 12, 2017, at 6:00 p.m.

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

MINUTES

SPECIAL MEETING  
SANTA ANA BOARD OF EDUCATION

July 14, 2017

CALL TO ORDER

The meeting was called to order at 5:35 p.m. by Board President Palacio. Other members in attendance were Ms. Amezcua, Dr. Alvarez, and Dr. Rodriguez.

CLOSED SESSION PRESENTATIONS

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

There were no individuals wishing to address the Board.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:35 p.m. to consider personnel matters and anticipated litigation.

Ms. Iglesias arrived at 5:39 p.m.

RECESS TO OPEN SESSION

The Closed Session meeting was recessed at 6:57 p.m.

RECONVENE OPEN MEETING

The Special Board meeting reconvened at 7:03 p.m.

Cabinet members present were Dr. Phillips, Dr. Heatley, Mr. McKinney, and Dr. Jimenez. Mr. Williams was not present.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Board Member Alvarez.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

By A Vote of 5-0, The Board Took Action to Appoint Hermino Bautista, as Principal, Taft/DHH Elementary School.

Motion: Ms. Amezcua                      Second: Ms. Iglesias

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Miriam Gonzalez-Perez, as Principal, Lowell Elementary School.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Elisa Younger, as Principal, Sierra Academy.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Jesse Church, as Principal, Godinez High School.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Damon Voight, as Interim Principal, Middle College High School.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Heather Princiotta, as Assistant Principal, Taft/DHH Elementary School.

Motion: Ms. Amezcua                      Second: Ms. Iglesias

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint April Baxter, as Assistant Principal, Lathrop Intermediate and Heninger Elementary Schools.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Emil Ahangarzadeh, as Assistant Principal, MacArthur and Villa Fundamental Intermediate Schools.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Rosa Ceja, as Assistant Principal, Spurgeon Intermediate School.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Gannon Burks, as Assistant Principal, Santa Ana High School.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Nata Shin, as Assistant Principal, Segerstrom High School.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Ivory Tennelle, as Assistant Principal, Valley High School.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

By A Vote of 5-0, The Board Took Action to Appoint Ngoc Tran, as Assistant Principal, Valley High School.

Motion: Ms. Amezcua                      Second: Dr. Alvarez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez



**1.0 APPROVAL OF CONSENT CALENDAR**

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

It was moved by Mr. Palacio, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the Personnel Calendar including the transition of specific staff members with such topics as: hiring, promotions, transfers, resignations, retirements, and leaves.

**REGULAR AGENDA - ACTION ITEMS**

Change in order of Agenda

- 6.0 APPROVAL OF NEW JOB DESCRIPTION: EDUCATION INTERNSHIP

It was moved by Mr. Palacio, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the new job description: Education Internship.

- 7.0 APPROVAL OF REVISED JOB DESCRIPTION: LIBRARY MEDIA TECHNICIAN

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the revised job description: Library Media Technician with an amendment to the physical ability to utilize team lifting for anything over forty (40) pounds.

- 2.0 Approval of Revised Job Descriptions: Deputy Superintendent - Administrative Services; Deputy Superintendent - Educational Services, Chief Academic Officer; Associate Superintendent, Human Resources; Assistant Superintendent, Facilities and Governmental Relations; Assistant Superintendent, Business Services; Assistant Superintendent - School Performance and Culture; Assistant Superintendent - Teaching and Learning; and Assistant Superintendent - Special Education/Special Education Local Plan Area (SELPA)

Item Pulled / No Action Taken

- 3.0 Approval of Revised Job Descriptions: Chief Communications Officer, Chief of School Police Services, and Director of Community Relations

Item Pulled / No Action Taken

- 4.0 Approval of Revised Job Descriptions: Food Service Worker; Senior Food Service Worker; Food Service Facility Operator; Food Service Supervisor-Elementary; Cook; Baker; Senior Cook; Senior Baker; and Certified Chef

Item Pulled / No Action Taken

- 5.0 Approval of New Job Description: Nutrition Services Lead - Production Kitchen

Item Pulled / No Action Taken

**ADJOURNMENT**

There being no further business to come before the Board, the Board meeting was adjourned in memory of Dale Dykema, Joe Elias, and Antonio "Tony" Pedroza at 8:32 p.m. by Board President Palacio.

The next Regular Meeting will be held on Tuesday, July 25, 2017, at 6:00 p.m.

ATTEST:

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

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - July 14, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENT 2016-17</b>					
McCarthy, Patrick	Teacher	Willard	June 22, 2017		Retirement - 30 years
<b>RETIREMENT 2017-18</b>					
Oliver, Harry	NJROTC	Santa Ana	December 22, 2017		Retirement - 20 years
<b>RESIGNATIONS 2016-17</b>					
Christy, Katherine	Teacher	Godinez	June 22, 2017		Accepted another position - 3 years
Echaves, Michael	Teacher	Godinez	June 22, 2017		Accepted another position - 7 years
Hillman, Nadia	Executive Director Elementary Curriculum and Instruction	K-12 Teaching and Learning	June 30, 2017		Accepted another position - 3 years
Kubo, Nicole	Teacher	Esqueda	June 22, 2017		Accepted another position - 2 years
Lee, Elizabeth	Teacher	Kennedy	June 22, 2017		Moving - 21 years
Maffetore, Meredith	Program Specialist	Special Education	June 30, 2017		Accepted another position - 3 years

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - July 14, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RESIGNATIONS 2016-17 (Continued)</b>					
McGeeney, Heather	Teacher	Carver	June 22, 2017		Accepted another position, Personal - 4 years
Turf, Michael	Social Science	Esqueda	June 22, 2017		Accepted another position - 3 years
Vilfort, Amanda	Teacher	Washington	June 22, 2017		Accepted another position - 1 year
<b>ABSENCE (3 to 20 duty days) - Without Pay with Benefits</b>					
	Speech and Language Pathologist				
Bonilla, Evelyn		Speech Department	June 19, 2017	June 22, 2017	Education
<b>LEAVE (21 duty days or more) - Without Pay and Without Benefits</b>					
Burke, Nicole	Teacher	Mitchell	August 11, 2017	June 1, 2018	Child Care
Lopez, Amanda	Teacher	Mitchell	August 11, 2017	June 1, 2018	Child Care
<b>SUMMER SCHOOL TEACHERS</b>					
Benavides, Bertha		Godinez			
Cabrera, Lizette		Santa Ana			
Chavez, Hector		Santa Ana			
Contreras, Luis		Santa Ana			

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - July 14, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUMMER SCHOOL TEACHERS (Continued)</b>					
Fitzgerald Jimenez, Crystal		Saddleback			
Gallardo, Eddie		Santa Ana			
Garcia-Lopez, Araceli		Santa Ana			
Hanis, Susan		Santa Ana			
Kim, Duy		Lorin Griset			
Moore, Nguyet		Santa Ana			
Sterner-Hargrave, Christy		Segerstrom			
Stevens, Kelly		Segerstrom			
Young, Jeffrey		Century			
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS</b>					
Asker, Hebatalla		Valley			
Becerra, Ana		Santa Ana			
Caetta, James		Century			
Hazelwood, Debby		Saddleback			
Lebsack, Brenda		Speech Department			
Mohr, Lawrence		Valley			
Muller, Helen		Saddleback			
Nguyen, Ngoc		McFadden			
Ponce, Mary		Washington			
Saenz, Melissa		Century			
Sandoval, Damaris		Mitchell			
Schultz, Kristin		Adult Transition			

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - July 14, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS (Continued)</b>					
Vilte, Kelli		Heninger			
<b>CO-CURRICULAR 2016-17</b>					
Park, Deborah		Mendez	2016-17		Student Government Advisor (sharing)
Radford, David		Mendez	2016-17		Student Government Advisor (sharing)
<b>EXTENDED WORK YEAR 2016-17</b>					
Gracia, Luis	Nurse	Early Childhood Education	June 23, 2017	June 30, 2017	6 Additional Days
Loftus, Karen	Nurse	Early Childhood Education	June 23, 2017	June 30, 2017	6 Additional Days
Stefun, Maria	Nurse	Early Childhood Education	June 23, 2017	June 30, 2017	6 Additional Days
<b>SUMMER SCHOOL PRINCIPALS</b>					
Correa, Gerardo		Segerstrom			
De La Mora, Moises		Saddleback			
Harper, Anne		Century			

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
Board Meeting - July 14, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUMMER SCHOOL PRINCIPALS (Continued)</b>					
Mherian, Gamila		Saddleback			
Michael, David		Century			
Mulholland, Suzanne		Santa Ana			
Shalash, Anuar		Chavez			
Tennelle, Ivori		Segerstrom			
Tran, Ngoc		Valley			
Zamudio, Felipe Jr.		Century			
<b>SUMMER SCHOOL COUNSELORS</b>					
Carrillo, Marylou		Santa Ana			
Cervantes, Maria del		Santa Ana			
Lourdes		Valley			
DiLullo, Aimee		Valley			
Garcia-Ortiz, Gloria		Segerstrom			
Gonzalez, Frankie		Segerstrom			
Griset-Villanueva, Gabrielle		Segerstrom			
Gurski, Berenice		Santa Ana			
Lara, Maria A.		Segerstrom			
Mejia, Monica		Segerstrom			
Nunez, Isabel		Santa Ana			
Padilla, Alejandro		Valley			
Perez, Sandra		Valley			
Perez, Veronica		Santa Ana			

Mark A. McKinney, Associate Superintendent, Human Resources



**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - July 14, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUMMER SCHOOL COUNSELORS (Continued)</b>					
Ridoutt-Schonborn, Arlette		Santa Ana			
Rymer, Teresa		Santa Ana			
Sanchez, Marta		Century			
Whitehead, Cheri		Santa Ana			
<b>SHARED CONTRACT 2017-18</b>					
Blois, Laurie	Teacher	Segerstrom	August 11, 2017		40% Contract
Harkins, Kathryn	Teacher	Segerstrom	August 11, 2017		60% Contract
Smith, Katrina	Teacher	Taft	August 11, 2017		50% Contract
Yen, Ju-Yin	Teacher	Taft	August 11, 2017		50% Contract
<b>CORRECTION IN CONTRACT LENGTH 2017-18</b>					
Aguilar- Ramirez, Guadalupe	Teacher	Segerstrom	August 11, 2017		From 60% to 100%
Malczynski, Jan	Speech and Language Pathologist	Speech Department	August 11, 2017		From 100% to 60%
Mangiarotti, Alessandra	Teacher	Segerstrom	August 11, 2017		From 100% to 60% of everyday



**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - July 14, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RETIREMENTS</b>						
Espinoza de Sanchez, Lucila	Fd. Svc. Wkr.	Godinez	June 21, 2017			9 years, 1 month
Garnica, Arturo	Lead Custodian HS	Godinez	June 26, 2017			38 years, 8 months
Labouchere, Valeria	Community Worker	ECE	August 4, 2017			9 years, 1 month
Le, Anne	Translator Interpreter II	Student Svcs.	July 31, 2017			15 years, 10 months
Tolmasky, Liliana	Library Media Tech.	McFadden	June 24, 2017			21 years, 3 months
Vaca, Jose	Delivery Driver	Nutrition Svcs.	June 30, 2017			27 years, 5 months
Wilson, Patty	Ld. Preschool Teacher	Lorin Griset	June 22, 2017			14 years, 9 months
<b>RESIGNATIONS</b>						
Arciga, Edith	Interpreter/Translator Sp. Ed.	Special Ed.	July 7, 2017			Personal - 23 years, 1 month
Barcnas Pintor, Patricia	Activity Supervisor	Garfield	June 21, 2017			Personal - 4 years, 9 months
Cabrera, Karen	Instr. Asst. Sev. Dis.	Mitchell	July 28, 2017			Personal - 8 years, 8 months
Castellon, Paul	Preschool Teacher	Davis	June 30, 2017			Personal - 18 years

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - July 14, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS (Continuation)</b>						
Charrette, James	Activity Supervisor	Godinez Health/Home Hospital Instr.	June 5, 2017			Personal - 2 years, 8 months
David, Kristin	Licensed Vocational Nurse	After School Program	June 21, 2017			Personal - 1 year, 8 months
Diaz, Elizabeth	After School IP	Willard	June 20, 2017			Personal - 2 years, 4 months
Diaz, Jose	Fd. Svc. Wkr.	Budget Dept.	June 7, 2017			Personal - 3 years, 6 months
Godinez, Jorge	Budget Technician	Greenville	July 14, 2017			Personal - 18 years, 8 months
Khorushi, Soodabeh	Activity Supervisor	Fremont	March 31, 2016			Personal - 6 months
Liwanag, Kristina	SSP Sp. Ed.	After School Program	July 28, 2017			Personal - 11 months
Lizarraga, Zyania	After School IP	Santa Ana	June 20, 2017			Personal - 1 year, 7 months
Malenka, Nicholas	SSP Sp. Ed.	Santiago	June 15, 2017			Personal - 9 months
Martinez, Jasmine	Activity Supervisor	Madison	April 30, 2017			Personal - 1 year, 5 months
Navarrette, Andrea	After School IP	Godinez	June 9, 2017			Personal - 2 years, 5 months
Olaiz-Prawl, Selina	Activity Supervisor		June 21, 2017			Personal - 3 years, 9 months

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - July 14, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS (Continuation)</b>						
Philleo, Javen	Activity Supervisor	Greenville	September 30, 2016			Personal - 1 year, 4 months
Rodriguez, Claudia	Sch. Off. Mgr. Elem.	Santiago	July 14, 2017			Personal - 5 years, 10 months
Schwieger, Erik	Instr. Asst. Computers	Fremont	June 21, 2017			Personal - 3 years, 6 months
Velasquez, Carlos	Warehouse Spvr.	Nutrition Svcs.	July 7, 2017			Personal - 4 years, 4 months
Weber, Jaclyn	Activity Supervisor	Santa Ana	June 21, 2017			Personal - 9 months
Ybarra, Adriana	Site Clerk	Valley	June 14, 2017			Personal - 6 years, 2 months
<b>TERMINATION</b>						
ID# 31351	Preschool Teacher	ECE	June 22, 2017			
<b>ABSENCES (3 to 20 duty days)</b>						
Kim, Ellen	SSP Sp. Ed. Attendance Technician	Taft	May 16, 2017	May 23, 2017		Personal
Sanchez, Alma	Technician	Spurgeon	July 18, 2017	July 28, 2017		Personal
Tellez, Teresa	Fd. Svc. Wkr.	Spurgeon	August 14, 2017	August 29, 2017		Personal

**CLASSIFIED PERSONNEL CALENDAR**

Personnel Calendar  
Board Meeting - July 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ABSENCES (3 to 20 duty days) (Continuation)</b>						
Yu, Pei San	Autism Paraprofessional	Jackson	June 15, 2017	June 21, 2017		Personal
<b>LEAVES (21 duty days or more)</b>						
Mercer, Sabrina	Instr. Asst. Sev. Dis.	Transition Program	August 14, 2017	May 31, 2018		Personal
Tapia, Zaira	SSP Sp. Ed.	Sierra	August 14, 2017	May 31, 2018		Personal
<b>MILITARY LEAVE</b>						
Lopez, Victoria	After School IP	Villa	June 26, 2017	June 28, 2017		
<b>NEW HIRES</b>						
Carrillo Navarro, Francisco	Community & Family Outreach Liaison	School Climate	June 23, 2017		36/1	Correction of start date from 6/19/17
Lopez, Mayra	Community & Family Outreach Liaison	School Climate	June 23, 2017		36/1	Correction of start date from 6/19/17

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - July 14, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ADJUSTMENT OF WORKING ASSIGNMENTS</b>						
Santana, Juan	Computer Technician	Technical Ed.	June 5, 2017		28/6	From 6 hours to 8 hours
Villena, Maria	Interpreter/Translator Sp. Ed.	Special Ed.	July 26, 2017		32/6	From 6 hours to 8 hours
<b>TEMPORARY ASSIGNMENTS</b>						
Arambula, Rosalina	Attendance Technician	Godinez	June 24, 2017	June 30, 2017	24/2	
Carranza, Eric	Maintenance Wkr. II	Building Svcs.	July 1, 2017	Sept. 30, 2017	30/3	
Espino, Hugo	Lead Custodian	Building Svcs.	May 25, 2017	June 30, 2017	28/5 + Diff.	
Hernandez, Hugo	Electronic Equipment Tech.	Building Svcs.	July 7, 2017	August 4, 2017	38/3	
Martinez Garcia, Alberto	Lead Custodian	Building Svcs.	June 5, 2017	June 16, 2017	28/2 + Diff.	
Ortiz, Enrique	Plant Custodian Elem.	King	June 13, 2017	June 30, 2017	30/6	
Pantoja, Angel	Ath. Fld. Grndskpr.	Building Svcs.	July 3, 2017	July 31, 2017	25/6	
Quiroz, Karina	Executive Secretary	Special Ed.	July 10, 2017	July 14, 2017	33/1 + Bil.	
Rodriguez, Jose	Locksmith	Building Svcs.	July 1, 2017	Sept. 30, 2017	34/1	



**CLASSIFIED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - July 14, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TEMPORARY ASSIGNMENTS (Continuation)</b>						
Ruiz, Daniel	Lead Custodian	Building Svcs.	June 26, 2017	July 3, 2017	28/5 + Diff.	
Vargas, Juan	Plant Custodian HS	Century	July 17, 2017	July 31, 2017	35/2	
Vega, Emanuel	Plant Custodian Int.	Sierra	June 20, 2017	June 23, 2017	32/6	
<b>HOURLY APPOINTMENT</b>						
Young, Vanessa	Instr. Asst. Provider	Deputy Supts. Office	June 21, 2017		16/1	
<b>SUBSTITUTES</b>						
Beltran, Gustavo	Custodian		June 20, 2017		23/1	
Delgado Banuelos, Luis	Custodian		June 20, 2017		23/1	
Guitron, Heraclio	Custodian		June 20, 2017		23/1	
<b>EXTRA DUTY</b>						
Aguirre, Francisco	District Safety Officer	Chavez	July 5, 2017		31/6	
Cisneros, Isaac	District Safety Officer	Saddleback	July 5, 2017		31/6	
Godinez, Enrique	District Safety Officer	Godinez	July 5, 2017		31/6	
Gonzalez, Jaime	District Safety Officer	Segerstrom	July 5, 2017		31/6	
Hernandez, Oscar	District Safety Officer	Century	July 5, 2017		31/6	
Lyons, Irma	District Safety Officer	Santa Ana	July 5, 2017		31/6	

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - July 14, 2017**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>EXTRA DUTY (Continuation)</b>						
Martinez, Gil	District Safety Officer	Valley	July 5, 2017		31/6	
Morales, Mark	District Safety Officer	Lorin	July 5, 2017		31/6	
Peña, Rudy	District Safety Officer	Valley	July 5, 2017		31/6	
Pita, Larry	District Safety Officer	Santa Ana	July 5, 2017		31/6	
Plascencia, Veronica	District Safety Officer	Century	July 5, 2017		31/6	
Rios, Ronnie	District Safety Officer	Saddleback	July 5, 2017		31/6	



## SANTA ANA UNIFIED SCHOOL DISTRICT

### EDUCATION INTERNSHIP

#### **JOB SUMMARY:**

Under general supervision of District management, the intern will participate in a variety of different work to support the varied divisions within the District. Interns will work in concert with higher educational programs for course credit completion. The internship is designed to provide entry level learning via work experience to students who seek careers in education. This includes work experience in educational services, budget services, building services, administrative services, and technology innovation services.

#### **DISTINGUISHING CHARACTERISTICS:**

Education Internship is responsible for providing instructional support to school site staff, provide supervised instruction to students, collect data to support the generation of reports, clerical work, and light office duties.

#### **REPRESENTATIVE DUTIES:**

- Performs with a significant degree of independent accountability supervision of students, tutoring of students, and safety monitoring of students. **E**
- Performs with a significant degree of independent accountability supportive work for teachers, front office staff, district office staff, maintenance and operations staff, and technology staff. **E**
- Develops, maintains, monitors, utilizes and updates specialized databases to maintain school site or department records. **E**
- Attends a variety of meetings, conferences, workshops, seminars, and training sessions. **E**
- Perform related duties as assigned.

## **EDUCATION INTERNSHIP (CONTINUED)**

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Needs of children.
- Experience working with children.
- Principles, practices, rules, requirements, guidelines, terminology and procedures applicable to school site operations, or departmental functions.

#### Ability to:

- Excellent oral and written communication skills, with ability to communicate with diverse populations.
- Supervise students to ensure safety, educational integrity, and general care.
- Interpret, apply, explain and reach sound decisions within the scope of assignment.
- Well organized and able to prepare, maintain and submit clear concise reports.
- Organize, set priorities, take initiative and exercise sound independent judgement with the areas of responsibility.
- Meet deadlines.
- Operate office equipment, including computers and software applications.
- Design and maintains specialized databases to support assessments record maintenance.
- Deal with sensitive and difficult situations.
- Establish and maintain effective working relationships with administrators and staff, school site administrators, teacher and staff, district staff, and external district representatives and others encountered in the course of work.

### **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to a high school diploma or GED.
- Enrolled in an accredited college or university.

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

Valid California Driver's License or valid California identification card or other valid college identification card.

**EDUCATION INTERNSHIP (CONTINUED)**

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- School/office environment.

**PHYSICAL ABILITIES:**

- Walking and standing for extended periods of time.
- Seeing, hearing, speaking, reading, and writing to accurately exchange information in person or on the telephone.
- Use hands to repetitively to finger, handle or operate computers and standard office equipment.
- Light industrial equipment or machinery.
- Manipulate laboratory equipment.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 7/14/17



## SANTA ANA UNIFIED SCHOOL DISTRICT

### LIBRARY/MEDIA TECHNICIAN

#### **JOB SUMMARY:**

Under the direction of a principal or librarian operate a library and/or a media center.

#### **REPRESENTATIVE DUTIES:**

- Receive, process, distribute or circulate and re-shelve print and non-print materials, including textbooks, hardware and software items and instructional supplies. **E**
- Furnish work direction to clerical, student and volunteer workers. **E**
- Assist students and teachers in locating and selecting appropriate materials; prepare materials for instructional activities. **E**
- Maintain records of daily activity schedule, circulation and statistics, inventory, payment for lost or damaged materials and fines. **E**
- Prepare and send overdue notices required. **E**
- Maintain shelf lists and bibliographies; review card catalog for correctness, accuracy and completeness. **E**
- Type book order information, requisitions, budget requests and other forms. **E**
- Prepare materials to be re-bound, repaired, replaced or discarded. **E**
- Design and provide motivational displays such as bulletin boards, dioramas, and social media posts. **E**
- Set up, operate and inspect equipment; perform minor repairs and adjustments on hardware and software. **E**
- Coordinate off-site maintenance and repairs of equipment; may deliver materials, equipment as required. **E**
- Develop and maintain security and control system of equipment; maintain inventory as required. **E**
- Organize facility, maintaining materials in good condition and assessing facility needs and problems. **E**

**REPRESENTATIVE DUTIES:** (continued)

- Interpret facility rules; answer teachers' and students' questions and demonstrate correct use of equipment. **E**
- Assist in developing and sustaining a Web presence for library sources provided by the school. **E**
- Design posts to engage readers' curiosity and create interest in learning resources. **E**
- Assist with designing and developing programs to support; primary literacy, fluency comprehension, and other age appropriate literacy skills. **E**
- Assist with inventory and tracking of mobile devices, i.e. notebooks, IPADs, and Chromebooks. **E**
- Establish and maintain a library that promotes literacy through Book Fairs, Family Reading Nights, Guest Speakers, and Theme Nights. **E**
- Assist in implementing software to supplement instructional programs. **E**
- May set up and operate computer equipment for instructional activities; train other staff in basic computer operations, supervise students using computers. **E**
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****Knowledge of:**

- Modern office practices, procedures and equipment, including computer equipment.
- Library classification systems.
- Library filing rules and basic reference materials.
- Principles of training and supervision.
- Record-keeping techniques.
- Oral and written communications skills.
- Technical aspects of field of specialty.
- Basic math.
- Computer hardware and library software.

**Ability to:**

- Make simple arithmetic calculations.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Type at 40 words per minute.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Plan and supervise work.



**LIBRARY/MEDIA TECHNICIAN (CONTINUED)**

**KNOWLEDGE AND ABILITIES: (continued)**

**Ability to: (continued)**

- Train and supervise personnel.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Use media hardware and develop software.
- File alphabetically and numerically with speed and accuracy.
- Operate office and media equipment.
- Lift and move library materials, equipment and furniture.
- Perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or GED and two years of increasingly responsible work in a library or media center which includes some experience working with young people of school age. College library and media courses may be substituted for the required experience on the basis of one semester unit for each month of required experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- School library and/or media center environment.

**PHYSICAL ABILITIES:**

- Bending at the waist, kneeling, crouching, and stooping to shelve media material.
- Seeing to read a variety of materials.
- Hearing and speaking accurately to exchange information.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding forty (40) pounds.
- Utilize team lifting for anything over forty (40) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 7/14/17 (12/82, 3/99, 5/01)

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

MINUTES

BOARD MEETING  
SANTA ANA BOARD OF EDUCATION

July 25, 2017

CALL TO ORDER

The meeting was called to order at 5:09 p.m. by Board President Palacio. Other members in attendance were Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez.

CLOSED SESSION PRESENTATIONS

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

There were no individuals wishing to address the Board.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed at 5:09 p.m. to consider student matters, negotiations, and anticipated litigation.

RECONVENE OPEN MEETING

The Board meeting reconvened at 6:22 p.m.

Cabinet members present were Dr. Phillips, Dr. Heatley, Mr. McKinney, Dr. Jimenez, and Mr. Williams.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

By a vote of 5-0, the Board took action to approve the Workers' Compensation Compromise and Release in the amount of \$28,000 for former certificated employee, as named in Closed Session - Claim No. SUSJ-008506.

Motion: Mr. Palacio                      Second: Dr. Rodriguez

Vote:     Ayes: Mr. Palacio, Ms. Amezcua, Ms. Iglesias, Dr. Alvarez, and Dr. Rodriguez

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Board Clerk Iglesias.

Change in Order of Agenda

Mr. Palacio received consensus to take action on Consent Item 1.9

Dr. Phillips announced that the Public Schools Foundation and CollegeSpring have a Memorandum of Understanding with SAUSD for a pilot SAT Prep Program at Century and Godinez High Schools. Janelle Mcloughlin, Rob Richardson along with Krystal O'Leary Flores, Executive Director of CollegeSpring presented the Board a \$50,000 check. SAUSD Board members expressed appreciation to members of the Public School Foundation.

1.9 Approval of Memorandum of Understanding with CollegeSpring for 2017-18 School Year

It was moved by Ms. Amezcua, seconded by Ms. Iglesias, and carried 5-0, to approve the Memorandum of Understanding with CollegeSpring for the 2017-18 school year.

RECOGNITION / ACKNOWLEDGMENT

Recognition of Speech and Debate District National Finalists and Participants for 2016-17 School Year

Dr. Jimenez, Assistant Superintendent, K-12 Teaching and Learning introduced Sal Tinajero, Program Specialist who recognized the following students for participating in the 2017 National Speech and Debate Tournament, held in Birmingham, Alabama: Leslie Alatorre, Jennifer Almanza, Sofia Arteaga, Cielo Alejandra Echegoyen, Aileen Garcia, Christopher Garcia, Aidan Gonzalez, Ana Gonzales, Isabella Azucena Guerra, Guadalupe Guzman, Brendan Mai Ha, Jenessa Hernandez, Lizeth Martinez, Marielena Mendoza, Shirley Meunier, Gillian Palacios, Michelle Annett Roldan, Heidi Tapia, Sandie Lopez Tapia, Guadalupe Torres, Gordon Tran, and Jonah Tristan

SUPERINTENDENT'S REPORT

Superintendent Phillips highlighted the Summer Learning programs across the District. She acknowledged the Santa Ana Assistance League for their continued support through Operation School Bell. Dr. Phillips made a few announcements: August 14<sup>th</sup> is the first day of school; the Adult Transition program was relocated from Santa Ana High School to Century High School; Romero-Cruz Elementary School was relocated to the Ford Building adjacent to Spurgeon Intermediate School; All-day Preschool at King, Wilson, Santiago, Pio-Pico, Romero-Cruz, and Washington elementary schools; All-day Kindergarten at Jackson, Pio Pico, Monroe, Taft, Lowell, and Romero-Cruz elementary schools; Dual Language Immersion programs at Lowell, Pio Pico, King, Jefferson, Romero-Cruz elementary schools, and at Carr and McFadden intermediate schools; Advanced Learning Academy Early College program at the 4<sup>th</sup> Street site. She also announced the "Welcome Back to School Bash" at the Santa Ana Public Schools Sports Complex on Saturday, August 5, 2017, from 10:00 a.m. to 2:00 p.m. Superintendent concluded her report by stating that the partnership with the Mexican Consulate in Santa Ana will offer several programs to students and parents.

PUBLIC PRESENTATIONS

Alberta Christy addressed the Board related to the Santa Ana Public Schools Complex.

**1.0 APPROVAL OF CONSENT CALENDAR**

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

- 1.2 Approval of Board Members Attendance at California Latino School Boards Associations' Unity Conference 2017 from October 5 through October 8, 2017, in San Diego, California
- 1.7 Approval of Agreement with University of California, Irvine Math Project for 2017-18 School Year
- 1.8 Approval of Memorandum of Understandings with Boys & Girls Club of Central Orange Coast for July 26, 2017 through June 30, 2020
- 1.12 Approval of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and Agencies for Students with Disabilities for 2017-18 School Year
- 1.13 Approval of Ryan Murray as Designated Representative to Serve as Official Santa Ana Unified School District Representative on Rancho Santiago Adult Education Consortium for 2017-18 School Year
- 1.15 Ratification of the Agreement with The Cosca Group Leadership Development Corporation Executive Search Firm
- 1.19 Adoption of Resolution No. 17/18-3198 - Establish Temporary Interfund Transfers
- 1.24 Approval of Personnel Calendar Including the Transition of Specific Staff Members with such Topics as: Hiring, Promotions, Transfers, Resignations, Retirements, and Leaves

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 5-0 to approve the remaining items on the Consent Calendar as follows:

- 1.1 Approval of Regular Board Meeting Minutes - June 27, 2017
- 1.3 Acceptance of Gifts in Accordance with Board Policy 3290 - Gifts, Grants, and Bequests
- 1.4 Approval of Student Expulsions 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
- 1.5 Approval of Extended Field Trip(s) in Accordance with Board Policy (BP) 6153 - School-Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School-Sponsored Trips

- 1.6 Approval of Agreement with Delta Education for 2017-18 School Year
- 1.10 Approval of Memorandum of Understanding with Serve the People Community Health Center for Vision Services for 2017-19 School Years
- 1.11 Approval of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and Agencies for Students with Disabilities for 2016-17 School Year
- 1.14 Ratification of Amendment of Internet Access Service Agreement with Orange County Superintendent of Schools for 2017-18 Fiscal Year
- 1.16 Approval of School Meal Support to Santa Ana Nonpublic Schools through the National School Lunch Program in the 2017-18 School Year
- 1.17 Approval to Increase Adult Meal Prices for 2017-18 Fiscal Year
- 1.18 Approval of Transportation Mutual Aid Agreement Between the Orange County Superintendent of Schools and Orange County School Districts
- 1.20 Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of June 14, 2017 through June 27, 2017
- 1.21 Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of June 14, 2017 through June 27, 2017
- 1.22 Approval of Deductive Change Order No. 1 for Bid Package No. 1907 - Phase 2 Classroom Building Replacement and Addition at Remington Elementary School Under Emergency Repair Program
- 1.23 Acceptance of Completion of Contract for Bid Package No. 1907 - Phase 2 Classroom Building Replacement and Addition at Remington Elementary School Under Emergency Repair Program

Items removed from Consent Calendar for discussion and separate action:

- 1.2 Approval of Board Members Attendance at California Latino School Boards Associations' Unity Conference 2017 from October 5 through October 8, 2017, in San Diego, California

It was moved by Mr. Palacio, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve Board Members Valerie Amezcua and Rigo Rodriguez, Ph.D., to attend the California Latino School Boards Association Unity Conference 2017 "Building Bridges for All Students; Public Education as a Civil Right" in San Diego/Del Mar, California from October 5 through October 8, 2017.

- 1.7 Approval of Agreement with University of California, Irvine Math Project for 2017-18 School Year

It was moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 5-0, to approve the agreement with University of California, Irvine Math Project for the 2017-18 school year.

- 1.8 Approval of Memorandum of Understandings with Boys & Girls Club of Central Orange Coast for July 26, 2017 through June 30, 2020

It was moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 5-0, to approve the Memorandum of Understanding with Boys & Girls Clubs of Central Orange Coast for July 26, 2017 through June 30, 2020.

- 1.12 Approval of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and Agencies for Students with Disabilities for 2017-18 School Year

It was moved by Dr. Alvarez, seconded by Ms. Amezcua, and carried 4-0, Dr. Rodriguez not present, to approve the master contracts and/or individual service agreements with nonpublic schools and agencies for students with disabilities for the 2017-18 school year.

- 1.13 Approval of Ryan Murray as Designated Representative to Serve as Official Santa Ana Unified School District Representative on Rancho Santiago Adult Education Consortium for 2017-18 School Year

It was moved by Dr. Alvarez, seconded by Ms. Iglesias, and carried 4-0, Dr. Rodriguez not present, to approve Ryan Murray as the designated representative to serve as the official Santa Ana Unified School District representative on the Rancho Santiago Adult Education Consortium for the 2017-18 school year.

- 1.15 Ratification of the Agreement with The Cosca Group Leadership Development Corporation Executive Search Firm

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the ratification of the agreement with the Cosca Group Leadership Development Corporation Executive Search Firm.

- 1.19 Adoption of Resolution No. 17/18-3198 - Establish Temporary Interfund Transfers

It was moved by Ms. Iglesias, seconded by Dr. Rodriguez, and carried 5-0, to adopt Resolution No. 17/18-3198 to establish temporary interfund transfers for 2017-18 fiscal year.

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

It was moved by Mr. Palacio, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the Personnel Calendar including the transition of specific staff members with such topics as: hiring, promotions, transfers, resignations, retirements, and leaves.

PUBLIC HEARINGS

Santa Ana Unified School District's Initial Bargaining Proposal to Classified School Employees Association, Chapter 41 for 2017-18 School Year

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

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

Santa Ana Unified School District's Initial Bargaining Proposal to Communications Workers of America for 2017-18 School Year

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

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

**REGULAR AGENDA - ACTION ITEMS**

- 2.0 Accept Classified School Employees Association's, Chapter 41 Initial Bargaining Proposal to Santa Ana Unified School District for 2017-18 School Year

It was moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 4-1, Ms. Iglesias dissenting, to accept the Classified School Employees Association's Chapter 41 Initial Bargaining Proposal to the Santa Ana Unified School District (SAUSD) for the 2017-18 school year.

- 3.0 Approval of Acceptance of Career Technical Education Incentive Grant for 2017-19 School Years

It was moved by Dr. Rodriguez, seconded by Dr. Alvarez, and carried 5-0, to approve the acceptance of the Career Technical Educational Education Incentive Grant (CTEIG) for the 2017-19 school years.

- 4.0 Approval of Agreement between Turning Point Center for Families and Santa Ana Unified School District for 2017-18 School Year

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the agreement between Turning Point Center for Families and the Santa Ana Unified School District for the 2017-18 school year.

- 5.0 Approval of Agreement with Ghataode Bannon Architects for Architectural Services to Renovate the North Lot at Valley High School

It was moved by Mr. Palacio, seconded by Dr. Rodriguez, and carried 5-0, to approve the agreement with Ghataode Bannon Architects for architectural services to renovate the north parking lot at Valley High School.

6.0 Authorization to Pay Outstanding Invoices for Emergency Remediation Services Performed by New Horizon Contracting

It was moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 5-0, to authorize staff to pay outstanding invoices for emergency remediation services already performed by New Horizon Contracting.

7.0 Authorization to Award a Request for Proposal for the Purchase of a Solid Waste Disposal and Recycling Services to Ware Disposal

Item Tabled; No Action taken

8.0 Approval of Declaration of Need for Fully Qualified Educators for 2017-18 School Year

It was moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 5-0, to approve the Declaration of Need for Fully Qualified Educators for the 2017-18 school year as requested by the California Commission on Teacher Credentialing.

9.0 Approval of Revised Job Description: Deputy Superintendent - Educational Services, Chief Academic Officer

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 5-0, to approve the new job description: Deputy Superintendent - Educational Services, Chief Academic Officer to Deputy Superintendent - Educational Services with an amendment to the Education with (Doctorate desired).

10.0 Approval of Revised Job Description: Assistant Superintendent, Business Services

It was moved by Dr. Rodriguez, seconded by Ms. Amezcua, and carried 5-0, to approve the revised job description: Assistant Superintendent, Business Services.

11.0 Approval of Revised Job Description: Assistant Superintendent - School Performance and Culture

It was moved by Dr. Alvarez, seconded by Mr. Palacio, and carried 4-1, Ms. Iglesias dissenting, to approve the revised job description: Assistant Superintendent - School Performance and Culture.

12.0 Approval of Revised Job Description: Assistant Superintendent - Special Education/Special Education Local Plan Area (SELPA)

It was moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 5-0, to approve the revised job description: Assistant Superintendent - Special Education/Special Education Local Plan Area (SELPA).

13.0 Approval of Revised Job Description: Chief of School Police Services

It was moved by Ms. Amezcua, seconded by Ms. Iglesias, and carried 5-0, to approve the revised job description: Chief of School Police Services.



- 14.0 Approval of Revised Job Descriptions: Food Service Worker; Senior Food Service Worker; Food Service Facility Operator; Food Service Supervisor-Elementary; Cook; Baker; Senior Cook; Senior Baker; and Certified Chef

It was moved by Ms. Amezcua, seconded by Dr. Rodriguez, and carried 4-1, Ms. Iglesias dissenting, to approve the following revised job descriptions: Food Service Worker to nutrition Services Assistant; Senior Food Service Worker to Nutrition Services Assistant; Food Service Facility Operator to Nutrition Services Lead-Satellite Kitchen; Food Service Supervisor to Nutrition Services Lead-Satellite Kitchen; Cook; Baker to Cook; Senior Cook to Cook; Senior Baker to Cook; Certified Chef.

- 15.0 Approval of New Job Description: Nutrition Services Lead - Production Kitchen

It was moved by Ms. Amezcua, seconded by Dr. Alvarez, and carried 4-1, Ms. Iglesias dissenting, to approve the new job description: Nutrition Services Lead - Production Kitchen.

Ms. Iglesias left Board meeting at 8:46 p.m.

NEW AND REVISION OF EXISTING BOARD POLICIES - First Reading / No Action Required

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

(Board Bylaw 9312)

Board Policy (BP) 5141.52 - Suicide Prevention (New: First Reading)

BOARD REPORTS

**ADJOURNMENT**

There being no further business to come before the Board, the Board meeting was adjourned in memory of Donald "Don" Champlin, Carmen Garcia, Edward "Ed" Krass, Mike Patterson, and Nancy Ortiz at 9:08 p.m. by Board President Palacio.

The next Regular Meeting will be held on Wednesday, August 23, 2017, at 6:00 p.m.

ATTEST:

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

RESOLUTION NO. 17/18-3198

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

RESOLUTION TO ESTABLISH TEMPORARY INTERFUND TRANSFERS

On MOTION by C. Iglesias seconded by R. Rodriguez and CARRIED, the following resolution is adopted.

WHEREAS, the governing board of any school district may direct the moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, no more than 75% of the maximum of moneys held in any fund or account during a current fiscal year may be transferred; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the Santa Ana Unified School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for 2017-18 fiscal year to temporarily transfer funds provided that all transfers are approved by the Superintendent or her designee:

PASSED AND ADOPTED, by the Governing Board on July 25, 2017, by the following vote: 5-0

AYES: 5

NOES: 0

ABSENT: 0

1 I, Cecilia "Ceci" Iglesias, Clerk of the Governing Board, do hereby certify  
2 that the foregoing is a full, true, and correct copy of a resolution passed and  
3 adopted by the Board at a regularly called and conducted meeting held on said date  
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5 WITNESSED my hand this 25th day of July, 2017.  
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9 Cecilia "Ceci" Iglesias  
10 Clerk of the Governing Board  
11 Santa Ana Unified School District  
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**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
Board Meeting - July 25, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENT 2016-17</b>					
Williams, John M.	Teacher	Lathrop	June 22, 2017		Retirement - 18 years
<b>RETIREMENT 2017-18 CHANGE IN DATE</b>					
Lohnes, Doreen	Assistant Superintendent- Special Education/ Special Education Local Plan Area SELPA	Special Education	From June 30, 2017 to July 3, 2017		Retirement - 11 years
<b>RESIGNATIONS 2016-17</b>					
Everett, Julie	Assistant Principal	Garfield	June 26, 2017		Moving - 9 years
Gamboa, Hector	Teacher	Valley	June 22, 2017		Accepted another position - 2 years
Ghods, Mona	Teacher	Visual and Performing Arts	June 22, 2017		Accepted another position - 1 year
Malas, Tiffany	Speech and Language Pathologist	Speech Department	June 22, 2017		Family Responsibilities - 1 year
Olvey, Alexandra	Teacher	Valley	June 22, 2017		Accepted another position - 3 years

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
Board Meeting - July 25, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RESIGNATIONS 2016-17 (Continued)</b>					
Struelens, Catlin	Speech and Language Pathologist	Speech Department	June 22, 2017		Family Responsibilities - 88.3 days
<b>RESIGNATION 2017-18</b>					
Bird, Valerie	Teacher	Taft	July 28, 2017		Moving - 1 year
Rubio, Lorena	Assistant Principal	Lowell	July 14, 2017		Accepted another position - 18 years
<b>PARTIAL CONTRACTS 2017-18</b>					
Bojorquez, Linsey	Teacher	Century	August 11, 2017		80% continuing contract of everyday
<b>CHANGE IN CONTRACT LENGTH 2017-18</b>					
Rodebaugh, Jeanne	Teacher	Century	August 11, 2017		From 100% to 80% contract
<b>EXTENDED WORK YEAR (EWY) 2017-18</b>					
Graves, Erica	Principal	Romero-Cruz	July 1, 2017	July 31, 2017	10 Additional Days

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - July 25, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTENDED WORK YEAR (EWY) 2017-18 (Continued)</b>					
Vargas, Cesar	Language Specialist	English Learner Programs and Student Achievement	July 5, 2017	September 29, 2017	10 Additional Days
<b>EXTRA DUTY 2016-17</b>					
Gregrow, Stacey	Teacher	Special Education	June 26, 2017	June 30, 2017	Regular Hourly Rate
Troup, Mary	Assistant Principal	Taft	June 30, 2017	June 30, 2017	Summer Regular Hourly Rate
<b>EXTRA DUTY 2017-18</b>					
Gregrow, Stacey	Teacher	Special Education	July 1, 2017	July 31, 2017	Regular Hourly Rate
Sommer, Kimberly	Teacher	Mitchell	July 3, 2017	July 28, 2017	Regular Hourly Rate
Tellez, Stephanie	Teacher	Mitchell	July 3, 2017	July 28, 2017	Regular Hourly Rate
Troup, Mary	Assistant Principal	Taft	July 1, 2017	July 28, 2017	Summer Regular Hourly Rate

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - July 25, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUMMER SCHOOL PRINCIPAL</b>					
Longacre, Steven	Principal	Taft	June 1, 2017	June 30, 2017	40 Prep. Hours
<b>ADMINISTRATIVE ASSIGNMENTS</b>					
Castellanos, Katy	Director, Transition Support Services	Educational Services	2017-18		From Director of Educational Options to Director, Transition Support Services at Educational Services
Cochran, Marjorie	Interim Assistant Principal	MacArthur	2017-18		From Grant Writer at K-12 Teaching and Learning to Interim Assistant Principal at MacArthur Fundamental Intermediate School
Duran Smith, Maria	Assistant Principal	Jackson	2017-18		From Assistant Principal at Washington Elementary School to Assistant Principal at Jackson Elementary School

Mark A. McKinney, Associate Superintendent, Human Resources

**CERTIFICATED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - July 25, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>ADMINISTRATIVE ASSIGNMENTS (Continued)</b>					
Kassaei, Dana	Coordinator of International Baccalaureate	Saddleback	2017-18		From Assistant Principal at Saddleback High School to Coordinator of International Baccalaureate at Saddleback High School
Parra, Michael	Principal	Lorin Grisct	2017-18		From Principal at Alternative Education to Principal at Lorin Grisct Academy
Torres, Alfredo Jr.	Assistant Principal	MacArthur	2017-18		From Assistant Principal at Valley High School to Assistant Principal at Villa Fundamental Intermediate School



CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar

Board Meeting - July 25, 2017

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>ADMINISTRATIVE ASSIGNMENTS (Continued)</b>					
Troup, Mary	Assistant Principal	Muir	2017-18		From Assistant Principal at Taft/DHHR Elementary School to Assistant Principal at Muir Elementary School
Zamudio, Felipe Jr.	Assistant Principal	Godinez	2017-18		From Assistant Principal at Century High School to Assistant Principal at Godinez Fundamental High School

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
Board Meeting - July 25, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>LAY-OFFS</b>						
Avila, Martha	Admin. Clerk II	Registration and Testing Center	July 6, 2017			
Barcnas-Munoz, Olivia	Admin. Clerk I	Registration and Testing Center	July 6, 2017			
Kling, Anne	Admin. Secretary	Visual & Performing Arts	July 6, 2017			Declined reassignment
Rehmann, Kevin	Building Inspector Class I	Construction Dept.	July 6, 2017			
Santivanez, Yesenia	Admin. Secretary	PSS	July 6, 2017			Declined Reassignment
Torres, Elizabeth	Site Clerk	IMC	July 6, 2017			
<b>RETIREMENTS</b>						
Galindo, Rosa	Social Svcs. Spec. Charter School	School Climate	July 31, 2017			27 years, 1 month
Mitchell, Mavis	Financial Coordinator	Charter/ Attendance	June 30, 2017			12 years, 2 months
Nabi, Mo	Building Inspector Class I	Construction Dept.	July 6, 2017			14 years, 3 months

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
Board Meeting - July 25, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS</b>						
Castro, Virginia	Activity Supervisor	Wilson	June 21, 2017			Personal - 21 years, 6 months
Chavez, Vanessa	After School IP	After School Programs	June 20, 2017			Personal - 3 months
Clark, Irma	Teacher's Aide	Esqueda	July 6, 2017			Personal - 2 months
Diaz De Leon, Guadalupe	After School IP	Pio Pico	July 28, 2017			Personal - 2 years, 6 months
Gomez, Maria	Activity Supervisor	Greenville	June 21, 2017			Personal - 5 years, 5 months
Gordillo, Marie	Licensed Vocational Nurse	PSS	June 21, 2017			Personal - 5 months
Mendoza, Maria	Activity Supervisor	Madison	January 27, 2017			Personal - 9 years, 5 months
Ordaz, Maria	Activity Supervisor	Madison	November 8, 2016			Personal - 22 years, 6 months
Prado de Canela, Alejandra	Activity Supervisor	Madison	December 23, 2016			Personal - 6 years
Rodriguez, Janet	After School IP	Roosevelt	June 20, 2017			Personal - 2 years, 5 months
Tejada, Giovany	Computer Technician	McFadden	June 21, 2017			Personal - 11 months
Vicencio, Antoni Jontri	Activity Supervisor	Jefferson	June 21, 2017			Personal - 8 months
Victoria, Herman	After School IP	Mendez	June 30, 2017			Personal - 1 year, 3 months

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

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - July 25, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TERMINATIONS</b>						
ID# 31034	Site Coordinator	Carr	June 13, 2017			
ID# 31041	Fd. Svc. Wkr.	Valley	July 13, 2017			
<b>ABSENCES (3 to 20 duty days)</b>						
Quan, Nina	Autism Paraprofessional	Mitchell	September 15, 2017	November 3, 2017		Personal
Sanchez, Alma	Attendance Technician	Spurgcon	July 31, 2017	August 2, 2017		Personal
<b>MILITARY LEAVE</b>						
Dominguez, Robert	Storekeeper	Fairview Warehouse	July 10, 2017	July 28, 2017		
<b>PROMOTIONAL APPOINTMENTS</b>						
Guillen, Etil	Buyer	Purchasing Dept.	June 30, 2017		From 30/6 to 33/6	From Asst. Buyer
Hanna, Jacqueline	Buyer	Purchasing Dept.	July 13, 2017		From 30/6 to 33/6	From Admin. Secretary
Martinez, Wendy	Interpreter/Translator Sp. Ed.	Special Ed.	August 23, 2017		From 24/5 to 32/2	From Site Clerk

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
Board Meeting - July 25, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>REAPPOINTMENT</b>						
Martinez, Ricardo	Electronic Equip. Tech.	Bldg. Svcs.	July 17, 2017		38/6	
<b>REASSIGNMENTS - ( In Lieu of Lay-Off)</b>						
Aguilar, Joann	Registrar HS	Century	July 7, 2017			
Alvarez Elizalde, Olga	Sr. Admin. Clerk	Transition Programs	August 7, 2017			
Costa, Tina	Site Clerk	Heroes	August 1, 2017			
Dang, Nam	Network Technician	Nutrition Svcs.	July 7, 2017			
Esparza, Maria	Fd. Svc. Wkr.	Willard	August 14, 2017			
Garza, Irene	Job Coach Sp. Ed.	Transition Programs	August 14, 2017			
Hernandez, Hugo	Computer Technician	Spurgeon	August 7, 2017			
Murtaza, Zohra	Site Clerk	Century	August 1, 2017			
Ocampo, Fidel	Computer Technician	Carr	August 7, 2017			
Ortiz, Jacquelyn	Site Clerk	Godinez	August 1, 2017			
Ortiz, Maria	Sch. Off. Mgr. Elem.	Monte Vista Transportation	July 18, 2017			
Quiroz, Karina	Admin. Clerk II	Dept.	July 7, 2017			
Rios, Gabriella	Sch. Acct. Clk.	Godinez	July 18, 2017			

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - July 25, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>REASSIGNMENTS - ( In Lieu of Lay-Off)</b>						
Sanchez Miranda, Yvette	Admin. Secretary	Research & Evaluation	July 7, 2017			
Situmeang, Margriet	Admin. Secretary	School Climate	July 13, 2017			
Sivoraphonh, Angelina	Sch. Off. Mgr. Int.	Villa	July 18, 2017			
Vaglienty, Anita	Sr. Admin. Clk.	ROP	July 7, 2017			
Zarate, Melissa	SSP Sp. Ed.	Carr	August 14, 2017			
<b>REASSIGNMENTS (Change of Work Site)</b>						
Aguilar, Yessenia	Autism Paraprofessional	Monte Vista	August 14, 2017			From Roosevelt
Alvarez, Alexander	Fd. Svc. Wkr.	Nutrition Svcs.	August 14, 2017			From Spurgeon
Castro, Maria	Fd. Svc. Wkr.	Godinez	August 14, 2017			From Spurgeon
Chavez, Oscar	Fd. Svc. Wkr.	Nutrition Svcs.	August 14, 2017			From Carr
Del la Riva, Jacklynn	Autism Paraprofessional	Roosevelt	August 14, 2017			From Roosevelt
Del La Roca, Xavier	Autism Paraprofessional	Edison	August 14, 2017			From Madison
Gomez, Frankie	Stage Manager	Santa Ana	August 1, 2017			From Saddleback
Huante, Audelia	Fd. Svc. Wkr.	Heroes	August 14, 2017			From Romero-Cruz

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - July 25, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>REASSIGNMENTS (Change of Work Site) (Continuation)</b>						
Lopez, Virginia	Fd. Svc. Spvr. Elem.	Spurgeon	August 14, 2017			From Madison
Martinez, Vanessa	Fd. Svc. Spvr. Elem. Autism	Advanced Learning Academy	August 14, 2017			From Romero-Cruz
Murphy, Joseph	Paraprofessional	Lincoln	August 14, 2017			From Washington
Pedroza, Brenda	Autism Paraprofessional	Washington	August 14, 2017			From Lincoln
Prado, Angelica	Paraprofessional	Madison	August 14, 2017			From Jefferson
Roberts, Desiree	Autism Paraprofessional	Madison	August 14, 2017			From Jefferson
Rosales, Jose	Fd. Svc. Wkr.	Nutrition Svcs.	August 14, 2017			From McFadden
Sanchez Valencia, Ricardo	Fd. Svc. Wkr.	Santa Ana	August 14, 2017			From Spurgeon
Seaver, Richard	Autism Paraprofessional	Hoover	August 14, 2017			From Edison
Varela, Betty	Autism Paraprofessional	Jefferson	August 14, 2017			From Hoover

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - July 25, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ADJUSTMENT OF WORKING ASSIGNMENTS</b>						
Azhar, Khadija	After School IP	King	August 14, 2017		16/3	From 6 hours to 4 hours
Gonzalez, Guillermo Jr.	After School IP	King	August 14, 2017		16/3	From 6 hours to 4 hours
Leyva, Cynthia	After School IP	King	August 14, 2017		16/3	From 6 hours to 4 hours
Villaseñor, Patricia	After School IP	Thorpe	August 14, 2017		16/3	From 6 hours to 4 hours
<b>TEMPORARY ASSIGNMENTS</b>						
Ginez, Vanessa	Personnel Assistant	Human Resources	July 14, 2017	July 25, 2017	29/3	
Goddard, Joshua	Asst. Dir. Fd. Svcs.	Nutrition Svcs.	July 3, 2017	September 29, 2017	Level 38/1	
Gonzalez, Olive	Sch. Off. Mgr. Elem.	Martin	June 12, 2017	June 23, 2017	28/3	
Gordon, Edward	Lead Custodian	Bldg. Svcs.	July 18, 2017	August 18, 2017	28/5 + Diff.	
Huerta, Raul	Site Coordinator	After School Programs	June 14, 2017	June 21, 2017	\$25	
<b>HOURLY APPOINTMENTS</b>						
Camacho, Christopher	Instr. Asst. Provider	ROP	July 7, 2017		16/1	

Mark A. McKinney, Associate Superintendent, Human Resources



**CLASSIFIED PERSONNEL CALENDAR**

Personnel Calendar  
 Board Meeting - July 25, 2017

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>HOURLY APPOINTMENTS (Continuation)</b>						
Rodriguez, Erika	Instr. Asst. Provider	ROP	July 14, 2017		16/1	
<b>ATHLETIC SPECIALIST</b>						
Conley, Dylan	Asst. Football Coach	Saddleback	May 29, 2017		\$28.04	
<b>EXTRA DUTY (Stipends)</b>						
Aquino, Richard	Field Training Officer	School Police	June 1, 2017		\$1,000	
Limon, Michael Mireles,	Motors	School Police	June 1, 2017		\$1,000	
Christopher	Field Training Officer	School Police	June 1, 2017		\$1,000	
Nadeau, Jean-Pierre	Field Training Officer	School Police	June 1, 2017		\$1,000	
Nadeau, Jean-Pierre	Motors	School Police	June 1, 2017		\$1,000	
Pliska, Anne	Detective	School Police	June 1, 2017		\$1,000	
Sogsti, Stephen	Field Training Officer	School Police	June 1, 2017		\$1,000	
<b>EXTRA DUTY</b>						
Aguirre, Francisco	District Safety Officer	Lathrop	June 30, 2017	July 28, 2017	31/6	
Boonmag, Nicholas	District Safety Officer	Mendez	June 30, 2017	July 28, 2017	31/6	
Burnett, Deborah	District Safety Officer	Valley	June 30, 2017	July 28, 2017	31/6	
Castro, Tanjay	Physical Therapist	Speech Dept.	June 26, 2017	July 31, 2017	53/6	

Mark A. McKinney, Associate Superintendent, Human Resources

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - July 25, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>EXTRA DUTY (Continuation)</b>						
Delgado, Juan	District Safety Officer	Lathrop	June 30, 2017	July 28, 2017	31/6	
Escobar, David	District Safety Officer	Saddleback	June 30, 2017	July 28, 2017	31/6	
Flores, Ralph	District Safety Officer	Santa Ana	June 30, 2017	July 28, 2017	31/6	
Flores, Sylvia	District Safety Officer	Spurgeon	June 30, 2017	July 28, 2017	31/6	
Garcia, Anthony	District Safety Officer	Godinez	June 30, 2017	July 28, 2017	31/6	
Godinez, Enrique	District Safety Officer	MacArthur	June 30, 2017	July 28, 2017	31/6	
Gomez, Maria	District Safety Officer	Villa	June 30, 2017	July 28, 2017	31/6	
Gonzales, Freddie	District Safety Officer	MacArthur	June 30, 2017	July 28, 2017	31/6	
Gonzales, Vincent	District Safety Officer	Santa Ana	June 30, 2017	July 28, 2017	31/6	
Gonzalez, Jaime	District Safety Officer	Segerstrom	June 30, 2017	July 28, 2017	31/6	
Guibert, Clemencia	Bilingual Technician	Mitchell	July 3, 2017	August 4, 2017	28/6	
Guillen, Damian	District Safety Officer	Century	June 30, 2017	July 28, 2017	31/6	
Guillen, Eduardo	District Safety Officer	Sierra	June 30, 2017	July 28, 2017	31/6	
Occupational						
Henderson, Cheryl	Therapist	Speech Dept.	June 26, 2017	July 31, 2017	56/3	
Hernandez, Oscar	District Safety Officer	Segerstrom	June 30, 2017	July 28, 2017	31/6	
Hernandez,						
Salvador	District Safety Officer	Carr	June 30, 2017	July 28, 2017	31/6	
Lopez, Leticia	District Safety Officer	McFadden	June 30, 2017	July 28, 2017	31/6	
Lundquist, Duane	District Safety Officer	Willard	June 30, 2017	July 28, 2017		
Lyons, Irma	District Safety Officer	Mendez	June 30, 2017	July 28, 2017	31/6	
Martinez, Gilbert	District Safety Officer	Valley	June 30, 2017	July 28, 2017	31/6	
Morales, Mark	District Safety Officer	Lorin Griset	June 30, 2017	July 28, 2017	31/6	
Reach						
Pena, Rudy	District Safety Officer	Academy	June 30, 2017	July 28, 2017	31/6	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar  
 Board Meeting - July 25, 2017**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>EXTRA DUTY (Continuation)</b>						
Pinedo, David	District Safety Officer	Century	June 30, 2017	July 28, 2017	31/6	
Plascencia, Veronica	District Safety Officer	Willard	June 30, 2017	July 28, 2017	31/6	
Pulido, Rocio	Bilingual Technician	Mitchell	July 3, 2017	August 4, 2017	28/6	
Quezada, Juan	District Safety Officer	McFadden	June 30, 2017	July 28, 2017	31/6	
Rios, Ronnie	District Safety Officer	Saddleback	June 30, 2017	July 28, 2017	31/6	
Salas, Martha	Bilingual Technician	Mitchell	July 3, 2017	August 4, 2017	28/6	
Salazar, Jose	District Safety Officer	Chavez	June 30, 2017	July 28, 2017	31/6	
Salcido, Arturo	District Safety Officer	Carr	June 30, 2017	July 28, 2017	31/4	
Velarde, Mauricio	District Safety Officer	Godinez	June 30, 2017	July 28, 2017	31/6	
Weathersby, Brandon	District Safety Officer	Spurgeon	June 30, 2017	July 28, 2017	31/4	



## SANTA ANA UNIFIED SCHOOL DISTRICT

### DEPUTY SUPERINTENDENT – EDUCATIONAL SERVICES

#### **JOB SUMMARY:**

Under the direction of the Superintendent, serve as Chief Academic Officer and the executive head of Educational Services. Be responsible for the operations of the Teaching and Learning, School Performance and Culture, and Special Education Divisions as well as supervision of schools and offices assigned by the Superintendent of Schools; assist the Superintendent in the overall operation and management of the District; serve as Superintendent in the Superintendent's absence.

#### **REPRESENTATIVE DUTIES:**

- Assist the Superintendent in the direction and coordination of all day-to-day operations of the District and in planning for needed change. **E**
- Carry out specific duties as designated by the Superintendent. **E**
- Interpret District programs and policies to staff and community. **E**
- Assist in the initiation and administration of new District-wide programs. **E**
- Assist the Superintendent in the identification and selection of leadership personnel under his/her supervision, including Assistant/Associate Superintendents. **E**
- Assist in the coordination and preparation of the Board agenda. **E**
- Act as Superintendent and Board Secretary in the Superintendent's absence, as designated. **E**
- Develop instructional procedures for the District and conduct special studies as directed. **E**
- Represent the Superintendent and the District with school, parent and community groups. **E**
- Evaluate management personnel, including Assistant Superintendents reporting to him/her regarding their effectiveness in carrying out their responsibilities and their capacity for growth and development, and counsel with them regarding such evaluations. **E**
- Provide leadership in the design of a comprehensive instructional program that will accomplish the District student learning goals for all student sub groups, including English learners and students with disabilities. **E**

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

- Serve as a member of the Superintendents Executive Cabinet and Cabinet analyzing, developing, coordinating, and implementing state laws, Board of Education policies and administrative regulations. E
- Counsel with employees and parents regarding concerns which cannot be resolved by the appropriate responsible administrator. E
- Administer the establishment and maintenance of abundant and significant avenues of communication with the communities that schools serve, encouraging feedback and providing for its assessment. E
- Interpret the policies and regulations of the Board of Education and administrative directives of the Superintendent; monitor School and District programs to ensure consistency w with District policies and fiscal responsibility. E
- Evaluate the performance of subordinate personnel. E
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****Knowledge of:**

- Principles, National trends and State trends and development of curriculum and instructional administration and management, including the Common Core State Standards and 21<sup>st</sup> Century learning environments.
- Research-based strategies and best-practices in classroom instruction and online and blended learning strategies.
- Goals, objectives and operating techniques of a large school district.
- Problems involved in the formulation and carrying out of a program of curriculum initiatives and school operations for a large school district.
- Provisions of the State Education Code Federal program guidelines and other Codes relative to instructional are supervisory practices and procedures.
- Current educational administration principles and practices, including site-based management, supervision, evaluation and training. Human Resources operations, functions and responsibilities and the appropriate supportive services required to ensure operational and instructional effectiveness.
- Laws and regulations regarding personnel practices, supervision and discipline.
- Program Budget Administration.

## **DEPUTY SUPERINTENDENT- EDUCATIONAL SERVICES (CONTINUED)**

### **KNOWLEDGE AND ABILITIES:** (continued)

#### Ability to:

- Plan, organize, direct, supervise, and give administrative direction to employees in a variety of professional and technical fields related to the Educational Services functions.
- Motivate and initiate continuous learning and growth among professional staff to benefit organizational effectiveness and academic student growth.
- Prepare comprehensive and clear reports, conduct difficult correspondence, and prepare work estimates, specifications and grant proposals.
- Establish and maintain accountability for results, including student outcomes, program effectiveness, and organizational effectiveness.
- Analyze various systems and programs and develop effective conclusions and recommendations.
- Establish and maintain effective and cooperative working relationships with others.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Modify management strategies based on evaluation data.
- Develop new policies and procedures in accordance with the needs of the District.
- Effectively communicate with multiple stakeholder groups and deal with community groups and the public.
- Speak and write effectively.
- Operate computer and computer programs.
- Perform the essential functions of the job.
- Multi-task workloads and effectively prioritize emergent tasks and issues.

### **EDUCATION AND EXPERIENCE:**

- Master' s degree in Education related fields (Education, Counseling, Public Administration, etc.) (Doctorate preferred).
- Combination of ten (10) years experience:
  - Experience equivalent to five years curriculum and instruction management in a large school district.
  - Combination of five years classroom teaching experience and/or five years experience as a school site administrator, or District-level administrator.

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

- If certificated, possess appropriate credential(s) for the position. Valid driver's license.
- Willingness to work additional hours periodically.
- Willing to travel as needed.

**DEPUTY SUPERINTENDENT- EDUCATIONAL SERVICES (CONTINUED)**

**WORKING CONDITIONS:**

**Environment:**

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

**Physical Abilities:**

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

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.



## SANTA ANA UNIFIED SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT – BUSINESS SERVICES

#### **JOB SUMMARY:**

Under general direction of the Deputy Superintendent of Administrative Services, plan, organize, implement, supervise and evaluate the District business services functions including the accounting, payroll, risk management, purchasing, logistics, transportation, nutrition services, fiscal, as well as accounts payable to ensure maximum effectiveness and achievement of defined District objectives; maintain and ensure a continuous personnel appraisal and evaluation system and act on the findings; and submit an annual report to the Superintendent.

#### **REPRESENTATIVE DUTIES:**

- Provide administrative leadership in the areas of financial administration; food services; purchasing, warehousing and transportation; publications; risk management and position control. **E**
- Evaluate systematically and continuously the work and performance of the assigned staff within the Business Services Division to attain the objectives of their schools/departments and assist them with their professional growth and development. **E**
- Attend and represent the Business Division at all meetings of the Board of Education and other special meetings as assigned and advise the Board of Education, Superintendent and cabinet members on budget policies. **E**
- Serve as a member of the Superintendent's Cabinet in analyzing, developing, coordinating, and implementing state laws, Board of Education policies, and administrative regulations. **E**
- Oversee accounting and payroll activities and reporting systems. **E**
- Oversee purchasing, warehousing and transportation activities. **E**
- Oversee risk management activities to include worker's compensation, liability and safety, and health and welfare matters. **E**
- Oversee Publications Services. **E**
- Oversee the Nutrition Services Department. **E**
- Oversee Position Control Department. **E**



**ASSISTANT SUPERINTENDENT – BUSINESS SERVICES (CONTINUED)****REPRESENTATIVE DUTIES:** (continued)

- Approval all printing requests for Business Services and other when there is a question. **E**
- Work in collaboration with the Associate Superintendent of Human Resources to confirm staffing allocations (F.T.E.). **E**
- Keep current of fiscal reporting requirements and mandated changes in fiscal policies. **E**
- Prepare, recommend and administer the District budget and ancillary state and federal financial reports. **E**
- Represent the District on business matters with other agencies and community groups. **E**
- Develop and maintains an up-to-date inventory of school property. **E**
- Participate as part of the District Negotiation Team. **E**
- Analyze and evaluate complex financial data and reports, maintain communication with state, county, and District administrators and special committees. Interpret financial, educational, and compliance legislation. **E**
- Closely monitor all monthly, quarterly, and annual budget reports for the Board of Education and administrators, including numerous complex financial reports to federal, state, and local agencies. **E**
- Review and analyze department and site budgets, provide assistance to budget managers as needed, and provide technical expertise to senior staff for all related budget areas. **E**
- Perform a variety of special financial analysis for indirect costs, special funds, and categorical programs and perform high-level research and special projects at the direction of the Deputy Superintendent of Administrative Services, Superintendent, or Board of Education. **E**
- Coordinate and support management and classified employees in staff development activities with Deputy Superintendent of Administrative Services, Assistant Superintendent of Facilities, Maintenance & Operations, Associate Superintendent of Human Resources, designated Directors, and other appropriate administrators to ensure proper reporting districtwide. **E**
- Perform other administrative duties and responsibilities as required and assigned.

## **ASSISTANT SUPERINTENDENT – BUSINESS SERVICES (CONTINUED)**

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Principles, trends and development of school business services fiscal administration and management, including data processing, risk management.
- Goals, objectives and operating techniques of a large school district.
- Problems involved in the formulation and carrying out of a program of business management for a large school district.
- Accounting principles and practices, budgeting and other fiscal procedures as they apply to a large school district.
- Governmental purchasing principles and practices.
- Provisions of the State Education Code and other Codes relative to business practices and procedures.
- City and community.

#### Ability to:

- Plan, organize, direct, supervise, and give administrative direction to employees in a variety of professional and technical fields related to the Business Services functions.
- Prepare comprehensive and clear reports, conduct difficult correspondence, and prepare work estimates, specifications and contracts.
- Analyze various systems and programs and develop effective conclusions and recommendations.
- Establish and maintain effective and cooperative working relationships with others.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Effectively communicate and deal with community groups and the public.
- Speak and write effectively.

### **EDUCATION AND EXPERIENCE:**

- Master's degree required.
- Combination of eight (8) years:
  - A minimum of five (5) years experience in accounts payable, payroll, budgeting, purchasing, transportation, and/or warehouse.
  - Three (3) years previous district level business operations administrative experience required.
  - Experience in school district budgeting required.
  - Undergraduate degree in business, accounting or finance or equivalent and/or School Business Management training highly desired.

**ASSISTANT SUPERINTENDENT – BUSINESS SERVICES (CONTINUED)**

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- If certificated, possess appropriate credential (s) for the position
- Valid driver's license
- Willingness and ability to work additional hours periodically
- Willing to travel as needed
- CBO Certificate highly desired

**WORKING CONDITIONS:**

**Environment:**

- Typical office/school environment
- Numerous interruptions
- Frequent travel to and between school sites and community Agencies

**Physical abilities:**

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

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 7/25/17 (10/28/14)



## SANTA ANA UNIFIED SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT – SCHOOL PERFORMANCE AND CULTURE

#### **JOB SUMMARY:**

Under general direction of the Deputy Superintendent, Educational Services, plan, organize and implement, supervise, and evaluate accountability and school climate programs (Mental Health, Restorative Practices, PBIS, Student Discipline, Charter Schools, and School Climate) for all SAUSD schools to ensure maximum student learning outcomes; supervise and evaluate the related school and District programs; monitor budgets and utilization of facilities; implement programs to support defined school and District goals and objectives; maintain and ensure effective implementation of a continuous improvement process that informs school reform efforts; and, submit various reports to the Deputy Superintendent and/or Superintendent.

#### **REPRESENTATIVE DUTIES:**

- Provide administrative leadership in the development, implementation, and evaluation of school programs that support student achievement and a positive school culture. **E**
- Evaluate systematically and continuously the work and performance of designated school principals and directors to in their professional growth and development. **E**
- Attend and represent the Educational Services Division at Board of Education meetings and other special meetings, as assigned. **E**
- Advise the Board of Education, Superintendent, and cabinet members on policies relating to enhancing and improving school performance and culture. **E**
- Serve as a member of the Superintendent's Cabinet responsible for analyzing and implementing State law, Board of Education policies, and administrative regulations. **E**
- Supervise and evaluate the Executive Directors of Research and Evaluation and Pupil Support Services and monitor the activities of their dependent staff. **E**
- Oversee the preparation and administration of budgets and programs for the District's Research and Evaluation, Pupil Support Services, School Climate, and Educational Options Departments. **E**
- Supervise and evaluate assigned principals and directors as they plan and implement effective programs; support site and department processes for the supervision and evaluation of assigned employees. **E**

**ASSISTANT SUPERINTENDENT – SCHOOL PERFORMANCE AND CULTURE  
(CONTINUED)****REPRESENTATIVE DUTIES:** (continued)

- Direct and assist principals and directors in the development of specific plans to meet identified school and District goals. **E**
- Oversee District efforts to engage with parents in support of District goals and objectives. **E**
- Oversee District Charter School Office and collaborate with staff to review charter applications and related accountability systems. **E**
- Assist site and District administrators and parent leaders in acquiring skills in shared leadership and collaborative decision-making. **E**
- Prepare programs, policies, and procedures that will serve to accelerate student learning, improve program effectiveness, and enhance student and parent experience in SAUSD schools. **E**
- Coordinate the work of community partners and agencies to deliver effective prevention and intervention services on all SAUSD campuses. **E**
- Develop, implement, and monitor the effectiveness of the District's Educational Options programs and schools. **E**
- Provide leadership in the area of parent engagement and school culture by collaborating with District and site staff, as well as various community organizations. **E**
- Engage in strategic planning for the District and the Educational Services Division. **E**
- In cooperation with the Human Resources Division, determine personnel needs, fill approved positions, and assign staff and administrators to sites. **E**
- Establish and maintain effective communication channels with students, teachers, parents, and the community stakeholders on behalf of all SAUSD schools. **E**
- Represent the School Performance and Culture Division staff and serve as their chief spokesperson. **E**
- Articulate the SAUSD vision and goals with internal and external stakeholder groups. **E**
- Serve as a member of the Superintendent's Cabinet. **E**
- Perform other duties as assigned. **E**

**ASSISTANT SUPERINTENDENT – SCHOOL PERFORMANCE AND CULTURE  
(CONTINUED)**

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Current educational administration principles and practices, including site-based management, supervision, evaluation and training.
- Educational research, school reform-related and assessment best practices.
- School plant operations and services for ensuring a safe and supportive school culture.
- Strong awareness of effective restorative practices and positive behavior interventions and support.
- Assessment of school effectiveness and continuous improvement models.
- Building strong connections with the City and business community.

Ability to:

- Modify strategies and programs based on performance and satisfaction survey data.
- Coordinate the assessment programs for PreK-12 students and schools.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Effectively communicate and deal with community groups and the public.
- Speak and write effectively.

**EDUCATION AND EXPERIENCE:**

- Master's degree in Education, Counseling, or Social Work (required); Doctorate (preferred).
- Combination of experience totaling eight (8) years:
  - Five (5) years of classroom teaching or a combination of classroom teaching experience or related educational experience in one of the following areas: Pupil Support Services, Research and Evaluation, and/or Parent Involvement
  - Three (3) years site-and/or District-level administrative experience

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- A valid C.A. Administrative Services Credential.
- Appropriate C.A. teaching credential.
- Valid driver's license.
- Willingness to work additional hours periodically; willing to travel as needed.

**ASSISTANT SUPERINTENDENT – SCHOOL PERFORMANCE AND CULTURE  
(CONTINUED)**

**WORKING CONDITIONS:**

- Typical office/school environment.

**Sufficient:**

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

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.



## SANTA ANA UNIFIED SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT – SPECIAL EDUCATION/SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

#### **JOB SUMMARY:**

Under the general direction of the Deputy Superintendent of Educational Services, provide overall leadership for the development, implementation, and evaluation of systems and services relating to students with disabilities, including assessing student learning, comprehensive program improvement, information management, vision planning, accountability, and instruction; support the delivery of educational services to maximize effectiveness and increase student achievement for students with Individualized Education Programs through data management systems, research, assessment, evaluation, comprehensive program improvement, vision planning, and the integration and use of technology to achieve defined District objectives.

#### **REPRESENTATIVE DUTIES:**

- Provide administrative leadership in the development implementation, and evaluation of learning assessment, research, and program evaluation to identify needs and assist in establishing priorities related to instructional programs for students with disabilities. **E**
- Initiate and assist in coordinating the planning, development, and implementation of systems, activities, programs, and services designed to meet such needs and priorities. **E**
- Develop and implement services designed to coordinate and maximize the effectiveness of Special Education related data collection, synthesis, analysis of trends, and management and application systems districtwide. **E**
- Evaluate systematically and continuously the work and performance of designated school principals and directors to in their professional growth and development. **E**
- Identify, initiate, or coordinate needed staff development services which relate to the implementation of identified and defined priorities. **E**
- Attend and represent the Educational Services Division at Board of Education meetings and other special meetings, as assigned. **E**
- Develop reporting systems for monitoring District and site-level performance toward identified objectives; prepare District reports for internal analysis; prepare District reports for dissemination to parents, schools, and the community as appropriate. **E**



**ASSISTANT SUPERINTENDENT – SPECIAL EDUCATION/SPECIAL EDUCATION  
LOCAL PLAN AREA (SELPA) (CONTINUED)****REPRESENTATIVE DUTIES:** (continued)

- Assist with the development and implementation of comprehensive program improvement processes, including those required by applicable State and Federal rules and regulations. **E**
- Develop and implement technical support systems for the frequent monitoring of student progress and support for curriculum and instruction priorities. **E**
- Provide administrative leadership in the development, coordination, and collaboration among support services programs within assigned areas of responsibility. **E**
- Represent the Special Education Division Staff and serve as their chief spokesperson. **E**
- Articulate the SAUSD vision and goals with internal and external stakeholder groups. **E**
- Establish and maintain effective communication channels with students, teachers, parents, and the community stakeholders on behalf of all SAUSD schools. **E**
- Provide the Human Resources Division with needed information to, determine personnel needs: fill approved positions, and assign staff and administrators to sites. **E**
- Serve as a member of the Superintendent's Cabinet. **E**
- Engage in strategic planning for the District to achieve Board and Superintendent Goals. **E**
- Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:****Knowledge of:**

- Current theories of leadership, organizational management and educational administrative principles/practices, site-based management, supervision, evaluation, and training.
- Organizational systems theory, research, and best practices.
- Management information systems and their application in instructional and educational administration.
- Current theories on learning and effective curriculum and instructional practices.
- District instructional and management needs and objectives of the District.

**ASSISTANT SUPERINTENDENT – SPECIAL EDUCATION/SPECIAL EDUCATION  
LOCAL PLAN AREA (SELPA) (CONTINUED)**

**KNOWLEDGE AND ABILITIES:** (continued)

**Knowledge of:** (continued)

- Assessment practices of school/program effectiveness.
- State, federal, and local rules, regulations, and laws affecting District programs and services.
- Technology use in instruction and management.

**Ability to:**

- Use systems approaches to problem-solving.
- Work across divisions and departments to support curriculum and instruction and school operations objectives.
- Modify management strategies based on evaluation data.
- Coordinate the assessment of the instructional needs of K-12 students.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Link research to practice to improve educational outcomes.
- Effectively communicate and deal with diverse community groups and the public.
- Speak and write effectively.

**EDUCATION AND EXPERIENCE:**

- Master's degree required; Doctorate preferred.
- Combination of eight (8) years experience:
  - Five year's classroom teaching experience.
  - Three year's site and/or District-level administrative experience.

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- A valid CA Administrative Services credential.
- Appropriate CA teaching credentials.
- Valid driver's license.
- Willingness to work additional hours periodically.
- Willing to travel as needed.

**ASSISTANT SUPERINTENDENT – SPECIAL EDUCATION/SPECIAL EDUCATION  
LOCAL PLAN AREA (SELPA) (CONTINUED)**

**WORKING CONDITIONS:**

- Typical office/school environment.

**PHYSICAL CHARACTERISTICS:**

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

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.



## SANTA ANA UNIFIED SCHOOL DISTRICT

### CHIEF OF SCHOOL POLICE SERVICES

#### **JOB SUMMARY:**

Under direction of the Deputy Superintendent of Administrative Services and/or designee, lead, manage organize, plan, direct and select School Police Services staff; coordinate, budget and review the District School Police Department program to protect persons and property and assure a safe learning environment.

#### **REPRESENTATIVE DUTIES:**

- Serve as Chief of Police for the District's School Police Department. **E**
- Management oversight of the District's Emergency Operations Program. **E**
- Develop crime prevention strategies/programs and implement strategies/programs. **E**
- Maintain records of criminal activity affecting the District and provide quarterly reports to the Deputy Superintendent of Administrative Services and Superintendent. **E**
- Recruit, train, and develop the schedule School Police Department personnel. **E**
- Assess criminal activities on District property and direct apprehension effort as necessary; investigate criminal acts within the authority as outlined in the California Penal Code 832.32 and Education Code 38000. **E**
- Maintain liaison with law enforcement and Fire Department agencies. **E**
- Implement District policies with respect to contemporary, best practice policing models and security methods and guidelines. **E**
- Coordinate the Department's restitution program. **E**
- Maintains knowledge of policies and administrative regulations that pertain to Personnel and Procedures. **E**
- Evaluates school based District Safety Officers. **E**
- Manage District fingerprinting program and maintain appropriate confidential records, for organizational defensibility in compliance with local, State, and federal mandates. **E**
- Review and approve requisitions for stolen or damaged equipment due to criminal acts. **E**

**CHIEF OF SCHOOL POLICE SERVICES: (CONTINUED)**

**REPRESENTATIVE DUTIES: (continued)**

- Provide school related crime and loss reports to the Superintendent twice yearly. **E**
- Directs the preparation and administration of the annual budget for the Department. **E**
- Coordinates the preparations of a wide variety of reports or presentations for the Superintendent or Board. **E**
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork. **E**
- Provides for staff development and supervisory training programs. **E**
- Assist District administrators in maintaining campus control as necessary. **E**
- Develop and implement inservice training for School Police Officers and District Safety Officers. **E**
- Investigate complaints against School Police Department personnel and recommend disciplinary action when appropriate. **E**
- Make regular reports to superiors on progress of programs and activities of the School Police Department. **E**
- Succession planning. **E**
- Perform other related school policing duties as assigned. **E**
- Represents the District in Law Enforcement matters, and in other areas of responsibility. **E**
- Performs all other duties as assigned. **E**

## **CHIEF OF SCHOOL POLICE SERVICES: (CONTINUED)**

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations
- Supervision, including hiring, cultural and ethnic diversity, firing, training and development, discipline, delegation, and performance evaluations
- Modern school policing and security practices
- Alarm systems and other equipment used in the department
- Radio communications
- Applicable State, local laws and applicable sections of State Education Code
- The City of Santa Ana and community
- Social, cultural and linguistic diversity of district, city, and community
- Principles and practices or budget development and administration

#### Ability to:

- Establish and maintain effective working relationships with others
- Plan and supervise work
- Lead, train, mentor, and supervise personnel
- Maintain confidential records and prepare reports
- Communicate effectively both orally and in writing
- Perform the essential functions of the job

### **EDUCATION AND EXPERIENCE:**

- A Bachelor's degree in administration of justice; public administration, or a related field.
- Master's degree and successful completion of specialized executive police training (i.e., Federal Bureau of Investigation National Academy and/or California Commission on Peace Officer Standards (P.O.S.T.) and Training Command College) is preferred.
- Possession of an active Basic, Supervisory and Management California P.O.S.T. Certificates are required prior to employment; must meet minimum standards pursuant to California Education Code 38000; and seven years of progressively responsible experience in law enforcement, at the rank of Lieutenant or above.
- A background in K-14 school policing or campus Law Enforcement at Community College, or University is highly desirable.

## **CHIEF OF SCHOOL POLICE SERVICES: (CONTINUED)**

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

- Valid California driver's license
- Valid first aid and CPR card
- Bilingual desirable

### **WORKING CONDITIONS:**

#### **Environment:**

- Office/school environment
- Driving a vehicle to conduct work
- Carrying of a firearm to conduct work
- Season heat and cold or adverse weather conditions

#### **Physical abilities:**

- Hearing and speaking accurately to exchange information
- Seeing to monitor police behaviors, read materials, and drive a vehicle
- Dexterity of hands and fingers to operate assigned equipment
- Lifting or moving objects, normally not exceeding one hundred twenty (120) pounds
- Physical agility and stamina
- Running, climbing, and jumping

#### **Hazards:**

- Contact with dissatisfied or abusive individuals.
- Possible physical altercations.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Prior to appointment as Chief of Police, all candidates must successfully pass a background investigation and a medical and psychological assessment.



## SANTA ANA UNIFIED SCHOOL DISTRICT

### NUTRITION SERVICES ASSISTANT

#### **JOB SUMMARY:**

Under the direction of the Director of Nutrition Services or designee, perform a variety of duties involved in the preparation and serving of school meals, a la carte items, adult meals, and catering at the central kitchen, school sites, and administrative offices.

#### **DISTINGUISHING CHARACTERISTICS:**

This position assists with food preparation, set up, service, and clean up as directed by the designated Supervisor or Lead.

#### **REPRESENTATIVE DUTIES:**

- Prepare a variety of foods according to a planned menu and standardized recipes. **E**
- Operate kitchen equipment such as ovens, steamers, warmers, kettles, stoves, mixers, slicers, can openers, blast chillers, food carts, dishwashers, serving line equipment, and production line equipment. **E**
- Utilize kitchenware such as knives, spatulas, whisks, tongs, spoons, cutting boards, storage containers, transport/heating baskets, sheet and bun pans, chafing dishes, air pots, coffee makers, and ladles. **E**
- Place food items on plates, trays, or in containers, inspecting for portion and quality control. **E**
- Receive, label, and store incoming food and supplies according to HACCP standards. **E**
- Operate a computerized point of sale (POS). **E**
- Maintain food service equipment, utensils, and areas in a clean and sanitary manner. **E**
- Count monies received; balance on inventory sheet. **E**
- Assist in taking, rotating, and storing inventory as necessary. **E**
- Assist in completing production records inventory reports, and HACCP records as necessary. **E**
- Practice safe food handling according to Hazard Analysis Critical Control Points (HACCP), Orange County Environmental Health, and SAUSD Nutrition Services Standard Operating Procedures. **E**
- Perform related duties as assigned.



## **NUTRITION SERVICES ASSISTANT (CONTINUED)**

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Efficient, sanitary and safe food-handling practices.
- Basic principles of personal hygiene.
- Food preparation methods such as washing, cutting and assembling food and ingredients.
- Use and care of kitchen equipment and utensils.
- Basic operation of food service equipment.
- Oral and written communication skills.
- Basic math.
- Customer service best practices.

### **KNOWLEDGE AND ABILITIES:**

#### Ability to:

- Learn to schedule work to produce required food at a specific time.
- Learn efficient operating techniques of such institutional equipment as electric mixers, ovens, proofing cabinets, mechanical conveyers and other food service equipment.
- Follow applicable health and sanitation requirements.
- Lift and transport quantity amounts of food from one area to another.
- Understand and follow oral and written directions.
- Read and follow a recipe.
- Count, add, subtract, multiply and divide up to four digit numbers.
- Maintain records and prepare simple reports.
- Work efficiently under rush conditions.
- Count quickly and accurately.
- Meet schedules and time lines.
- Communicate effectively with others.
- Establish and maintain effective working relationships with others.
- Perform the essential functions of the job.

### **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to a high school diploma or GED for positions of six (6) hours or more per day.
- Candidates applying for positions of less than six (6) hours per day do not need a high school diploma or GED.

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

CA Food Handler Card or Servsafe Manager Certification or equivalent or obtain within 30 days of employment.

## **NUTRITION SERVICES ASSISTANT (CONTINUED)**

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Food service or food preparation area.
- Walk in coolers and freezers.
- Dish areas and ovens.
- Indoors and outdoors.
- Temperature variation throughout the work shift.

#### **PHYSICAL ABILITIES:**

- Walking and standing for extended periods of time.
- Hearing and speaking to accurately exchange information.
- Seeing to monitor proper measurements and read materials.

#### **PHYSICAL ABILITIES:**

- Bending at the waist, twisting, crouching, climbing and balancing.
- Reaching over head, above the shoulders, and horizontally.
- Lifting moderately heavy objects up to 42 pounds.
- Occasionally, assisted lifting may be required up to 84 pounds with 2 people
- Carrying moderately heavy objects up to 33 pounds.
- Pushing carts and equipment up to 100 foot pounds.
- Pulling pallets or racks up to 80 foot pounds.
- Fine finger movement, handling, and gripping of food, utensils, packaging and equipment.

#### **HAZARDS:**

- Exposure to extreme hot or cold temperatures.
- Exposure to food service equipment and food preparation and storage areas.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

**SANTA ANA UNIFIED SCHOOL DISTRICT****NUTRITION SERVICES LEAD – SATELLITE KITCHEN****JOB SUMMARY:**

Under the direction of the Director of Nutrition Services or designee. Perform a variety of duties involved in the preparation and serving of school meals, a la carte items, adult meals, and catering in satellite kitchens.

**DISTINGUISHING CHARACTERISTICS:**

This is the lead position in a satellite kitchen operation. A satellite kitchen receives its food from the Central Kitchen or another production kitchen. Incumbents may direct the work of Nutrition Services Assistants in the satellite kitchen.

**REPRESENTATIVE DUTIES:**

- Lead and direct the Nutrition Services Assistants in the preparation and service of meals. **E**
- Order food, beverages, and supplies from Central Kitchen (or other assigned production kitchen), Warehouse, and vendors in sufficient amounts to support student participation and minimize waste. **E**
- Prepare and hold food items at appropriate temperatures to ensure food safety and quality. **E**
- Set up serving lines and ensure that lines are properly stocked throughout meal service. **E**
- Ensure that meals and serving areas are ready for service at assigned meal times. **E**
- Communicate with Supervisor to report as necessary any operational concerns related to service, food, personnel, equipment, food safety, facilities, vendors, site administration, parents, or students. **E**
- Receive, label, and store incoming food and supplies according to HACCP standards. **E**
- Collect and count money, prepare deposits, and verify scheduled armored car pick up according to established Department procedures. **E**
- Ensure health, safety and sanitation requirements are being met. **E**

**NUTRITION SERVICES LEAD – SATELLITE KITCHEN (CONTINUED)**

**REPRESENTATIVE DUTIES:** (continued)

- Maintain food service equipment, utensils and areas in a clean and sanitary manner. **E**
- Operate a computerized point of sale (POS). **E**
- Complete production records, inventory reports, and HACCP records as necessary. **E**
- Attend meetings and workshops as assigned. **E**
- Practice safe food handling according to Hazard Analysis Critical Control Points (HACCP), Orange County Environmental Health, and SAUSD Nutrition Services Standard Operating Procedures. **E**
- May assist with the production of food at the Central Kitchen or another production kitchen. **E**
- Train Nutrition Services Assistants and new Nutrition Services Leads. **E**
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Efficient, sanitary, and safe food handling practices.
- Principles of personal hygiene.
- Food preparation methods such as washing, cutting, and assembling food and ingredients.
- Use and care of kitchen equipment and utensils.
- Operation of food service equipment.
- Oral and written communications skills.
- Basic math.
- Customer service best practices.
- Operation of office equipment.

Ability to:

- Operate a satellite kitchen with little or no direction.
- Direct the work of Nutrition Services Assistants in a satellite kitchen.
- Follow applicable health and sanitation requirements.
- Lift and transport quantity amounts of food from one area to another.
- Understand and follow oral and written directions.
- Read and follow a recipe.
- Count, add, subtract, multiply and divide four digit numbers.
- Order, store, display and serve large quantities of packaged foods.

**NUTRITION SERVICES LEAD – SATELLITE KITCHEN (CONTINUED)**

**KNOWLEDGE AND ABILITIES:** (continued)

**Ability to:** (continue)

- Operate food service equipment utilized in a satellite kitchen.
- Prepare and maintain records and reports.
- Estimate food and supply needs.
- Establish and maintain effective working relationships with others.
- Communicate effectively with others.
- Plan and organize work.
- Meet schedules and time lines.
- Operate modern office equipment.
- Perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to a high school diploma or GED for positions of six (6) hours or more per day.
- Candidates applying for positions of less than six (6) hours per day do not need a high school diploma or GED.
- At least one year of food service experience.

**LICENSES, CERTIFICATES OR OTHER REQUIREMENT:**

Valid California Driver's License.

Valid ServSafe Manager Certification or equivalent or obtain within 30 days of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Food service or food preparation area
- Walk in coolers and freezers
- Dish areas and ovens
- Indoors and outdoors
- Extreme hot and cold temperatures
- Temperature variation throughout the work shift

**PHYSICAL ABILITIES:**

- Walking and standing for extended periods of time.
- Hearing, speaking, reading, and writing to accurately exchange information.
- Seeing to monitor proper measurements and read materials.
- Bending at the waist, twisting, crouching, climbing and balancing.
- Reaching overhead, above the shoulders, and horizontally.
- Lifting moderately heavy objects up to 42 pounds.
- Occasionally, assisted lifting may be required up to 84 pounds with 2 people.

**NUTRITION SERVICES LEAD – SATELLITE KITCHEN (CONTINUED)**

**WORKING CONDITIONS:** (continued)

**PHYSICAL ABILITIES:** (continued)

- Carrying moderately heavy objects up to 20 pounds.
- Pushing carts and equipment up to 100 foot pounds.
- Pulling pallets or racks up to 45 foot pounds.
- Fine finger movement, handling, and gripping of food, utensils, packaging and equipment.

**HAZARDS:**

- Exposure to extreme hot or cold temperatures.
- Exposure to food service equipment and food preparation and storage areas.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 7/25/17 (3/01, 5/01)

**SANTA ANA UNIFIED SCHOOL DISTRICT****COOK****JOB SUMMARY:**

Under the direction of the Director of Nutrition Services or designee, prepare a variety of foods for school meals, a la carte, adult meals, and catering.

**DISTINGUISHING CHARACTERISTICS:**

This position prepares food from scratch at the Central Kitchen. Incumbents in this position must be able to operate industrial kitchen equipment for high volume cooking.

**REPRESENTATIVE DUTIES:**

- Prepare bulk quantities of menu items from scratch. **E**
- Prepare specialty items for catering events. **E**
- Ensure food items and ingredients are on hand and ready to prepare according to planned menu or production schedule. **E**
- Ensure health, safety and sanitation requirements are being met. **E**
- Communicate with Supervisor to report as necessary any operational concerns related to food, personnel, equipment, food safety, or facilities. **E**
- Maintain food service equipment, utensils and areas in a clean and sanitary manner. **E**
- Complete production records, inventory reports, and HACCP records as necessary. **E**
- Attend meetings and workshops as assigned. **E**
- Practice safe food handling according to Hazard Analysis Critical Control Points (HACCP), Orange County Environmental Health, and SAUSD Nutrition Services Standard Operating Procedures. **E**
- Train Nutrition Services Assistants or new Cooks as needed. **E**
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Efficient, sanitary and safe food-handling practices.
- Principles of personal hygiene.
- Food preparation methods such as roasting, steaming, braising, boiling, and baking.
- Food preparation methods such as washing, cutting and assembling food and ingredients.
- Processes and equipment utilized in batch cooking and batch chilling.
- Safe and efficient knife skills.
- Use of weighing and measuring devices used in cooking and baking.
- Use and care of kitchen equipment and utensils.
- Operation of heavy duty kitchen equipment.
- Oral and written communication skills.
- Basic math.

Ability to:

- Prepare large quantities of food with little or no direction.
- Operate heavy duty kitchen equipment.
- Read, understand, and follow recipes.
- Scale recipes to the necessary quantities while maintaining product quality.
- Schedule work to produce required foods at a specific time.
- Add, subtract, multiply and divide up to five-digit numbers; make arithmetic calculations involving fractions and decimals.
- Prepare and maintain records and reports.
- Establish and maintain effective working relationships with others.
- Communicate effectively with others.
- Plan and organize work.
- Meet schedules and time lines.
- Perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to a high school diploma or GED for positions of six (6) hours or more per day.
- Candidates applying for positions of less than six (6) hours per day do not need a high school diploma or GED.
- One year of experience in preparing and cooking foods in high volumes.

**LICENSES AND OTHER REQUIREMENTS:**

ServSafe Manager Certification or equivalent or obtain within 30 days of employment.



## **COOK (CONTINUED)**

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Production kitchen environment.
- Food service or food preparation area.
- Walk in coolers and freezers.
- Dish areas and ovens.
- Indoors and outdoors.
- Extreme hot and cold temperatures.
- Temperature variation throughout the work shift.

#### **PHYSICAL ABILITIES:**

- Walking and standing for extended periods of time.
- Hearing, speaking, reading, and writing to accurately exchange information.
- Seeing to monitor proper measurements and read materials.
- Bending at the waist, twisting, crouching, kneeling, climbing, and balancing.
- Reaching over head, above the shoulders and horizontally.
- Lifting moderately heavy objects up to 45 pounds (90 pounds with 2 people).
- Occasionally, assisted lifting may be required up to 84 pound with 2 people.
- Carrying moderately heavy objects up to 45 pounds (90 pounds with 2 people).
- Pushing carts and equipment up to 80 foot pounds.
- Pulling pallets or racks up to 80 foot pounds.
- Fine finger movement, handling, and gripping of food, utensils, packaging, and equipment.

#### **HAZARDS:**

- Exposure to extreme hot or cold temperatures.
- Exposure to food service equipment and food preparation and storage areas.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.



## SANTA ANA UNIFIED SCHOOL DISTRICT

### CERTIFIED CHEF

#### **JOB SUMMARY:**

Under the direction of the Director of Nutrition or designee, research and develop new recipes for school meals, a la carte items, adult meals, and catering.

#### **DISTINGUISHING CHARACTERISTICS:**

This is the lead position for researching and developing recipes and menu concepts for the Nutrition Services Department.

#### **REPRESENTATIVE DUTIES:**

- Develop, test, and standardize recipes that meet Nutrition Standards, HACCP requirements, customer preferences, and fiscal requirements. **E**
- Train Department staff to prepare recipes. **E**
- Train Department staff to utilize safe and efficient culinary methods. **E**
- Visit sites to observe food preparation and provide training and feedback. **E**
- Assist in implementing ongoing methods of student taste testing. **E**
- Work with local vendors, chefs, and other community members to incorporate local and/or cultural items and recipes into the menu. **E**

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Principles of quantity food preparation and nutrition. Procedures followed in ordering, receiving and storing foods. Rules and regulations pertaining to health and safety in non-commercial operation.
- Methods employed in the use, cleaning, sanitation and maintenance of modern kitchen and cafeteria service equipment.
- Food terminology, markets and commodities, Computer software: Word, Excel, and Outlook

## **CERTIFIED CHEF (CONTINUED)**

### **KNOWLEDGE AND ABILITIES:** (continued)

#### **Ability to:**

- Develop recipes that meet Nutrition Standards, HACCP requirements, customer preferences, and fiscal requirements.
- Train Department staff to prepare recipes.
- Train Department staff to utilize safe and efficient culinary methods.
- Lift and transport quantity amounts of food from one area to another.
- Understand and follow oral and written directions.
- Scale recipes to the necessary quantities while maintaining product quality.
- Operate heavy duty kitchen equipment and utensils.
- Write and speak clearly and concisely to make effective written and oral reports.
- Make arithmetic computations with speed and accuracy.
- Establish and maintain effective working relationships with others.
- Communicate effectively with others.
- Plan and organize work.
- Meet schedules and time lines.
- Operate a motor vehicle.
- Operate office equipment.
- Perform the essential functions of the job.

## **CERTIFIED CHEF (CONTINUED)**

### **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to a high school diploma or GED for positions of six (6) hours or more per day.
- Candidates applying for positions of less than six (6) hours per day do not need a high school diploma or GED.
- AA degree in Culinary Arts
- Five (5) years of experience as a Chef de Cuisine, Executive Sous Chef or chef in charge of food production in a foodservice operation.

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

- Valid California driver's license
- Certified Executive Chef under the American Culinary Federation OR meet the minimum requirements to obtain this certification.
- ServSafe Manager Certification or equivalent or obtain within 30 days of employment.

**CERTIFIED CHEF (CONTINUED)**

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Production kitchen environment.
- Food service or food preparation area.
- Walk in coolers and freezers.
- Dish areas and ovens.
- Indoors and outdoors.
- Extreme hot and cold temperatures.
- Temperature variation throughout the work shift.

**PHYSICAL ABILITIES:**

- Walking and standing for extended periods of time.
- Hearing, speaking, reading, and writing to accurately exchange information.
- Seeing to monitor proper measurements and read materials.
- Bending at the waist, twisting, crouching, kneeling climbing, and balancing.
- Reaching over head, above the shoulders and horizontally.
- Lifting moderately heavy objects up to 45 pounds (90 pounds with 2 people).
- Occasionally, assisted lifting may be required up to 84 pounds with 2 people.
- Carrying moderately heavy objects up to 45 pounds (90 pounds with 2 people).
- Pushing carts and equipment up to 80 foot-pounds.
- Pulling pallets or racks up to 80 foot pounds.
- Fine finger movement, handling, and gripping of food, utensils, packaging, and equipment.

**HAZARDS:**

- Exposure to extreme hot or cold temperatures.
- Exposure to food service equipment and food preparation and storage areas.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.



## **SANTA ANA UNIFIED SCHOOL DISTRICT**

### **NUTRITION SERVICES LEAD – PRODUCTION KITCHEN**

#### **JOB SUMMARY:**

Under the direction of the Director of Nutrition Services and/or designee, perform a variety of duties involved in the preparation and serving of school meals, a la carte items, adult meals, and catering in production kitchens.

#### **DISTINGUISHING CHARACTERISTICS:**

This is the lead position in a production kitchen operation. A production kitchen produces food for its own site and/or other sites. Incumbents direct the work of Nutrition Services Assistants in the production kitchen and may direct the work of leads from satellite kitchens. Incumbents must be able to supervise and operate the production kitchen site in the absence of the Supervisor.

#### **REPRESENTATIVE DUTIES:**

- Lead and direct the Nutrition Services Assistants in the production and service of meals. **E**
- Assist with ordering food, beverages, and supplies from assigned vendors, Central Kitchen, or Warehouse in sufficient amounts to support student participation and minimize waste. **E**
- Prepare and hold food items at appropriate temperatures to ensure food safety and quality. **E**
- Ensure that meals and serving areas are ready for service at assigned meal times. **E**
- Ensure food items and ingredients are on hand and ready to prepare according to planned menu. **E**
- Maintain adequate flow of food items and lunches to meet various peak periods of the day. **E**
- Communicate with Supervisor to report as necessary any operational concerns related to service, food, personnel, equipment, food safety, facilities, vendors, site administration, parents, or students. **E**
- Receive, label, and store incoming food and supplies according to HACCP standards. **E**
- Collect and count money, prepare deposits, and verify scheduled armored car pickup according to established Department procedures. **E**

## **NUTRITION SERVICES LEAD – PRODUCTION KITCHEN (CONTINUED)**

### **REPRESENTATIVE DUTIES:** (continued)

- Ensure health, safety and sanitation requirements are being met. **E**
- Maintain food service equipment, utensils and areas in a clean and sanitary manner. **E**
- Operate a computerized point of sale (POS). **E**
- Complete production records, inventory reports, and HACCP records as necessary. **E**
- Attend meetings and workshops as assigned. **E**
- Practice safe food handling according to Hazard Analysis Critical Control Points (HACCP), Orange County Environmental Health, and SAUSD Nutrition Services Standard Operating Procedures. **E**
- Train Nutrition Services Assistants and new Nutrition Services Leads. **E**
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Efficient, sanitary and safe food-handling practices.
- Principles of personal hygiene.
- Food preparation methods such as washing, cutting and assembling food and ingredients.
- Use and care of kitchen equipment and utensils.
- Operation of food service equipment.
- Oral and written communication skills.
- Basic math.
- Customer service best practices.
- Operation of office equipment.

#### **Ability to:**

- Operate a production kitchen with little or no direction.
- Direct the work of Nutrition Services Assistants in a production kitchen.
- Count, add, subtract, multiply, and divide four digit numbers.
- Lift and transport quantity amounts of food from one area to another.
- Understand and follow oral and written directions.
- Read and follow a recipe.
- Order, store, prepare, display, and serve large quantities of foods.

## **NUTRITION SERVICES LEAD – PRODUCTION KITCHEN (CONTINUED)**

### **KNOWLEDGE AND ABILITIES:** (continued)

#### **Ability to:** (continued)

- Schedule preparation of food items under rush conditions.
- Operate food service equipment utilized in a production kitchen.
- Prepare and maintain records and reports.
- Work efficiently under rush conditions.
- Estimate food and supply needs.
- Establish and maintain effective working relationships with others.
- Communicate effectively with others.
- Plan and organize work.
- Count quickly and accurately.
- Meet schedules and time lines.
- Operate modern office equipment.
- Perform the essential functions of the job.

### **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to a high school diploma or GED for positions of six (6) hours or more per day.
- Candidates applying for positions of less than six (6) hours per day do not need a high school diploma or GED.
- Must have at least one year of experience leading or directing the work of others.
- At least two years of food service experience.

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

Valid California Driver's License.

Valid ServSafe Manager Certification or equivalent or obtain within 30 days of employment.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Food service or food preparation area.
- Walk in coolers and freezers.
- Dish areas and ovens.
- Indoors and outdoors.
- Extreme hot and cold temperatures.
- Temperature variation throughout the work shift.

## **NUTRITION SERVICES LEAD – PRODUCTION KITCHEN (CONTINUED)**

### **WORKING CONDITIONS: (continued)**

#### **PHYSICAL ABILITIES:**

- Walking and standing for extended periods of time.
- Hearing, speaking, reading, and writing to accurately exchange information.
- Seeing to monitor proper measurements and read materials.
- Bending at the waist, twisting, crouching, climbing, and balancing.
- Reaching overhead, above the shoulders and horizontally.
- Lifting moderately heavy objects up to 42 pounds.
- Occasionally, assisted lifting may be required up to 84 pounds with 2 people.
- Carrying moderately heavy objects up to 33 pounds.
- Pushing carts and equipment up to 100 foot pounds.
- Pulling pallets or racks up to 80 foot pounds.
- Fine finger movement, handling, and gripping of food, utensils, packaging and equipment.

#### **HAZARDS:**

- Exposure to extreme hot or cold temperatures.
- Exposure to food service equipment and food preparation and storage areas.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 7/25/17



**AGENDA ITEM BACKUP SHEET**  
**August 23 2017**

**Board Meeting**

**TITLE:**                   **Orange County Department of Education Fourth Quarterly Report on Williams Settlement Legislation for 2016-17 Fiscal Year**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**PREPARED BY:**   **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to provide to the Board the results of the Williams Settlement Legislation 2016-17 fourth quarter report. To ensure compliance, the Orange County Department of Education (OCDE) is charged with the responsibility to conduct site reviews at deciles 1-3 schools.

**RATIONALE:**

This report represents activity conducted by the OCDE during April, May, and June. The County requires that school district report the findings at a regularly scheduled meeting, both quarterly and annually. There were no identified issues and it has been verified by OCDE. Attached is the report summary.

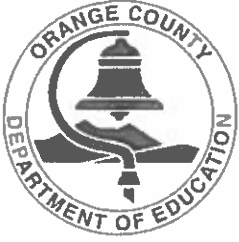
**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Presented for information.

<b>ITEM SUMMARY:</b>
<p>As required by California Education Code section 1240(2)(H), this report is to be provided to your Board of Education at a regularly scheduled meeting held in accordance with public notification requirements.</p>



July 28, 2017

**ORANGE COUNTY  
DEPARTMENT  
OF EDUCATION**  
200 KALMUS DRIVE  
P.O. BOX 9050  
COSTA MESA, CA  
92628-9050  
(714) 966-4000  
FAX (714) 432-1916  
www.ocde.us

**AL MIJARES, Ph.D.**  
County Superintendent  
of Schools

**To:** Stefanie Phillips, Ed.D., Superintendent, Santa Ana Unified School District  
**From:** Nicole Savio Newfield, Administrator, Community and Student Support Services  
**Subject:** Williams Settlement Legislation 4th Quarter Report

I am pleased to provide the fourth quarter Williams Settlement Legislation report for the 2016-17 fiscal year. This report represents activity conducted by the Orange County Department of Education (OCDE) during April, May, and June 2017. California Education Code section 1240(2)(H) requires this report to be provided to your Board at a regularly scheduled meeting held in accordance with public notification requirements.

#### **FOURTH QUARTER REPORT**

##### **Teacher Assignment Monitoring**

- In April 2017, OCDE conducted reviews to identify any teacher misassignments or vacancies at schools in deciles 1-3. Results are enclosed.

##### **Uniform Complaint Procedures (UCP)**

- OCDE requested data regarding uniform complaints related to textbooks and instructional materials, facility conditions, and teacher vacancies or misassignments received during the third quarter.
- One facilities condition complaint was filed and resolved in your district during the period of January through March 2017.

##### **Upcoming Quarter**

- Instructional material reviews
- School site facility reviews
- Uniform Complaint Procedure reporting

#### **ORANGE COUNTY BOARD OF EDUCATION**

JOHN W. BEDELL, PH.D.

DAVID L. BOYD

REBECCA "BECKIE" GOMEZ

LINDA LINDHOLM

KEN L. WILLIAMS, D.O.

Planning for the 2017-18 Williams Settlement Legislation site reviews has begun. OCDE has provided districts with the site review schedule and has requested required documentation.

If you have any questions, please contact me at (714) 966-4385 or [nsavio@ocde.us](mailto:nsavio@ocde.us).

On behalf of Dr. Al Mijares, County Superintendent of Schools, thank you for your diligent efforts to address the Williams Settlement Legislation requirements.

NSN:ts

Enclosure

c: Al Mijares, Ph.D., County Superintendent of Schools  
Laura Ramirez, Senior Executive Secretary, Educational Services



**Orange County Department of Education**  
**Williams Settlement Legislation**  
 4<sup>th</sup> Quarter Report 2016-17  
 Santa Ana Unified School District

**TEACHER ASSIGNMENT MONITORING**

Teacher assignments were reviewed. Five teacher misassignments were identified and corrected.

School	Teacher Misassignments <sup>1</sup>	English Language Learner Misassignments	Teacher Vacancies <sup>2</sup>	Teacher Vacancies Filled
Carver Elementary	0	0	0	0
Century High	2	0	0	0
Davis Elementary	0	0	0	0
Garfield Elementary	0	0	0	0
Heroes Elementary	0	0	0	0
Hoover Elementary	0	0	0	0
Kennedy Elementary	0	0	0	0
Lathrop Intermediate	1	0	0	0
Lincoln Elementary	0	0	0	0
Lowell Elementary	0	0	0	0
Mcfadden Intermediate	0	0	0	0
Pio Pico Elementary	0	0	0	0
Roosevelt Elementary	0	0	0	0
Saddleback High	1	1	0	0
Santa Ana High	0	0	0	0
Sepulveda Elementary	0	0	0	0
Sierra Intermediate	0	0	0	0



**Orange County Department of Education**  
**Williams Settlement Legislation**  
 4<sup>th</sup> Quarter Report 2016-17  
 Santa Ana Unified School District

**TEACHER ASSIGNMENT MONITORING SUMMARY (Continued)**

School	Teacher Misassignments <sup>1</sup>	English Language Learner Misassignments	Teacher Vacancies <sup>2</sup>	Teacher Vacancies Filled
Spurgeon Intermediate	0	0	0	0
Valley High	1	0	0	0
Walker Elementary	0	0	0	0
Willard Intermediate	0	0	0	0
Wilson Elementary	0	0	0	0

Respectfully submitted,

  
 \_\_\_\_\_  
 Nicole Savio Newfield  
 Administrator, Community and Student Support Services

7/28/17  
 \_\_\_\_\_  
 Date

<sup>1</sup> The California Commission on Teacher Credentialing (CCTC) considers it a misassignment when a teacher lacks the proper subject-matter authorization, a proper teaching credential, or the appropriate authorization or credential to teach English Learners if one or more English Learners are assigned to the class. The Williams Settlement Legislation requires that county superintendents report to the CCTC the number of English Learner related misassignments involving classes in which 20% or more of the students are English Learners.

<sup>2</sup> A teacher vacancy occurs if 20 working days after school begins for the semester, a single designated teacher has still not been assigned to teach the class for the entire year or semester [Education Code 35186(h)(3) and California Code of Regulations Title 5 4600(b)].

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

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

**ITEM:**                     **Consent**

**SUBMITTED BY:**   **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**PREPARED BY:**    **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**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.

<b>ITEM SUMMARY:</b>
<p>If the value of a gift exceeds \$500, the Superintendent shall bring the nature of the gift, with a specific recommendation, to the Board of Education for approval. The gifts under this item are all valued at more than \$500.</p>

**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.

LCAP Goal 3.10: Support the enhancement of school climate through smooth operations and processes.

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

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

SANTA ANA UNIFIED SCHOOL DISTRICT  
GIFTS RECOMMENDED FOR ACCEPTANCE - August 23, 2017

<b>School/Department:</b>	<b>Gift:</b>	<b>Amount:</b>	<b>Donor:</b>	<b>Used for:</b>
Franklin Elementary		\$1,500	Good Shepard Lutheran Church Mr. David Dupre and Ms. Terry Fee Irvine	Instructional supplies
Lincoln Elementary		\$916	Studio 1 Mr. Rick Lutz VP of Sales Rancho Cucamonga	Student incentives
Madison Elementary		\$2,812	Mr. Ted Holcomb Promoter Los Alamitos	Teacher, classified, parent appreciation, student incentives and rewards
Walker Elementary		\$500	Studio 1 Mr. Rick Lutz VP of Sales Rancho Cucamonga	Field trip expenses
Seegerstrom High		\$1,030	Crystal Cove Conservancy Newport Coast	Field trip expenses
Santa Ana Unified School District	Chevy Sonic 2017	\$19,500	Ms. Cindy Hamlin Long Family Foundation c/o Guaranty Chevrolet Santa Ana	Perfect Attendance Incentive program
<b>August 23, 2017 donations</b>		<b>\$26,258</b>		
<b>2017 Total donations</b>	<b>\$237,408</b>	<b>\$263,666</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.

AJ:lr

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of C# Advanced Game Design and Development Course for High School Students

**ITEM:** Consent

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Edward Winchester, Executive Director, Secondary Education

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval for the C# Advanced Game Design and Development course as a College Preparatory Elective for high school students. This is a year-long A-G course, for students in grades 9-12. It will be offered at Century High School.

**RATIONALE:**

Applying knowledge, concepts and skills of game design and development, students will be introduced to C# programming language, concepts and technical skills. Game Design and Development is a Foundational course within the pathway of Information and Communication Technology.

This course will benefit students by allowing them to have another STEM elective option.

LCAP Goal 1.1: “Provide equitable access to rigorous, standards-based instructional programs that includes, but is not limited to, high quality instruction, instructional materials, academic support and technology-based resources.”

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Approve the C# Advanced Game Design and Development course for high school students.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Course Description: In this project based learning course students will learn knowledge, concepts and skills of game design and development.</li> <li>• The course includes a unit covering career planning and portfolio development.</li> <li>• At Century High School beginning Fall 2017.</li> </ul>

# **C# Advanced Game Design and Development Course Outline**

**Course Title:** C# Advanced Game Design and Development

**Length of Course:** Full Year (Two Semesters)

**Subject Area:** SAUSD- College Preparatory Elective, UC/CSU- “G” Elective

**Grades:** 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>

**Prerequisites:** none

## **Course Overview**

This course develops and refines computer programming skills. Students are introduced to C# programming and game development with Unity3D. This course emphasizes object-oriented programming methodology with a concentration on problem solving and algorithm development. This course also includes the study of data structures. Students will gain a basic understanding of the core concepts in computer programming, such as: types and variables, methods, conditional statements, loops and collections, and exceptions handling. In addition, the course will focus on programming skills, but also on each discipline related to STEM (science, technology, engineering and math). Applying knowledge, concepts and skills of game design and development, students will be introduced to C# programming language, concepts and technical skills. Game Design and Development is a Foundational course within the pathway of Information and Communication Technology.

## **Course Outline**

### **Unit#1 C# Advanced Game Design and Development**

Students learn a wide range of concepts and technical skills in six separate areas that will greatly help them succeed in the future.

1. Programming skills related to software development and computer programming with C#, Motion Capture and Unity 3D programming.
2. Game Development skills with programming with Visual Studio, Unity Game Development Engine and Motion Capture Equipment.
3. Creative, innovative & Critical thinking.
4. Communication and collaboration as an individual and part of a team.
5. Using appropriate and accessible digital tools for research and learning.
6. Using engineering, physics & mathematical concepts critical to game development.

### **Summary**

1. Introduction to careers in Game Development Industry
  2. Register Unity 3D
- Unity 3D Education Program supports technical education by providing access to Unity 3D Development software and assets for learning, teaching and research purposes.
  - Unity 3D Educational Program gives students professional-level developer and designer tools at no cost so that students can chase their dreams and create the next big breakthrough in technology - or just get a head start on their career.



Unity 3D Educational Program supports technical education by providing access to Microsoft software for learning, teaching and research purposes. Develop applications for a multitude of platforms that showcase your talent, your skill and your development creativity. Each student is allowed to download the software for free at home and link it to their school desktop software, thereby allowing students to enrich their education through personal exploration and discovery.

- [https://store.unity.com/education?&\\_ga=2.214182672.642594555.1497537977-1441640399.1485187908#educator](https://store.unity.com/education?&_ga=2.214182672.642594555.1497537977-1441640399.1485187908#educator)
  1. Types and Variables
  2. Methods
  3. Conditional Statements
  4. Loops and Collections
  5. Exception Handling and Other Concepts
  6. Object Oriented Programming

### **Visual Studio First Console Project**

The purpose of this half of the course is to get students acquainted with Visual Studio by creating a simple console application. It eases into the C# lessons and ensures that any environmental issues are worked out before critical concepts are introduced. A few of the basics are covered to get students comfortable with the Visual C# Studio tools.

### **C# Console Projects**

There are a total of 6 different C# lessons, which are broken in key areas that collectively cover the core principles of object-oriented programming with C#. Student will continue to learn more C# Programming and its diversities as students are learning the Unity 3D curriculum.

## **Unit 2: Game Development Skills**

1. Demonstrate significant understanding of Microsoft's Xbox and the game development tool, Unity 3D.
2. Employ the core programming logic and techniques that are used in every game built with Unity 3D.
3. Identify the code, structure, and layout of a fully functional role-playing game (RPG).
4. Create and customize new game characters, items, chests, quests, and monsters.
5. Create enhancements to the combat engine logic within the RPG game.
6. Understand the inner workings of the RPG Game's Artificial Intelligence (AI) system, for the purpose of modifying simulated game actions.
7. Describe how a two-dimensional tile-based rendering and collision system works to create maps in a game.
8. To effectively use Unity Asset library of code and sprites in developing own games.
9. Employ and launch into the app a **leaderboard** allows you to add a high score across all players of your game in no time through Facebook, the cloud, or maintain high scores.
10. Create and develop new app from code with sprites and backgrounds.
11. Publishing script and exporting scripts to apps then authenticating and using the Unity 3D APIs.

### **Bouncing Ball Game**

The Unity 3D rolling ball project is broken into 2 parts. The first part will be an introduction to Unity concepts and the second part has students applying physics concepts within the rolling ball game. Each part is designed to be completed in 2 or 3 days. This gives you the option to complete the additional exercises and to provide additional assessments.

### **RPG Game**

The Unity 3D Role-Playing Game (RPG) project is really the heart of this course. All the information and skills learned from the previous lessons build up to support the programming involved in this lesson.

The first part of this lesson eases into the game by explaining the game functionality and by providing some game play tips. Additionally, some time is spent reviewing the code and project structure and configuring and customizing the game with Unity. The only C# code that is involved in this part is the debugging code. The curriculum walks students through creating a character, creating a chest, and creating an item with Unity. The students should enjoy customizing the game with Unity because they can see the results almost immediately.

In the second part of the lesson, the development and testing of the game is a little more involved. Students should be able to move through part 2 of the lesson in 3-5 days. It's possible that students will experience some challenges as they work through the programming exercises, so additional time maybe spent in this area.

By this point, the student should be comfortable with the overall game structure and code, which gives them a lot of flexibility to explore and experiment. Students will form groups and work on the additional exercises or explore other enhancements to the game. Having students work as a group is a great team building exercise and something done regularly on the job in the computer programming and game development industry.

### **Unit 3: Motion Capture C# Programming and Skills:**

1. Working with capture information from Shadow Motion Capture Device
2. Analyzing and manipulating point clouds
3. Tracking the movement of people's joints
4. Background removal and scene analysis
5. Pose and gesture
6. Building meshes
7. Preparing 3D models for fabrication
8. Defining and detecting gestures
9. Displaying and manipulating 3D models
10. Designing custom input devices for people with limited of ranges
11. Forward and inverse kinematics

### **Project Four**

Students will learn about communicating with Shadow Motion Capture through Wi-Fi, students will develop:

Their own 3d characters, and learn the aspects of rigging, animation trees, locomotion, and mapping animations to user inputs. Study in this area will introduce students to development tools such as Adobe Fuse and Mixamo, where they will learn to fabricate 3D character models. Students will work in groups to create a 60 second animated cut scene suitable for use in a 3D video game or cinematic piece.

### **Unit 4: Career Planning**

Unit Goals:

1. Use appropriate websites, Such as "GitHub" & "Unity Community" to engage other users of Visual Studio, Fuse, Mixamo, Maya, and Unity 3D for research, ideas and help.
2. Use reference sites for tutorials and instructional videos for step by step instructions for career planning.

Part One: Students will interview various community business members and/or or organizations, for internships or practicing their dialog skills. Clients will be feedback on the student's strength and weaknesses with the evaluation process. Students will identify the limitations of their interview and set goals for improvement for the client. Student will prepare electronic portfolio for this process.

Part Two Students explore career opportunities and examine the professional and educational requirements needed to meet their goals. Students identify personal qualifications, interests, aptitudes, information and skills, and post-secondary options necessary to succeed in this career. Upon successful completion of this class, students will have developed their own career plan and personal portfolio.

Unit Key assignments, projects:

- Create digital and hard copy resume.
- Prepare electronic portfolio for this process.
- Evaluate personal character traits as they apply to job readiness.
- Fill out job application.

## Unit 5: Creative, Innovative and Critical Thinking

Unit Goals:

1. Demonstrate ability to enhance existing game program.
2. Create, design & program original working game features.
3. Explain how separated game logic fits together to form a cohesive game application.
4. Troubleshoot existing applications and game programs to fix bugs and ensure performance.
5. Perform self-evaluations of projects against the required established directives.
6. Follow technical and increasingly complex programming instructions in order and detail.
7. Be able to make and manipulate graphics and background for own games.

## Project Seven: Object Oriented Programming

Students will be introduced through to the lesson PowerPoint that provides information and exercises on the following C# concepts: Object Oriented Concepts (Classes & Objects), Constructors, Properties, Inheritance & Abstract Classes, Encapsulation, Polymorphism, Strongly Typed Lists and LINQ. The source code is provided for the main lesson exercises. There are 2 additional exercises at the end of the lesson that are required to be completed. Students are allowed to work in pairs to collaborate but must finish their own work. Students are required to place 16 comment codes for explain of their work. Student will have Code ware for their final presentation of the 2 additional problems. The problems are listed as problems one Add additional properties or methods to the base class Person or either of the derived classes. Add something unique that applies differently to either Teacher or Student. (age, grade level, years taught, is tenured, etc.) Problems two: Create a method that applies a LINQ statement to the Person list. The LINQ statement has to be something other than what was covered in the lesson. For a number of examples, visit 101 LINQ samples <http://code.msdn.microsoft.com/101-LINQ-Samples-3fb9811b> If students need help they can visit the website **Explore Concepts Learned** Visit: <http://msdn.microsoft.com/en-us/library/default.aspx> Search for keywords in this lesson: C# Object Oriented, C# Properties, C# Constructors, C# Polymorphism, C# LINQ, C# Lambda expressions

## Unit 6: Capstone Project

The purpose of the Capstone Project is to gain experience in taking an original game through the entire process: from concept to completion. Each learner group will work on their Capstone Project throughout the year, culminating in a complete game design for their graduation portfolio. During the first week of class, learners will begin generating core ideas for games. These will not be fully developed ideas, just “seeds” for their imagination. Later, each learner will choose one of these ideas as the basis for their Capstone Project. As the course progresses through the units of study, learners will begin to create the elements that will grow into their Capstone Project.

Capstone Project will consist of:

1. A Game Pitch Proposal: This is a 9+ page document that is a learner’s statement of work, against which their Capstone Project will be graded.
2. A well-defined Game Design Document (GDD): This will be a 15+ page document that each learner will complete for their game. Learners are expected to work on this document throughout the course as the instructor teaches different aspects of game development.
3. A set of printouts depicting models and levels; sufficient to show that the game design is functional. These documents should be included in the Game Design Document (GDD).

Capstone projects will be graded using the following rubric types:

Game Pitch Proposal  
Game Requirements and Content  
Game Design  
Final Game Product Submission

## Course Materials

### Manuals

Title	Publisher	Edition	Website
Unity Best Practice Guides	Unity Technologies	2017	<a href="https://docs.unity3d.com/Manual/BestPracticeGuides.html">https://docs.unity3d.com/Manual/BestPracticeGuides.html</a>
Unity User Manual (5.6)	Unity Technologies	2017	<a href="https://docs.unity3d.com/Manual/index.html">https://docs.unity3d.com/Manual/index.html</a>

### Websites

Title	Author(s)/Editor(s) /Compiler(s)	Affiliated Institution or Organization	URL
Microsoft	[ empty ]	Microsoft, Incorporated	<a href="http://msdn.microsoft.com/en-us/library/default.aspx">http://msdn.microsoft.com/en-us/library/default.aspx</a> .
Microsoft Virtual Academy	Bob Tabor	Microsoft, Incorporated	<a href="https://mva.microsoft.com/en-us/training-courses/c-fundamentals-for-absolute-beginners-16169?l=Lvld4EQIC_2706218949">https://mva.microsoft.com/en-us/training-courses/c-fundamentals-for-absolute-beginners-16169?l=Lvld4EQIC_2706218949</a>
Learn CS.org	[ empty ]	Learn CS.org	<a href="http://learncs.org/">http://learncs.org/</a>

### Multimedia

Title	Name of video series	Date	Website	Medium of Publication
Roll-a-ball tutorial	Roll-a-ball tutorial	06/14/2017	<a href="https://unity3d.com/learn/tutorials/projects/roll-ball-tutorial">https://unity3d.com/learn/tutorials/projects/roll-ball-tutorial</a>	MP4
Adventure Game Tutorial	Adventure Game Tutorial	06/14/2017	<a href="https://unity3d.com/learn/tutorials/projects/adventure-game-tutorial">https://unity3d.com/learn/tutorials/projects/adventure-game-tutorial</a>	MP4

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Leadership Course for High School Students

**ITEM:** Consent

**SUBMITTED BY:** Alfonso Jimenez, Ed., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Edward Winchester, Executive Director, Secondary Education

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval for the Leadership course as a College Preparatory Elective for high school students. This is a year-long A-G course, for students in grades 9-12. It will be offered to ASB Students at Advanced Learning Academy, Century, Godinez Fundamental, Middle College, Saddleback, Santa Ana, Segerstrom and Valley high schools.

**RATIONALE:**

Leadership has two goals. One, increase the positive school culture through academic and social event. Two, help students enrolled in the class become more effective leaders. This includes mastery of the following core leadership skills:

- Communication
- Planning/Organization/Forward Thinking
- Problem Solving
- Constructive Feedback/Evaluation
- Writing: critically, reflectively, persuasively
- Creativity
- Professionalism
- Confidence/Public Speaking
- Persistence
- Empathy

The most important benefit of this change is that it will enable students enrolled in this course to receive A-G elective credit, which is transferable to University of California and California State University.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Course Description: Leadership is a project based course aimed at increasing students' leadership capabilities.</li> <li>• Through the planning and execution of numerous events for the school, students will discover how to best effect change in their communities.</li> <li>• Students will learn extensively about the nature of leadership and its different styles.</li> <li>• Additionally, students write frequently-- critically, reflectively, persuasively -- and speak about the real world issues that arise from the planning of events.</li> <li>• For ASB Students at Advanced Learning Academy, Century, Godinez Fundamental, Middle College, Saddleback, Santa Ana, Segerstrom and Valley high schools.</li> </ul>

LCAP Goal 1.1: “Provide equitable access to rigorous, standards-based instructional programs that includes, but is not limited to, high quality instruction, instructional materials, academic support and technology-based resources.”

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Approve the Leadership course for high school students.

AJ:EW:mo

# Leadership Course Outline

**Course Title:** Leadership

**Length of Course:** Full Year (Two Semesters)

**Subject Area:** SAUSD: College Preparatory Elective, UC/CSU: “G” Elective

**Grades:** 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>

**Prerequisites:** Students must complete an application for admission into the Leadership class along with two teacher recommendations.

## Course Overview

Leadership is a project based course aimed at increasing students’ leadership capabilities. Through the planning and execution of numerous events for the school, students will discover how to best effect change in their communities. Students will learn extensively about the nature of leadership and its different styles. Additionally, students write frequently-- critically, reflectively, persuasively -- and speak about the real world issues that arise from the planning of events.

Students must complete an application for admission into the Leadership class along with two teacher recommendations.

Leadership has two goals. One, increase the positive school culture through academic and social event. Two, help students enrolled in the class become more effective leaders. This includes mastery of the following core leadership skills:

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- Problem Solving
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- Writing: critically, reflectively, persuasively
- Creativity
- Professionalism
- Confidence/Public Speaking
- Persistence
- Empathy

## Course Outline

### **Unit 1: Leadership**

Students will define leadership and create goals for themselves for the year. Students will examine different leadership styles and case studies. Students will evaluate the strengths and weaknesses of different leadership styles and real world leaders and present these differences to the leadership class.

This unit is an introduction to the topic of leadership. To achieve this goal, students will look at numerous real world leadership case studies and they will evaluate the issues within the situation, as well as evaluate how the person handled the situation. Students will have group and class discussions about these case studies and will reflect frequently about how they would handle the situation.

### **Unit 2 Planning:**

Students will plan different school events. The focus of this unit will be on planning, forward thinking, and organization. Students will work to delegate tasks appropriately, as well as anticipate potential problems in the future. Students will learn how to plan for the myriad aspects of an event and how to organize all the details of an event in a timely fashion.

This unit focuses on the process of effectively planning an event. To achieve this goal, students will create planning documents for many events, as well as evaluate planning documents of their peers. Students will have discussions as a class and in small groups about the best way to plan and how to anticipate issues in the future. Students will visualize their planning in different ways from posters to PowerPoints to lists to find what works best for them.

Students will write a detailed planning document for an event they are organizing. This document will have many sections needed for the successful planning of an event: budget, materials, promotion, etc. This assessment relates to the goals of the class because it will help students plan the many details associated with an event and to plan ahead to deal with potential issues that arise.

### **Unit 3 Communication/Public Speaking:**

Students will learn the skills to public speaking: projection, articulation, eye contact, body language, and confidence.

Students will need to make weekly presentations for an event they are planning. These presentations will focus on updates to the planning of events and issues students are having in the process. This assessment relates to the goals of the class because it focuses on improving communication skills and public speaking skills.

### **Unit 4 Feedback:**

Students will learn how to give constructive feedback. Students will also learn how to evaluate ideas for their strengths and weaknesses.

Feedback: Students will need to evaluate and give feedback to other presentations on a weekly basis. This assessment relates to the goals of the class because it focuses on verbal communication skills as well as the ability to evaluate issues and give constructive feedback.

### **Unit 5 Writing:**

Students will learn how to write in three important ways: critically, reflectively, and persuasively. Students will learn the difference between each style of writing and when to appropriately use each. Students will learn about organization, clarity, and the use of evidence when writing in any style.



Students will need to write for an event they are planning and present it to their fellow classmates. This persuasive writing will focus on a detailed reflection on the process of organizing the event, a critical analysis of the success of the event, and a persuasive section arguing whether the event should be done again. This assessment relates to the goals of the class because it focuses on clear writing in multiple styles of writing.

### **Unit 6 Creativity/Problem Solving:**

Students will learn about creativity. Students will learn about effective brainstorming.

Students will engage in a community-based project where they identify a problem they want to fix, organize a way to fix it, and then go about executing that solution. This assessment relates to the goals of the class because it connects the learning in class to the real world. Students will need to think creatively to find solutions to real problems and then plan their solution.

### **Unit 7 Reflection:**

Students will learn about effective reflection and self-assessment. Students will think critically about their progress in class and the events throughout the course.

Students will write a reflection essay where they think about the strengths and weaknesses of the work in the class. They will also evaluate the events throughout the year. This assessment relates to the goals of the class because it focuses on clear writing using evidence.

### **Materials**

#### **Textbook:**

Title: The Student Leadership Guide  
Author: Brendon Burchard  
Publisher: Morgan James Publishing  
Edition: 4<sup>th</sup>/2008

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Link Crew Course for High School Students

**ITEM:** Consent

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Edward Winchester, Executive Director, Secondary Education

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval for the Link Crew course as a College Preparatory Elective for high school students. This is a year-long A-G course, for students in grades 9-12. . It will be offered at Valley and Saddleback high schools.

**RATIONALE:**

Link Crew Leadership is a two-semester course that combines high-level critical thinking, writing, and analytical skills with mentorship and entrepreneurial project experiences and implementation. Students will participate in research and evaluation, project planning and execution, as well as leadership and critical thinking-based activities in order to further develop these key skills in tandem with mentorship and counseling of fellow students. Students will learn vital theoretical lessons in the areas of interpersonal communications, diversity and inclusion, marketing, advertising, and pedagogy. Findings from these experiences will lead students to become empathic and responsible citizens who can apply their knowledge to larger-scale future projects as their ages, resources, and scopes increase. Students will be taught best practices in business development involving budgeting, marketing, target audience research, reporting, and pitching ideas for their leadership projects. Subsequently, students will implement these concepts as they craft and execute their events, projects, and presentations. This class will require students to synthesize information obtained in core classes as well as work both individually and collaboratively.

The most important benefit of this change is that it will enable students enrolled in this course to receive A-G elective credit, which is transferable to University of California and California State University

LCAP Goal 1.1: “Provide equitable access to rigorous, standards-based instructional programs that includes, but is not limited to, high quality instruction, instructional materials, academic support and technology-based resources.”

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Course Description: Students will learn vital theoretical lessons in the areas of interpersonal communications, diversity and inclusion, marketing, advertising, and pedagogy.</li> <li>• Findings from these experiences will lead students to become empathic and responsible citizens who can apply their knowledge to larger-scale future projects as their ages, resources, and scopes increase.</li> </ul>

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Approve the Link Crew course for high school students.

AJ:EW:mo

# Link Crew Course Outline

**Course Title:** Link Crew

**Length of Course:** Full Year (Two Semesters)

**Subject Area:** SAUSD:College Preparatory Elective, UC/CSU: “G” Elective

**Grades:** 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>

**Prerequisites:** none

## Course Overview

Link Crew Leadership is a two-semester course that combines high-level critical thinking, writing, and analytical skills with mentorship and entrepreneurial project experiences and implementation. Students will participate in research and evaluation, project planning and execution, as well as leadership and critical thinking-based activities in order to further develop these key skills in tandem with mentorship and counseling of fellow students. Students will learn vital theoretical lessons in the areas of interpersonal communications, diversity and inclusion, marketing, advertising, and pedagogy. Findings from these experiences will lead students to become empathic and responsible citizens who can apply their knowledge to larger-scale future projects as their ages, resources, and scopes increase. Students will be taught best practices in business development involving budgeting, marketing, target audience research, reporting, and pitching ideas for their leadership projects. Subsequently, students will implement these concepts as they craft and execute their events, projects, and presentations. This class will require students to synthesize information obtained in core classes as well as work both individually and collaboratively.

## Course Outline

### **Unit 1: Introduction to Interpersonal Communication - Communication Skills and Styles**

#### **Unit Summary:**

Through readings, discussions, guest speakers, and documentary viewings, students will gain the knowledge of the research and pedagogy surrounding interpersonal communication and communication styles. Students will apply this knowledge to their own relationships as they mentor fellow students. Through case studies as well as personal experience, they will identify areas of weakness and work to ameliorate those weaknesses using specific strategies. Special emphasis will be placed on cultivating empathy to enrich interpersonal communication. Close reading and analysis of the words apathy, empathy, and sympathy, along with accompanying readings about each, will underscore the paramount importance of empathic understanding in meaningful relationships. As mentors, students will be encouraged to embrace and internalize this perspective as they interact with their peers.

#### **Major Assignments:**

Students will engage in critical reading of selections of Deborah Tannen’s *That’s Not What I Meant*. Students will apply this knowledge to their mentorship and will write reflectively and analytically about specific conversations they have had with mentees.

Students will examine interpersonal communication and personality styles, such as understanding gender-based communication styles, learning the introvert-extrovert continuum and identify nonverbal

communication styles/cues. Students will reflect on their own communication style and will create goals for developing their own awareness of Interpersonal Communication.

Students will write academic précis and evidence-based essays on the aforementioned articles and studies that reflect both a deep understanding of the piece(s) concerned as well as how the concepts contained therein impact the student in his/her own personal relationships and mentorships. By the end of this unit, students will have produced three 3-5 page essays of this type based on these readings. Students will learn to synthesize outside scholarly research with their own personal experiences in order to be more informed and effective mentors and citizens.

**Formative Assessment:**

Students will be observed leading lessons in freshmen classrooms. Students will be assessed on the interactions they have with their select group of freshmen.

**Unit 2: Global Perspectives, Individual Truths: Curtailing Bias and Prejudice**

**Unit Summary:**

After students have explored the various ways to more effectively communicate with their peers on a more individually connective level (Unit 1), it is imperative that an awareness is gained as to how to expand this knowledge to better not just personal relationships, but also society. Through readings, discussions, guest speakers, and documentary viewings, students will gain an understanding of how to foster diversity and inclusion on our campus as well as in the world at large. Students will learn how identity contingencies operate on many levels in our society, including but not limited to social identities such as age, sexual orientation, race, gender, ethnicity, nationality, political alignment, and health status. Students will consider how this part of social reality impacts their own lives as well as the lives of others. Additionally, stereotype threat and intersubjectivity will be explored. Special attention will be paid to how stereotype threat plays a role in social problems, and how intergroup tensions are impacted by these concepts. Again, students will consider their own identity threats and what effect they have on their interpersonal and mentoring relationships.

**Major Assignments:**

Research a current event in which stereotype bias and identity contingencies figure prominently and present this event to the class using multimedia resources; facilitate an insightful class discussion of this event with an emphasis on how as leaders we should be cognizant of the issues presented in the case.

Synthesize information from Unit 1 and 2 in a 3-5 page expository paper demonstrating knowledge of how stereotype bias affects interpersonal communication.

Explore the work of Shane Koyczan (“To This Day”) as a springboard from which to craft their own creative personal multimedia testimony about stereotype bias and/or bullying with which they have dealt, with the option to present it to the class through collaborative exhibition.

**Formative Assessment:**

Students will complete articles of the week that deal with bias/prejudice. Students will be given different scenarios to act out, demonstrating their understanding of how to deal with bullying and prejudice.

## **Unit 3: Student Leadership**

### **Unit Summary:**

In this unit, essential concepts of leadership will be explored including leadership styles, personal development, and the difference between leadership and management. Students will learn and put into practice how to maximize team member strengths along with their own strengths when leading a team. Students will gain an appreciation of how and why honing one's leadership skills will assist in all future endeavors, be they social, intellectual, or vocational in nature. Also during this unit, students will use *The Heart of Leadership* to identify different leadership styles and will determine how best to approach collaboration when leading a team. Students will examine both positive and negative leadership qualities and evaluate how they would approach situations noted in the book. This information will influence how students interact with each other during their leadership project planning and implementation phases. This book will exemplify for students how to be both an effective leader and team member, which will then positively affect productivity and collaboration in their leadership projects.

### **Major Assignments:**

Identify a leader whom they respect and articulate how and why this person is an inspirational leader, then consider how they might emulate said leader both for the purposes of their mentoring relationships and as a campus leader.

Discuss areas for their own leadership growth and create an action plan with both short and long term goals for developing any skills needing enhancement.

Students will design, plan, and implement a leadership project. For example, students may choose to host an on-campus barbeque for their mentees (the freshman class, which is typically upwards of 600 students). Students would work together to raise funds, purchase proper supplies, and carry out the event. Or, students may choose to plan and implement a series of small-group tutoring sessions to help mentees with final exams, which would involve fundraising for the event and organizing the logistics pertaining to these sessions. As they decide upon and carry out their class project, students will work collaboratively and build their understanding of best practices related to event planning and leadership and communication styles. Once the project has been carried out, students will receive feedback from program participants and complete reflective and honest self-evaluations about their contribution to the project.

### **Formative Assessment:**

Students will again be assessed on interaction with their freshmen and their ability to lead lessons in the freshmen classrooms.

## **Unit 4: Essentials of 21st Century Marketing, Public Relations (PR), and Advertising**

### **Unit Summary:**

Students will learn how to identify a target audience, craft a marketing plan, and manage program facets individually and as a piece of an overall project/event. Students will learn that marketing has changed with the proliferation of the Internet. Now, content-based communication is no longer about appealing to the masses. Marketing, PR, and Advertising are no longer separate disciplines run with separate goals, strategies, and measurement criteria. The Internet has transformed the antiquated rules; the web-enabled

marketplace of ideas has resulted in a complete revolution in the way organizations connect with their audience/public.

During this unit, students will read excerpts from *Contagious: Why Things Catch On* in order to appreciate how ideas spread. By acknowledging the power of peer relationships on the spread of popular ideas/concepts, students will learn how to harness this power to make their planned events more successful. In addition, students will learn practical advice on how to effectively promote their events to their target audience(s).

**Major Assignments:**

Analyze case studies about companies that have effectively wielded marketing, advertising, and PR to their advantage in both the 20th and the 21st century, comparing and contrasting the methods used in both so that not only a historical appreciation but also a practical/modern appreciation of these tools is achieved.

Employ traditional forms of advertising as well as social networks in a responsible and effective manner to publicize events and projects they plan throughout the year; craft marketing materials that are creative and engaging in content.

Read and write critically about key elements of advertising and public relations, including social currency, triggers, emotion, audience, practical value, and creating meaningful narratives.

**Formative Assessment:**

Students will create advertisements to play on school based media as well as create fliers to promote Link Crew events and fundraisers.

**Unit 5: Business Planning: Budgeting and Fundraising**

**Unit Summary:**

Students will learn how to create a project budget, with special focus on budgeting in a non-profit organization. As well, students will recognize how to fundraise effectively through both goal-oriented money-driven means as well as through person-to-person connections. During this unit, students will read excerpts from *The Generosity Network* to explore innovative ways to raise money for non-profit organizations. By emphasizing the need to form authentic relationships and partnerships, rather than focusing on raising money for money's sake, this book speaks to one of the core values of Link Crew: you get back what you give. By nurturing meaningful relationships with students, families, and community members, we are far more likely to raise the funds we need to implement the projects/programs that will make a true difference in the lives of students on campus.

**Major Assignments:**

Create a budget as it pertains to hypothetical and real-world/project-based applications.

Offer multiple solutions on how to identify resources for budget line items that do not include actual money donations (in-kind donations and volunteer help).

Research and pitch new fundraising methods to implement for the benefit of class projects.

After implementing any fundraising venture, evaluate the effectiveness of the venture through writing and discussion.

**Formative Assessment:**

Students will plan Link Crew events by following a budget. Students will review different fundraisers in order to choose the one that expects to monetarily benefit the group the most.

**Unit 6: Cognition, Learning Styles, and Multiple Intelligences**

**Unit Summary:**

A mentor/mentee relationship is not unlike a teacher/student relationship. In that way then, it is valuable for Link Crew students to have in-depth knowledge of learning styles and how they affect world-views and interpersonal communication. Throughout the year on multiple occasions, students will have opportunities to teach both their classmates as well as their mentees. As such, knowing how to reach their audience on multiple levels to ensure accurate and exhaustive communication of their message(s) is paramount. Students' understanding the theory of multiple intelligences will be achieved through critical reading of, discussion upon, and writing about Howard Gardner's work. The eight different intelligences proposed by Gardner will be examined; this includes linguistic, logical-mathematical, spatial, bodily-kinesthetic, musical, interpersonal, intrapersonal, and naturalist intelligences.

**Major Assignments:**

Highlight the eight different intelligences as described by Gardner and identify with which of the eight they identify most strongly.

Through writing a 3-5 page formal expository reflection, demonstrate how this knowledge both explains their past success in school as well as informs their ability to learn more effectively in the future.

**Formative Assessment:**

Students will again be observed and assessed on their ability to deliver lessons to freshmen classes.

**Unit 7: Creative Pedagogy: Crafting Engaging and Fundamental Lessons**

**Unit Summary:**

Students will develop an understanding of how important it is to create meaningful learning experiences for students through hands-on opportunities that bring energy, excitement, and authenticity to the classroom. Learning in this way allows students to internalize and process information on a deeper level. Students will acknowledge how establishing a sense of community in a classroom, and thus a greater level of student comfort, contributes to greater student success. Emphasis will be placed on learning and using quick engagers and lengthier activities at the outset of larger thematic-based lessons; these kinesthetic activities will lead into deeper discussions on topics such as logic, leadership, inclusion, integrity, and strategizing.

**Major Assignments:**



Teach a lesson using the methods that connects to a larger leadership theme; students will work in pairs to craft this Leadership Lesson and will be evaluated on their ability to use engagers/activities as well as using the five questions to elicit and lead a meaningful discussion on their assigned theme.

Reflect, in writing a 3-5 page evidence-based analysis, on the lessons learned from this teaching experience and what steps should be taken to expand upon the skills learned from this activity.

**Formative Assessment:**

Students will participate in and lead several Link Crew activities. Students will lead study sessions for freshmen at the end of the first semester and second semester to prepare for finals. Students will also deliver lessons to freshmen classes.

**Course Materials**

**Textbooks:**

Title	Author	Publisher	Edition
The Student Leadership Challenge: Five Practices for Exemplary Leaders	James Kouzes and Barry Z. Posner	The Leadership Challenge/Wiley	2nd/2014
Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do	Claude M. Steele	W. W. Norton & Company	2011
Contagious: Why Things Catch On	Jonah Berger	Simon & Schuster	2013
The Generosity Network: New Transformational Tools for Successful Fund-Raising	Jennifer McCrae & Jeffrey C. Walker	Penguin Random House	2013
Frames of Mind: The Theory of Multiple Intelligences	Howard Gardner	Perseus Books	2011
Springboard: Quick Creative Activities to Launch Learning	Mary Beth Campbell, Carolyn Hill, and Micah Jacobson	Wood N Barnes Publishing	2009
The Heart of Leadership	Miller, Mark	Berret-Koehler Publishers	2013

**Other:**

Title: Link Crew Class Curriculum  
 Author: Boomerang Project  
 Course Material Type: Curriculum Binder  
 Date: 2007  
 Website: [www.boomerangproject.com](http://www.boomerangproject.com)

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Peer Leadership Course for High School Students

**ITEM:** Consent

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Edward Winchester, Executive Director, Secondary Education

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval for the Peer Leadership course as a College Preparatory Elective for high school students. This is a year-long A-G course, for students in grades 9-12. It will be offered at Century and Valley high schools.

**ITEM SUMMARY:**

- Course Description: Students learn and apply leadership, mentoring, and conflict resolution skills and apply those skills within their school and community.
- At Century and Valley high schools.

**RATIONALE:**

The Peer Leadership class is developed to heighten the self-esteem of the students, as well as strengthen the school community and socio-emotional wellbeing of all students at the school by training students in interpersonal skills so that they can support their peers through counseling and education. The course begins with a self-study to understand how our past circumstances have shaped what we value, realizing that everyone has unique as well as universally shared life experiences and that we all have different values. From this seed of empathy, the students grow to learn communication and conflict resolution skills. The students end the course by transferring these new skills to other students who they support through one-on one counseling, conflict mediation, and educational outreach.

LCAP Goal 1.1: “Provide equitable access to rigorous, standards-based instructional programs that includes, but is not limited to, high quality instruction, instructional materials, academic support and technology-based resources.”

The most important benefit of this change is that it will enable students enrolled in this course to receive A-G elective credit, which is transferable to University of California and California State University.

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Approve the Peer Leadership course for high school students.

AJ:EW:mo

# Peer Leadership Course Outline

**Course Title:** Peer Leadership

**Length of Course:** Full Year (Two Semesters)

**Subject Area:** SAUSD- College Preparatory Elective, UC/CSU- “G” Elective

**Grades:** 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>

**Prerequisites:** Students must complete an application for admission into the Peer Leadership class along with two teacher/counselor recommendations.

## Course Overview

The Peer Leadership class is developed to heighten the self-esteem of the students, as well as strengthen the school community and socio-emotional well-being of all students at the school by training students in interpersonal skills so that they can support their peers through counseling and education. The course begins with a self-study to understand how our past circumstances have shaped what we value, realizing that everyone has unique as well as universally shared life experiences and that we all have different values. From this seed of empathy, the students grow to learn communication and conflict resolution skills. The students end the course by transferring these new skills to other students who they support through one-on one counseling, conflict mediation, and educational outreach.

## Course Outline

### **1. Values and Judgments**

*What are values, judgments, and Frames of Reference?*

The course begins with a study of values, judgments, and frames of reference. Through readings that are meant to inspire reflection, students will discover how values are developed through investigation and analysis of social, cultural and familial influences, as well as individual inspirations and experiences. Through journal writing, they will reflect on the people, situations, memories, and influences in their past that have shaped who they are and how sociological influences shape individuals in society. They will analyze life experiences for what they can understand about themselves and others from these assessments. They will also uncover what is important to them now and how those values can affect their future. They will share their values publicly through creative expression.

### **2. Communication**

*Nonverbal, Open-ended questions, Paraphrasing, “I” messages, Confidentiality and Duty to Inform*

The next unit of study is formed around effective communication including nonverbals, open-ended questioning, paraphrasing, “I” messages, and confidentiality versus duty to inform. Students will learn how to communicate non-verbally. Students will be given examples and learn how to create their own open-ended questions to insure that when they support their peers they are guiding without giving advice. They will learn the fundamental essentials of communication and trust by developing the skills of active

listening, “I” messaging, and paraphrasing. Rules of Confidentiality versus Duties to Inform will be explicitly taught and practiced through research, instruction, and role play.

Assignment Example: Confidentiality is at the crux of this unit. Students will learn the necessity of both confidentiality and duty to inform within the Peers program through a whole class discussion on past experiences of confidentiality, secrets, and trust. After researching several laws that are related to the duty to inform (age of consent, etc.), students will present their findings through reciprocal teaching to the class.

### **3. Conflict**

*What is conflict? Different Types – Inter and Intra, Conflict Cycle, Conflict Mediation: Coming to Resolution*

Understanding conflict and how to resolve it comes next as we explore what conflict is, the different types of conflict, and conflict mediation and resolution. Students will discuss how conflict is a natural and in fact necessary part of life, and that conflict challenges us to grow. Students will be able to identify the different types of conflict and how they each call for a different style of conflict resolution. After being trained in the essentials of conflict resolution through interactive roleplay and instruction, they will act as mediators to help facilitate peaceful resolution between peers who have real-life differences. For example, after two students are suspended for fighting on campus, the peers will facilitate a formal contract and agreement between the parties involved.

### **4. Community Outreach**

*Getting the word out; Educational Outreach– One-on-One Interventions, Conflict Mediation, Awareness Campaigns, Campus Unity Seminars*

Students will end the course with community outreach. They will choose social issues that are important to our student body and “get the word out” through public outreach, one-on-one interventions, conflict meditations, awareness campaigns, and campus unity seminars. Students will discuss and choose from a broad range of social topics (i.e. bullying, gender and identity, interpersonal relationships, etc.) to educate younger peers through outreach. The students will learn how to facilitate as the leaders of a classroom so that they can broaden the scope of their message through public service announcements and class presentation. They will also organize a medium through which pertinent social issues on campus can be discussed.

## **Course Materials**

### **Textbook:**

Title: What Do You Stand For? For Teens: A Guide to Building Character  
Author: Lewis, B.  
Publisher: Free Spirit Publications: Minneapolis  
Edition: 2005

## Manuals:

Title: Effective strategies for providing quality youth mentoring in schools and communities: Generic mentoring program, policy, and procedure manual.

Author: Ballasy, L., Fullop, M., & Garringer, M.

Publisher: The Hamilton Fish Institute on School and Community Violence & The National Mentoring Center at Northwest Regional Educational Laboratory

Edition: 2007

Website: <http://educationnorthwest.org/sites/default/files/resources/policy.pdf>

Title: Making connections: building community and gender dialogue in secondary schools

Author: Beardall, N. G.

Publisher: Educators for Social Responsibility: Cambridge, MA

Edition: 2007

Title: Students resolving conflict: Peer mediation in schools

Author: Cohen, R.

Publisher: Good Year Books: Tucson, AZ

Edition: 2005

Title: Building effective peer mentoring programs in schools: An introductory guide

Author: Garringer, M. & MacRae, P.

Publisher: Mentoring Resource Center: Oakland, CA

Edition: 2008

Website: <http://educationnorthwest.org/sites/default/files/building-effective-peer-mentoring-programs-intro-guide.pdf>

Title: Peer resources: A youth to youth peer advocacy and restorative practices model for secondary school youth

Author: Roberts, H.

Publisher: Peer Resources Training and Consulting: San Francisco, CA

Edition: 2014

Title: Peer helping, peer education, peer counseling training of trainers.

Author: Sachnoff, I.

Publisher: Peer Resources Training and Consulting: San Francisco, CA

Edition: 2014

Title: Becoming an effective peer helper and conflict mediator (Revised/Expanded ed.)

Author: Tindall, J.

Publisher: Routledge

Edition: 2009

Title: Peer power, book two workbook applying peer helper skills (Revised/Expanded ed.)

Author: Tindall, J.

Publisher: Routledge

Edition: 2009

Title: Conflict resolution in the high school  
Author: Steinberg, E. & Chauncey, C.  
Publisher: Educators for Social Responsibility: USA.  
Edition: 1998

### **Scholarly Articles**

Title: The case for peers  
Journal: National Resilience Resource Center: Saint Paul, MN.  
Authors: Bernard, B.  
Volume/Issue/Date: 1990  
Website:  
[http://www.nationalresilienceresource.com/BB\\_The\\_Case\\_for\\_Peers\\_F\\_9\\_2012.pdf](http://www.nationalresilienceresource.com/BB_The_Case_for_Peers_F_9_2012.pdf)

Title: The evidence base for positive peer culture  
Journal: Reclaiming Children and Youth  
Authors: Laursen, E. K.  
Volume/Issue/Date: 19(2): 37- 42 (2010)  
Website: [www.reclaimingjournal.com](http://www.reclaimingjournal.com)

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Acceptance of Turnaround Arts: California Grant Funds by Sierra Preparatory Academy and Willard Intermediate Schools for 2017-18 School Year**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**PREPARED BY:**   **Daniel Allen, Ed.D., Executive Director, School Renewal**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board acceptance of the Turnaround Arts: California grant funds to Sierra Preparatory Academy and Willard intermediate schools for the 2017-18 school year. This three-year partnership began in 2016-17. Every year a new memorandum of understanding is to be approved as part of the grant agreement.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Grant acceptance amount: \$18,000 – Sierra Preparatory Academy Intermediate \$18,000 – Willard Intermediate</li> <li>• Three-year partnership which started in the 2016-17 school year.</li> </ul>



**RATIONALE:**

The program brings arts-based educational strategies to elementary and middle schools to narrow the opportunity gap, increase student engagement, and improve campus culture and climate. Support and resources provided by the Turnaround Arts: California include:

- Professional development for the entire teaching staff.
- Coaching for art and music teachers.
- A national conference.
- Strategic arts planning tools.
- Partnerships with community arts organizations and teaching artists.
- Supplemental art supplies and musical instruments.
- An arts event at the school.
- Participating in national high-profile activities.
- A Turnaround Artist: Californian promotional materials, website, and social media, as appropriate.

As a result of our partnership, 2016-17 saw dramatic increases in students from Sierra Preparatory and Willard participating in high-visibility artistic exhibitions and performances. These events included the Sierra Preparatory band performing at the Segerstrom Center for the Arts, a production of the Shrek Jr. musical at Willard, the production of Willard's Got Talent with a corresponding \$5,000 scholarship fundraising, higher participation rates in Artspiration (including a Sierra Preparatory student winning the intermediate student competition), and the inclusion of student ensembles at DTSA Artwalk and Almas Soñadoras events. 100% of students at both sites received 45 minutes of arts engagement on a weekly basis. Of important note, both Sierra Preparatory and Willard saw "significant decline" in reported suspension rates for the 2016-17 school year.



LCAP goal 2.3 “Increase resources to schools to support extracurricular programs for students, instructional materials, and other programs and supplies to enhance student outcomes.”

**FUNDING:**

Turnaround Arts: California Grant: \$18,000 - Sierra Preparatory Academy  
\$18,000 - Willard

**RECOMMENDATION:**

Approve the acceptance of the Turnaround Arts: California grant funds to Sierra Preparatory Academy and Willard intermediate schools for the 2017-18 school year.

AJ:DA:sz



# TURNAROUND ARTS

creating success in schools

A PROGRAM OF THE KENNEDY CENTER

August 4th, 2017

Dear Elisa Younger,

Congratulations on Sierra Preparatory Academy's continued involvement in the Turnaround Arts program! The John F. Kennedy Center for the Performing Arts, President's Committee on the Arts and the Humanities, and Turnaround Arts: California thank you for your contributions to our national network of districts, organizations, and schools working to utilize the arts as a core turnaround strategy.

The purpose of the following Memorandum of Agreement is to outline the roles and responsibilities of the national Turnaround Arts program, the local Turnaround Arts program, and your school and district for the coming school year. We ask that you review these responsibilities in depth with your staff and close partners to ensure all parties are familiar with the obligations and benefits of the program. Once you have fully reviewed this agreement, please sign and return it to us via email no later than **September 15th, 2017**.

If you have any questions, please contact me at [Barbara@turnaroundartsca.org](mailto:Barbara@turnaroundartsca.org) or 310-482-3133.

Thank you again for your commitment to the program and all that you have achieved thus far. We very much look forward to continue working with you in the years to come.

Warm Regards,

A handwritten signature in black ink that reads "BE Palley".

Barbara E. Palley  
Director of Program & Strategy  
Turnaround Arts: California

## **MEMORANDUM OF AGREEMENT**

**TO:** Elisa Younger , Sierra Preparatory Academy

**FROM:** Barbara Palley, Director of Program & Strategy, Turnaround Arts: California  
Malissa Feruzzi Shriver, Executive Director, Turnaround Arts: California

**RE:** Roles and Responsibilities for Turnaround Arts: California and Sierra Preparatory Academy

Turnaround Arts: California is a partner of Turnaround Arts: National, which is a program of the John F. Kennedy Center for the Performing Arts in partnership with the President's Committee on the Arts and the Humanities. The obligations of the program between each party begin on July 1, 2017, and end on June 30, 2018, with the expectation that this agreement will be revisited and re-signed at the end of each year for the first three years of program participation (2016-17 through 2018-19) so long as both parties agree at the conclusion of each term.

**Turnaround Arts: National will provide the following support and resources via Turnaround Arts: California throughout the term of the program.**

- Parameters for program practice in using the arts to aid school improvement, program requirements, best practices, and accountability reporting and expectations.
- Invitation to an annual national Summer Leadership Retreat for school teams to plan, receive training, and build a professional learning community among participants.
- Ongoing access to the Turnaround Arts implementation website, a platform for learning about best practices from across the national Turnaround Arts network.
- Opportunities for in-school professional development in arts integration for school staff during the school year.
- The opportunity to apply for matching funds to support implementation of a whole school arts-based strategy.
- Community engagement block funds, provided to the local program for the purpose of supporting community involvement in the school via the arts, which the local program will make available to the school at their own discretion according to guidelines provided by Turnaround Arts: National.
- Rights to musical productions each year.
- Affiliation with the John F. Kennedy Center for the Performing Arts and President's Committee on the Arts and the Humanities, managed by Turnaround Arts: California to include
  - Permission to use the Turnaround Arts brand as defined in the Turnaround Arts school handbook.
  - Press outreach and communications assistance, as requested.
- Support for and coordination of public arts events at the school with students, parents, the community, and assigned high-profile artist at least once during the program term.
- An annual school climate and culture survey provided by Turnaround Arts: National evaluators to track progress in student and school progress -- the results of which will be made available for analysis.

**Furthermore, Turnaround Arts: California will provide the following support and resources throughout the term of the program.**

- A designated Regional Coach Partner, Orange County Department of Education contracted by Turnaround Arts: California to provide the following:
  - Consistent direct support to the ALT and principal in developing and implementing your school's strategic arts plan
  - Priority consideration for Orange County Department of Education Arts professional development workshops and conferences including the Arts Advantage Program and ALLKIDS Project.
- Opportunity to apply for up to \$10,000 for a Turnaround Arts: California Community Engagement Grant to

enable partnerships with local community arts organizations who can assist in meeting priorities outlined in the school's strategic arts plan.

- Opportunity for school's entire ALT to participate in a regional ALT kick off training (Fall 2017) designed to foster leadership, collaboration, and exchange between ALT's across Turnaround Arts: California schools, and prepare ALT members for implementation of the Turnaround Arts program at their schools during the 2017-18 school year.
- Opportunities to exchange with and learn from other principals from Turnaround Arts: California schools via convenings led by Turnaround Arts: California Leadership Coach, as well as through one-on-one phone calls and school visits Leadership Coach.

**In return for these services, Sierra Preparatory Academy will adhere to the program requirements listed below throughout the term of the program.**

**1. Engage in a Comprehensive Strategic Approach**

- **Strategic Arts Plan:** Develop, utilize, and maintain a current strategic arts plan as a compliment to the school improvement plan. Allocate time, capacity, space, and funding to support implementation of this plan, including staff meeting time, shared planning time, and use of instructional coaches.
- **Arts Leadership Team:** Develop and maintain an arts leadership team, made up of grade-level classroom teacher representatives and arts specialists and led by an arts team leader to serve as point of contact, that meets at least monthly for two hours to work with the principal to establish systems that support Turnaround Arts implementation and communications for the whole school, ultimately supporting whole school change through the arts and following the strategic arts plan.
- **Arts Specialists:** Provide at least 1.0 FTE or as much FTE arts specialist employment as is required to ensure all students, without pull outs or restrictions, receive standards-based arts instruction for at least 45 minutes weekly taught by a certified arts teacher, and increase capacity for arts specialists each successive year by hiring additional arts specialists, teaching artists, or other experts with guidance from Turnaround Arts: California

**2. Participate and Contribute to the National Turnaround Arts Program Model:** Build and effectively employ the Turnaround Arts capacity-building approach to school improvement in the following ways.

- Make all necessary efforts to generate, collect and share school and student achievement, discipline and other data needed for Turnaround Arts researchers and public relations staff, including faculty and staff completion of an annual culture and climate survey and signing of parent release forms for appropriate use of student photographs, statements and artwork.
- Provide feedback and input as requested by Turnaround Arts: California and Turnaround Arts: National.
- Share evidence and documentation of progress and milestones with Turnaround Arts: California and Turnaround Arts: National to aid ongoing assessment of the program and coalition building.
- Adhere to all branding and other communications guidelines and restrictions, including cooperating with and obtaining approval from Turnaround Arts: California and Turnaround Arts: National on all press outreach and use of the Turnaround Arts trademark and logo

**3. Implement Across the Turnaround Arts Pillars.** Provide the following resources and prioritization required of the program.

- **Principal:** Actively participate in and attend regular meetings with local program staff as well as local principal cohort meetings as organized by Turnaround Arts: California, which include open dialogue about leadership style and growth.
- **Arts Specialists:** Provide minimum required arts specialist staff, as outlined above.

- **Classroom Teachers:** Consistently prioritize the development of the arts as a key instructional strategy in all classrooms by mobilizing professional development opportunities, faculty and staff meeting time, professional learning communities and in-class peer support for the entire faculty, and by investing in faculty and staff as experts and capable designers of instruction.
- **Teaching Artists:** Allocate time for artist residencies, including planning and debrief meetings to maximize their impact, and arrange for faculty and staff to observe and participate in teaching artist instruction.
- **Parents, Community Members, and School District Officials:** Foster and integrate the goals and support of the district and state into the implementation of Turnaround Arts work at the school, and facilitate shared ownership to support sustainability.
  - Collaborate with Turnaround Arts: California to communicate effectively with and involve district and state officials.
  - Actively involve the greater community in the implementation of Turnaround Arts at the school, including local universities, businesses, arts organizations, and neighborhood entities.
- **Comprehensive Strategic Approach:** Develop, utilize, and maintain a current strategic arts plan and Arts Leadership Team, as outlined above. Additionally, host school visits for a high-profile artist up to one day per year, Turnaround Arts: National staff at least one day per year, Turnaround Arts: California staff and Regional Coach Partner staff on a regular basis, and other VIPS, professional development providers and guests as requested by Turnaround Arts: National or Turnaround Arts: California. Visits are expected to be prepared, organized, and strategic in order to achieve the highest possible impact for the school community.
  - **Professional Development:** Commit substantial available discretionary funding towards development as a Turnaround Arts school, including support for professional development trainers as well as substitutes to release teachers for training, co-teaching, and other forms of peer support and planning. Attend the national Summer Leadership Retreat, pending available funding, with a school team that consists of the principal and two teacher leaders, with partial costs covered by Turnaround Arts: California.
- **School Environment:** Beautify the school and celebrate all students by featuring student creativity and expression via increased and impactful student art displays and performances.
  - Work to develop a positive and respectful school culture where all entities have voice, ownership, and opportunities for creative expression.

**4. Achieve Overall Progress in the Turnaround Arts Pillars:** Use the arts as a key method of school improvement, and develop capacity across the eight Turnaround Arts pillars

- Growth goals across the Turnaround Arts pillars will be set in accordance with the goals laid out in the school's strategic arts plan. Targeted pillars should improve from one stage to the next over the course of one year, in accordance with the Turnaround Arts pillars developmental rubric.
- Yearly growth will be determined by Turnaround Arts: California and Turnaround Arts: National. Turnaround Arts: California will oversee assessment using the Turnaround Arts pillars developmental rubric.

**5. Adhere to Additional Turnaround Arts: California Expectations, as follows:**

- Participate in two principal calls and one mid-year in-person principal convening
- FULL Arts Leadership Team attendance at Fall 2017 1-day regional cohort ALT kick off training
- Communicate regularly with Turnaround Arts: California staff and Regional Coach Partner regarding arts programming progress and/or challenges
- Partner with Turnaround Arts: California to raise the visibility of our partnership, and the strength of arts integrated schools, within your school district and community.

Turnaround Arts: California will monitor compliance with the above obligations and, as it deems necessary, initiate remediation procedures for noncompliance of the school. Remediation will support the school's re-entering compliance. The school's failure to reach compliance after reasonable support has been provided will result in termination of program participation. At the end of the program term, the school and Turnaround Arts: California will have the opportunity to enter an annual agreement for subsequent years.

x \_\_\_\_\_  
Signature of School Principal

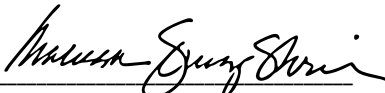
x \_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Printed Name of School Principal

\_\_\_\_\_  
Printed Name of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

x   
Signature of Turnaround Arts: California  
Executive Director

Malissa Feruzzi Shriver  
Printed Name of Turnaround Arts: California  
Executive Director

Date August 4<sup>th</sup>, 2017



# TURNAROUND ARTS

creating success in schools

A PROGRAM OF THE KENNEDY CENTER

August 4, 2017

Dear Amy Scruton,

Congratulations on Willard Intermediate School's continued involvement in the Turnaround Arts program! The John F. Kennedy Center for the Performing Arts, President's Committee on the Arts and the Humanities, and Turnaround Arts: California thank you for your contributions to our national network of districts, organizations, and schools working to utilize the arts as a core turnaround strategy.

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If you have any questions, please contact me at [Barbara@turnaroundartsca.org](mailto:Barbara@turnaroundartsca.org) or 310-482-3133.

Thank you again for your commitment to the program and all that you have achieved thus far. We very much look forward to continue working with you in the years to come.

Warm Regards,

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Barbara E. Palley  
Director of Program & Strategy  
Turnaround Arts: California

## **MEMORANDUM OF AGREEMENT**

**TO:** Amy Scruton , Willard Intermediate School

**FROM:** Barbara Palley, Director of Program & Strategy, Turnaround Arts: California  
Malissa Feruzzi Shriver, Executive Director, and Turnaround Arts: California

**RE:** Roles and Responsibilities for Turnaround Arts: California and Willard Intermediate School

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- Opportunities for in-school professional development in arts integration for school staff during the school year.
- The opportunity to apply for matching funds to support implementation of a whole school arts-based strategy.
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- Opportunity to apply for up to \$10,000 for a Turnaround Arts: California Community Engagement Grant to enable partnerships with local community arts organizations who can assist in meeting priorities outlined in



the school's strategic arts plan.

- Opportunity for school's entire ALT to participate in a regional ALT kick off training (Fall 2017) designed to foster leadership, collaboration, and exchange between ALT's across Turnaround Arts: California schools, and prepare ALT members for implementation of the Turnaround Arts program at their schools during the 2017-18 school year.
- Opportunities to exchange with and learn from other principals from Turnaround Arts: California schools via convenings led by Turnaround Arts: California Leadership Coach, as well as through one-on-one phone calls and school visits Leadership Coach.

**In return for these services, Willard Intermediate School will adhere to the program requirements listed below throughout the term of the program.**

**1. Engage in a Comprehensive Strategic Approach**

- **Strategic Arts Plan:** Develop, utilize, and maintain a current strategic arts plan as a compliment to the school improvement plan. Allocate time, capacity, space, and funding to support implementation of this plan, including staff meeting time, shared planning time, and use of instructional coaches.
- **Arts Leadership Team:** Develop and maintain an arts leadership team, made up of grade-level classroom teacher representatives and arts specialists and led by an arts team leader to serve as point of contact, that meets at least monthly for two hours to work with the principal to establish systems that support Turnaround Arts implementation and communications for the whole school, ultimately supporting whole school change through the arts and following the strategic arts plan.
- **Arts Specialists:** Provide at least 1.0 FTE or as much FTE arts specialist employment as is required to ensure all students, without pull outs or restrictions, receive standards-based arts instruction for at least 45 minutes weekly taught by a certified arts teacher, and increase capacity for arts specialists each successive year by hiring additional arts specialists, teaching artists, or other experts with guidance from Turnaround Arts: California

**2. Participate and Contribute to the National Turnaround Arts Program Model:** Build and effectively employ the Turnaround Arts capacity building approach to school improvement in the following ways.

- Make all necessary efforts to generate, collect and share school and student achievement, discipline and other data needed for Turnaround Arts researchers and public relations staff, including faculty and staff completion of an annual culture and climate survey and signing of parent release forms for appropriate use of student photographs, statements and artwork.
- Provide feedback and input as requested by Turnaround Arts: California and Turnaround Arts: National.
- Share evidence and documentation of progress and milestones with Turnaround Arts: California and Turnaround Arts: National to aid ongoing assessment of the program and coalition building.
- Adhere to all branding and other communications guidelines and restrictions, including cooperating with and obtaining approval from Turnaround Arts: California and Turnaround Arts: National on all press outreach and use of the Turnaround Arts trademark and logo

**3. Implement Across the Turnaround Arts Pillars.** Provide the following resources and prioritization required of the program.

- **Principal:** Actively participate in and attend regular meetings with local program staff as well as local principal cohort meetings as organized by Turnaround Arts: California, which include open dialogue about leadership style and growth.
- **Arts Specialists:** Provide minimum required arts specialist staff, as outlined above.
- **Classroom Teachers:** Consistently prioritize the development of the arts as a key instructional strategy in all classrooms by mobilizing professional development opportunities, faculty and staff meeting time, professional learning communities and in-class peer support for the entire faculty, and by investing in faculty and staff as experts and capable designers of instruction.
- **Teaching Artists:** Allocate time for artist residencies, including planning and debrief meetings to maximize their impact, and arrange for faculty and staff to observe and participate in teaching artist instruction.
- **Parents, Community Members, and School District Officials:** Foster and integrate the goals and support of the district and state into the implementation of Turnaround Arts work at the school, and facilitate shared ownership to support sustainability.
  - Collaborate with Turnaround Arts: California to communicate effectively with and involve district and state officials.
  - Actively involve the greater community in the implementation of Turnaround Arts at the school, including local universities, businesses, arts organizations, and neighborhood entities.
- **Comprehensive Strategic Approach:** Develop, utilize, and maintain a current strategic arts plan and Arts Leadership Team, as outlined above. Additionally, host school visits for a high-profile artist up to one day per year, Turnaround Arts: National staff at least one day per year, Turnaround Arts: California staff and Regional Coach Partner staff on a regular basis, and other VIPS, professional development providers and guests as requested by Turnaround Arts: National or Turnaround Arts: California. Visits are expected to be prepared, organized, and strategic in order to achieve the highest possible impact for the school community.
- **Professional Development:** Commit substantial available discretionary funding towards development as a Turnaround Arts school, including support for professional development trainers as well as substitutes to release teachers for training, co-teaching, and other forms of peer support and planning. Attend the national Summer Leadership Retreat, pending available funding, with a school team that consists of the principal and two teacher leaders, with partial costs covered by Turnaround Arts: California.
- **School Environment:** Beautify the school and celebrate all students by featuring student creativity and expression via increased and impactful student art displays and performances.
  - Work to develop a positive and respectful school culture where all entities have voice, ownership, and opportunities for creative expression.

**4. Achieve Overall Progress in the Turnaround Arts Pillars:** Use the arts as a key method of school improvement, and develop capacity across the eight Turnaround Arts pillars

- Growth goals across the Turnaround Arts pillars will be set in accordance with the goals laid out in the school's strategic arts plan. Targeted pillars should improve from one stage to the next over the course of one year, in accordance with the Turnaround Arts pillars developmental rubric.
- Yearly growth will be determined by Turnaround Arts: California and Turnaround Arts: National. Turnaround Arts: California will oversee assessment using the Turnaround Arts pillars developmental rubric.

**5. Adhere to Additional Turnaround Arts: California Expectations, as follows:**

- Participate in two principal calls and one mid-year in-person principal convening
- FULL Arts Leadership Team attendance at Fall 2017 1-day regional cohort ALT kick off training
- Communicate regularly with Turnaround Arts: California staff and Regional Coach Partner regarding arts programming progress and/or challenges
- Partner with Turnaround Arts: California to raise the visibility of our partnership, and the strength of arts integrated schools, within your school district and community.

Turnaround Arts: California will monitor compliance with the above obligations and, as it deems necessary, initiate remediation procedures for noncompliance of the school. Remediation will support the school's re-entering compliance. The school's failure to reach compliance after reasonable support has been provided will result in termination of program participation. At the end of the program term, the school and Turnaround Arts: California will have the opportunity to enter an annual agreement for subsequent years.

X \_\_\_\_\_  
Signature of School Principal

X \_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Printed Name of School Principal

\_\_\_\_\_  
Printed Name of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

X   
Signature of Turnaround Arts: California  
Executive Director

Malissa Feruzzi Shriver  
Printed Name of Turnaround Arts: California  
Executive Director

Date August 4<sup>th</sup>, 2017

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Ratification of Memorandum of Understanding with Los Angeles Education Partnership/Kaiser RISE Trauma Informed School Initiative for McFadden Intermediate and Chavez High Schools

**ITEM:** Consent

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Sonia Llamas, Ed.D., L.C.S.W., Director, School Climate

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the ratified memorandum of understanding (MOU) with the Los Angeles Educational Partnership/Kaiser RISE Trauma Informed School Initiative for Cesar Chavez High School and McFadden Intermediate School.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Kaiser Permanente and the LAEP pilot will provide ongoing professional development to two targeted school sites.</li> <li>• Sites: Chavez High School and McFadden Intermediate School.</li> </ul>

**RATIONALE:**

This MOU will allow for participation in a two-year pilot that will create trauma informed schools at Cesar Chavez High School and McFadden Intermediate School. Each school will receive a trainer/coach who will provide ongoing professional development and work with each school, two days per month, to offer technical assistance. Selected schools and District-level staff will also be trained to continue the training/coaching on trauma informed practices at their respective sites. In addition, trauma informed practices training will be provided via existing PBIS trainings to build internal capacity and exposure to trauma informed practices within our District.

**Goals:**

1. Improve knowledge and awareness of the effects of trauma and the benefits of a trauma-informed approach among school teachers and staff who will then demonstrate improved skills and competencies when interacting with students, as well as, other school staff.
2. Reduce levels of stress and improve support for school teachers and staff.
3. Increase connections to necessary social and emotional resources, such as mental and behavioral health services, within and outside of the school for school students, teachers, and staff.
4. Improve support for and behavior in students which will reduce the need for referrals, suspensions, and expulsions.
5. Schools enact specific policies and practices that support staff and students to be more trauma informed.

LCAP goal 3.4: “Support school and district operations to create welcoming and productive school environments for students.”

**FUNDING:**

School Site Discretionary Funds

**RECOMMENDATION:**

Approve the ratification of the memorandum of understanding with Los Angeles Educational Partnership/Kaiser RISE Trauma Informed School Initiative for Cesar Chavez High School and McFadden Intermediate School.

AJ:SL:sz



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## Trauma-Informed Schools Initiative Participation Agreement – District

Date: 7-1-2017

District Name: Santa Ana Unified School District

Address: 1629 S. Center, Santa Ana, Ca 92704

City: Santa Ana State: CA ZIP: 92704

Name of District Contact: Sonia Llamas, Ed.D., LCSW

sonia.llamas@sausd.us

Email: \_\_\_\_\_ Phone Number: (714) 864 7446

Participating in the Trauma-Informed Schools Initiative gives schools access to a variety of experts, resources and support to help achieve the Trauma-Informed Schools Initiative's goals. The Los Angeles Education Partnership staff is committed to facilitating your team's efforts to implement trauma informed policies and practices for two school years. The district listed above agrees to participate in the Trauma-Informed Schools Initiative Program and support the efforts of the Resilience Teams at the following school(s):

McFadden IS and Chavez Continuation

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The Los Angeles Education Partnership Trauma-Informed Schools Initiative agrees to:

- Provide support and technical assistance to schools and school districts to further their efforts to become trauma-informed
- Work with each school, including delivering quality professional development (PD), prior to the opening of school. Work collaboratively with each participating school to build an implementation strategy to become trauma-informed using the Trauma-Informed Schools Initiative curriculum
- Provide professional development prior to the start of the school year that will lay the foundation for the two-year project
- Provide a project coach who will do the following:
  - Work with each school for two days per month on site during the school year for two years. Site visits will include
    - Staff professional development based upon an agreed upon plan PD delivery,
    - Nurturing of the Resilience team and coaching of the team leaders on team building strategies, agenda building, meeting development, etc.
    - Coaching of up to 6 staff on individual implementation practices in classrooms or otherwise on campus, and meetings with the local school's Resilience Team and other stakeholders.
    - Train a trainer to continue instructional coaching on trauma-informed practices
  - On-going technical assistance via phone/skype/web ex.
  - Assist school(s) in completing evaluation activities such as assessments and surveys
- Facilitate a monthly web-based community of practice including all participating schools
- All surveys/evaluations must be preapproved through LAUSD Research Unit prior to dissemination and collection.

The school(s) listed above agree to participate in the Los Angeles Education Partnership Trauma-Informed Schools Initiative (see separate school participation agreement). Participating schools, agree to:

- Participate in the Trauma-Informed Schools Initiative for two school years
- Designate the school-level contact and project lead
- Communicate regularly with the assigned LAEP coach
- Devote PD time before the start of school each year and once a month during the coach's site visit
- Encourage and support the coaching of up to 6 teachers and staff to support the implementation of trauma-informed practices
- Create a Resilience Team (or align with an existing related leadership team) to drive the work, support implementation, provide sustainability and assist in coordinating evaluation activities
- Ensure this Resilience Team meets at least once per month, including once per month with the coach during site visits
- During the implementation of this project, review and align policies and practices to be trauma informed, as recommended by the Resilience Team

- Create a Resilience Team (or align with an existing related leadership team) to drive the work, support implementation, provide sustainability and assist in coordinating evaluation activities
- Ensure this Resilience Team meets at least once per month, including once per month with the coach during site visits
- During the implementation of this project, review and align policies and practices to be trauma informed, as recommended by the Resilience Team
- Help identify staff member(s) to be trained in order to build capacity to continue and sustain the work after the initial 2-years
- Fully participate in the evaluation that will involve school, teacher and student level assessments and surveys
- Engage with unions as active participants in the Resilience Team and champions of the initiative
- Share best practices and initiative learnings with District representatives
- Participate in monthly web-based community of practice sessions with other Trauma-Informed Schools Initiative members

As a district, we agree to:

- Support participating schools in their efforts to create trauma-informed environments for students and staff
- Designate a district contact for the Los Angeles Education Partnership Trauma-Informed Schools Initiative who will attend technical assistance sessions and serve as a primary district contact for the assigned coach
- Communicate with our assigned LAEP coach and stay informed about participating schools' progress
- Commit to aligning district policies with the goals, activities, policies and procedures developed at the school site
- Support the goals of the Los Angeles Education Partnership Trauma-Informed Schools Initiative
- Facilitate the approval of the evaluation process

District Name: Santa Ana Unified School District

District Contact Signature: 

Printed Name: Edmond T. Heatley, Ed.D.

Title: Deputy Superintendent, Administrative Services

LAEP: 

Ellen Pais

President & CEO



## **Appendix:**

### **Goals of the Trauma-Informed Schools Initiative:**

1. Improve knowledge and awareness of the effects of trauma and the benefits of a trauma-informed approach among school teachers and staff, who will then demonstrate improved skills and competencies when interacting with students, as well as other school staff.
2. Reduce levels of stress, and improve support for school teachers and staff.
3. Increase connections to necessary social and emotional resources such as mental and behavioral health services, within and outside of the school for school students, teachers and staff.
4. Improve support for and behavior in students, which will reduce the need for referrals, suspensions and expulsions.
5. Schools enact specific policies and practices that support staff and students to be more trauma informed

### **Glossary:**

**Resilience Team:** School site leadership team committed to leading the implementation of this initiative at the school site

**LAEP:** Los Angeles Education Partnership, primary partner responsible for implementing the initiative

**Evaluator:** University of Maryland Center for School Mental Health, responsible for evaluation of the initiative

**Trauma-informed School Environment:** Trauma-informed schools acknowledge the prevalence of traumatic occurrence in students' lives & create a flexible framework that provides universal supports, is sensitive to unique needs of students, & is mindful of avoiding re-traumatization. (Source: Wisconsin Department of Public Instruction)

**School Employee Wellness:** School employee wellness means support for the physical, emotional and professional wellbeing of all school employees, from teachers and administrators to food service and maintenance staff. Supporting the wellbeing of school employees will foster a culture of health among all staff in which healthy behaviors are supported and encouraged both at school and at home (Source: Kaiser Thriving Schools Website)



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## Trauma-Informed Schools Initiative Participation Agreement – District Addendum

Date: August 4, 2017

District Name: Santa Ana Unified School District

Address:

Purchasing Department  
1601 E. Chestnut Avenue  
Santa Ana, CA 92701

Name of District Contact: Ruth Zintzun

Email: Ruth.Zintzun@sausd.us Phone Number: (\_\_\_\_)

The Parties, Santa Ana Unified School District (District) and Los Angeles Education Partnership (LAEP) entered into a Participation Agreement on 5/30, 2017, (PARTICIPATION AGREEMENT) as part of the Los Angeles Education Partnership/Kaiser Permanente Trauma-Informed Schools Initiative. SAUSD and LAEP, hereby amend their Participation Agreement to include the following additional terms and conditions.

***.Hold Harmless:*** LAEP agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the LAEP or any person, firm or corporation employed by the LAEP, either directly or by independent contract, upon or in connection with the services called for in the PARTICIPATION AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the LAEP, or any person, firm or corporation employed by the LAEP, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this PARTICIPATION AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this PARTICIPATION AGREEMENT.

**Insurance:** Pursuant to Section 10, LAEP agrees to carry a comprehensive general and automobile liability insurance with limits of ONE MILLION Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect LAEP and DISTRICT against liability or claims of liability which may arise out of this PARTICIPATION AGREEMENT. LAEP shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. LAEP agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

  
\_\_\_\_\_  
SAUSD

Name: Edmond Heatley

  
\_\_\_\_\_  
LAEP

Name: Ellen Pais

8/4/17  
\_\_\_\_\_  
DATE

Title: AS Deputy Superintendent,  
Administrative Services

8/4/17  
\_\_\_\_\_  
DATE

Title: President & CEO



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/3/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc. LIC # 0726293 505 N Brand Blvd, Suite 600 Glendale CA 91203	<b>CONTACT NAME:</b> Ellen Karapetyan <b>PHONE (A/C, No, Ext):</b> 818-539-8607 <b>FAX (A/C, No):</b> 818-539-8707 <b>E-MAIL ADDRESS:</b> Ellen_Karapetyan@ajg.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B : State Compensation Insurance Fund of CA</td> <td>35076</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Indemnity Insurance Company	18058	INSURER B : State Compensation Insurance Fund of CA	35076	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER E :														
INSURER F :														
<b>INSURED</b> Los Angeles Education Partnership 202 W. 1st Street, Suite 6-0410 Los Angeles, CA 90012														

**COVERAGES**      **CERTIFICATE NUMBER:** 1628880895      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		PHPK1652782	7/1/2017	7/1/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Sexual Abuse \$1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		PHPK1652782	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB583626	7/1/2017	7/1/2018	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	9105783-2017	7/1/2017	7/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$1,000,000 E L DISEASE - EA EMPLOYEE \$1,000,000 E L DISEASE - POLICY LIMIT \$1,000,000
A	Crime professional Liability			PHPK1652782 PHPK1652782	7/1/2017 7/1/2017	7/1/2018 7/1/2018	Employee Theft \$100,000 Each Claim \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Santa Ana Unified School District and its governing board, officers, agents and employees are named additional insured under General/Automobile Liability with respect to the operations of the named insured. Workers Compensation coverage excluded, evidence only.

## CERTIFICATE HOLDER      CANCELLATION

Santa Ana Unified School District  
Attn: Ruth Zintzun  
Purchasing Manager  
Purchasing Department  
1601 E. Chestnut Avenue  
Santa Ana, CA 92701

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*Melissa C...*



**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Agreement with Agile Mind for 2017-18 School Year

**ITEM:** Consent

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Edward Winchester, Executive Director, Secondary Education

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with Agile Mind on behalf of various schools for the 2017-18 school year. The Agile Mind algebra 1 intervention program will be used at Valley High School this year and the Academic Youth Development program will be used at Villa Fundamental Intermediate School. Three teachers will be using the program and approximately 100 students who struggle with math will be supported by this program.

**ITEM SUMMARY:**

- Agreement Starts: August 24, 2017
- Agreement Ends: June 30, 2018
- Agile Mind will provide training to staff to learn best practices to help improve student learning.
- Services will be provided to approximately 100 students.
- At Villa Fundamental Intermediate School and Valley High School.

**RATIONALE:**

Since 2014, Agile Mind has provided high-quality assessments with next-generation item types designed for interaction, engagement, and appropriate challenge with technology enhanced math assessment items. Agile Mind will provide training for staff to learn best practices and connect with other like-minded professionals implementing Agile Mind to help improve student learning.

LCAP Goal 2.1: Ensure access to the core instructional program by providing highly qualified teachers at each site and ongoing professional development for all staff to ensure full implementation of the new CA State Standards and assessments.

**FUNDING:**

Bechtel Grant Funds: \$32,595

**RECOMMENDATION:**

Approve the agreement with Agile Mind for the 2017-18 school year.

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRICT,” and (**Agile Mind, 1705 W. Northwest Hwy, Suite 160, Grapevine, TX 76051**) hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services to be provided by CONTRACTOR:** Agile Mind will provide training to staff to learn best practices and connect with other like-minded professionals implementing Agile Mind to help improve student learning. The Agile Mind will provide services at Villa Fundamental Intermediate school and Valley High school.

**Services shall be provided by (Name of specific individual, if required).**

2. **Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **8/24/2017** and will diligently perform as required and complete performance by **6/30/2018**.

3. **Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Fifty-Three Thousand Five Hundred Fifty Dollars (\$32,595). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:



4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A.

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: N/A.

CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Invoices:** CONTRACTOR will submit monthly invoices to the DISTRICT within 30 days of the services being rendered. The DISTRICT will only reimburse CONTRACTOR for approved services as outlined in section 1, *Services to be provided by CONTRACTOR* at the cost outlined in section 3, *Compensation*.

8. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in



whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

9. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Conflict of Interest:** CONTRACTOR represents and warrants the following:

(a) **No Current or Prior Conflict of Interest.** That CONTRACTOR has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this AGREEMENT.

(b) **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this AGREEMENT, CONTRACTOR shall immediately inform the DISTRICT in writing of such conflict.

(c) **Termination for Material Conflict.** If, in the reasonable judgment of the DISTRICT, such conflict poses a material conflict to and with the performance of CONTRACTOR's obligations under this AGREEMENT, then the DISTRICT may terminate the AGREEMENT immediately upon written notice to CONTRACTOR; such termination of the AGREEMENT shall be effective upon the receipt of such notice by CONTRACTOR.

11. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

12. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.
- (b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect,

default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

13. **Insurance:** Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONTRACTOR agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than **TEN (10)** days from execution of this AGREEMENT by the DISTRICT and CONTRACTOR, CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

14. **Assignment:** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

15. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable



to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

16. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

17. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

18. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

19. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

20. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

21. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party

may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

**Santa Ana Unified School District**  
**1601 E. Chestnut Ave**  
**Santa Ana, CA 92701**

CONTRACTOR:

**Agile Mind**  
**1705 W. Northwest Hwy, Suite 160**  
**Grapevine, TX 76051**

22. Severability: If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

23. Attorney Fees/Costs: Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

24. Governing Law: The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

25. Exhibits: This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

THIS AGREEMENT IS ENTERED INTO THIS 24<sup>TH</sup> DAY OF AUGUST, 2017.

DISTRICT:

CONTRACTOR:

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Edmond T. Heatley, Ed.D

GREGG MCFARLAND

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Deputy Superintendent, Administrative  
Services

8/11/2017

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

8/23/2017

\_\_\_\_\_  
Board Approval Date

\* Risk Manager will review all insurance requirements for the District.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Agreement with Elite Educational Institute for 2017-18 School Year**

**ITEM:**                   **Consent**

**SUBMITTED BY:** **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**PREPARED BY:** **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with Elite Educational Institute on behalf of Segerstrom High School for the 2017-18 school year. This agreement will provide preparation for the American College Test (ACT).

**ITEM SUMMARY:**

- Starts: August 26-June 30, 2018
- Total Cost: \$60,000
- Preparing 575-600 students for ACT testing preparation.
- Also offered in the Fall and Spring
- For: All Segerstrom High School junior and senior students.

**RATIONALE:**

This agreement with Elite Educational Institute and Segerstrom High School will provide a series of rigorous courses that covers English, math, reading, science, and writing and teach specific test-taking strategies unique to the ACT.

ACT prep programs are designed to give students exceptional focus, excellent time-management skills, and a familiarity with the exam’s structure to really master it.

Elite Education Institute will provide:

- 60 hours of ACT prep courses
- ACT teachers who are highly qualified
- Attendance data
- Assist students in signing up for the October ACT

Elite Educational Institute’s agreement with Segerstrom High School will help to increase student ACT test scores and assist students to have better access to colleges and universities.

LCAP goal 2.11: “Establish partnerships that ensure student success including, but not limited to, creating a Program Development Office (grant writer), partnering with non-profit organizations to provide internet access at low cost to families and internet-enabled devices for student check-out.”

**FUNDING:**

Site Title I Funds: \$60,000

**RECOMMENDATION:**

Approve the agreement with Elite Educational Institute for the 2017-18 school year.

AJ:sz



## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRICT,” and (**Elite Educational Institute, 5701 E Santa Ana Canyon Road, Suite T, Anaheim, CA 92807**) hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services to be provided by CONTRACTOR:**

- ACT preparation course for sophomores and juniors to increase the number of college readiness students who meet or exceeds state average ACT score.
- Two tracks, weekend and weekday, each programs will be 5-weeks long, which will prepare students for ACT. Four lessons and one practice test will be introduced during this program.
- 575-600 Students (30-40 per class)

Elite Responsibilities:

- Provide ACT teachers who are highly qualified
- Provide different Elite ACT lesson materials from the spring program
- Provide attendance data to school
- Communicate ongoing progress with school personnel

School Responsibilities:

- Provide classroom and facility needs of the ACT program

- Provide technology assistance for ACT instructors if needed
- Provide an ACT practice test (fee copies from ACT.org)
- Assist students in signing up for the October ACT
- Handle financial responsibilities

School administration reserves the right to request for a new instructor as situations arise (personality, ethics, unprofessional conduct, etc.)

**Services shall be provided by (Name of specific individual, if required).**

2. **Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **8/26/2017** and will diligently perform as required and complete performance by **6/30/2017**.

3. **Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Sixty Thousand Dollars (\$60,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

---

4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A.

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions,

including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: ACT practice test (free copies from ACT.org). CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Invoices:** CONTRACTOR will submit monthly invoices to the DISTRICT within 30 days of the services being rendered. The DISTRICT will only reimburse CONTRACTOR for approved services as outlined in section 1, ***Services to be provided by CONTRACTOR*** at the cost outlined in section 3, ***Compensation***.

8. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

9. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Conflict of Interest:** CONTRACTOR represents and warrants the following:

(a) **No Current or Prior Conflict of Interest.** That CONTRACTOR has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this AGREEMENT.

(b) **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this AGREEMENT, CONTRACTOR shall immediately inform the DISTRICT in writing of such conflict.

(c) **Termination for Material Conflict.** If, in the reasonable judgment of the DISTRICT, such conflict poses a material conflict to and with the performance of CONTRACTOR's obligations under this AGREEMENT, then the DISTRICT may terminate the AGREEMENT immediately upon written notice to CONTRACTOR; such termination of the AGREEMENT shall be effective upon the receipt of such notice by CONTRACTOR.

11. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the

CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

12. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

13. **Insurance:** Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)**

per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

14. **Assignment:** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

15. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

16. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

17. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

18. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

19. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

20. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

21. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

**DISTRICT:**

**Santa Ana Unified School District  
1601 E. Chestnut Ave  
Santa Ana, CA 92701**

**CONTRACTOR:**

**Elite Educational Institute  
5701 E Santa Ana Canyon Road, Suite T  
Anaheim, CA 92807**

22. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

23. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

24. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

25. **Exhibits:** This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

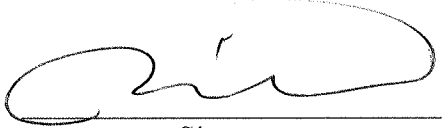
THIS AGREEMENT IS ENTERED INTO THIS 24<sup>TH</sup> DAY OF AUGUST, 2017.

DISTRICT:

CONTRACTOR:

By:

By:



\_\_\_\_\_

\_\_\_\_\_

Signature

Signature

Edmond T. Heatley, Ed.D

David Han

\_\_\_\_\_

\_\_\_\_\_

Printed Name

Printed Name

Deputy Superintendent, Administrative  
Services

Director

\_\_\_\_\_

\_\_\_\_\_

Title

Title

8/23/2017

20-2550827

\_\_\_\_\_

\_\_\_\_\_

Board Approval Date

Social Security or Taxpayer Identification

\* Risk Manager will review all insurance requirements for the District.



**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Agreement with FEV Tutor for 2017-18 School Year

**ITEM:** Consent

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Jennifer Cisneros, Director, Extended Learning Programs

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval to renew the agreement with FEV Tutor for the 2017-18 school year.

FEV Tutor has partnered with SAUSD for two (2) years to implement 1 on 1 online tutoring in nine (9) Engage 360 intermediate sites (Carr, Lathrop, MacArthur, McFadden, Mendez, Sierra, Spurgeon, Villa, and Willard) and Advanced Learning Academy. FEV Tutor offers a unique model of analyzing the districts internal assessment data, NWEA MAP, to both inform personalized and targeted tutoring plans for SAUSD students and to analyze the impact and efficacy of tutoring at the end of the program.

School Administrators collaborate with FEV Tutor and Engage 360 to identify students who will participated in scheduled, weekly tutoring. All Engage 360 students have access to on demand tutoring services, as needed. In 2016-17, of the 1,338 intermediate Engage 360 students who had access to FEV tutoring, 1,039 students participated in either on demand or scheduled tutoring. FEV Tutor provides weekly reports on student usage and progress, to school administrators, district administrators, and program staff.

FEV provides professional development to district staff and students on how to be successful with accessing and implementing the online tutoring.

**RATIONALE:**

FEV Tutor will continue to work in collaboration with the District staff to develop a customized live 1 to 1 personalized tutoring program, utilizing 5,450 hours of scheduled and on-demand tutoring, at nine (9) Engage 360 intermediate schools and Advanced Learning Academy, and expanded services into three (3) K-8 schools. Tutoring will be connected to students’ core classroom environment and will blend core curriculum, classroom support resources, teacher feedback, and more to meet students’ personalized learning and academic needs.

**ITEM SUMMARY:**

- Agreement Starts: August 24, 2017
- Agreement Ends: June 30, 2018
- Agreement will continue to provide services at nine (9) Engage 360 intermediate schools and Advanced Learning Academy, and expand services into three (3) K-8 schools.
- 5,450 hours of support.

The NWEA MAP data analysis results for 2016-17, demonstrate that on average from Fall to Spring FEV Tutor participants achieved 98% of their growth goals in Math (7.10 out of 7.25 RIT growth points achieved) and 102% of their growth goals in Reading (7.45 out of 7.31). Additionally, a 'sweet spot' was detected for tutoring for students who attended 20 – 30 online tutoring sessions over the course of the year demonstrating an average of +12 RIT point growth in Reading and +8 RIT point growth in Math from Fall to Spring.

At the end of every tutoring session, students completed a feedback form and rated their tutors. The students rated their tutors an average of 4.62 out of 5 and provided qualitative feedback on their tutoring experience.

In Year 3 of partnership with FEV Tutor we will continue to be more strategic and targeted in providing NWEA MAP data-driven tutoring services and plans to engage and drive achievement with Engage 360 students at all Intermediate School Sites, Advanced Learning Academy (Engage360 Program) and K-8 schools, and continue with a similar Impact Data-Analysis in collaboration with SAUSD's Data, Research and Assessment Department

LCAP Goal 1.10: Support extended learning opportunities for low-income pupils by providing early childhood education, before and after school programs, tutoring, academic summer school programs, and transportation services.

LCAP Goal 2.3: Increase resources to schools to support extracurricular programs for students, instructional materials and other programs and supplies to enhance student outcomes.

#### **FUNDING:**

Bechtel Grant Funds: \$109,000

#### **RECOMMENDATION:**

Approve the agreement with FEV Tutor for the 2017-18 school year.

AJ:JC:mo

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRICT,” and (**FEV Tutor, 500 W Cummings Park, Suite 2700, Woburn, MA 01801**) hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services to be provided by CONTRACTOR:** FEV tutor will work in collaboration with the District staff to develop a customized live 1-to-1 virtual tutoring program that is personalized for a variety of student cohorts/demographics at the after school program at seven intermediate schools and at the Advanced Learning Academy. Tutoring will be connected to students’ core classroom environment and will blend core curriculum, classroom support resources, teacher feedback, and more to meet students’ personalized learning and academic needs.

**Services shall be provided by (Name of specific individual, if required).**

2. **Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **8/24/2017** and will diligently perform as required and complete performance by **6/30/2018**.

3. **Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed One Hundred Nine Thousand Dollars (\$109,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

---

4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A.

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: N/A.

CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Invoices:** CONTRACTOR will submit monthly invoices to the DISTRICT within 30 days of the services being rendered. The DISTRICT will only reimburse CONTRACTOR for approved services as outlined in section 1, ***Services to be provided by CONTRACTOR*** at the cost outlined in section 3, ***Compensation***.

8. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with

this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

9. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Conflict of Interest:** CONTRACTOR represents and warrants the following:

(a) **No Current or Prior Conflict of Interest.** That CONTRACTOR has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this AGREEMENT.

(b) **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this AGREEMENT, CONTRACTOR shall immediately inform the DISTRICT in writing of such conflict.

(c) **Termination for Material Conflict.** If, in the reasonable judgment of the DISTRICT, such conflict poses a material conflict to and with the performance of CONTRACTOR's obligations under this AGREEMENT, then the DISTRICT may terminate the AGREEMENT immediately upon written notice to CONTRACTOR; such termination of the AGREEMENT shall be effective upon the receipt of such notice by CONTRACTOR.

11. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

12. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.
- (b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect,

default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

13. **Insurance**: Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONTRACTOR agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than **TEN (10)** days from execution of this AGREEMENT by the DISTRICT and CONTRACTOR, CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

14. **Assignment**: The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

15. **Compliance With Applicable Laws**: The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable

to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

16. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

17. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

18. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

19. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

20. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

21. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party



may be changed by written notice given in accordance with the notice provisions of this section.  
At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

**Santa Ana Unified School District**  
**1601 E. Chestnut Ave**  
**Santa Ana, CA 92701**

CONTRACTOR:

**FEV Tutor**  
**500 W Cummings Park, Suite 2700**  
**Woburn, MA 01801**

22. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

23. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

24. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

25. **Exhibits:** This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

a. FEV Tutor Proposal

THIS AGREEMENT IS ENTERED INTO THIS 24<sup>TH</sup> DAY OF AUGUST, 2017.

DISTRICT:

CONTRACTOR: Focus Care Inc. dba FEV Tutor Inc

By:

\_\_\_\_\_

Signature

Edmond T. Heatley, Ed.D

Printed Name

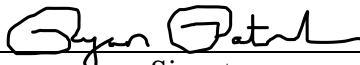
Deputy Superintendent, Administrative  
Services

Title

8/23/2017

Board Approval Date

By:

 \_\_\_\_\_

Signature

Ryan Patenaude

Printed Name

Sr. Vice President

Title

Social Security or Taxpayer Identification

\* Risk Manager should review all insurance requirements for the District.

\* Criminal Record Check (Fingerprint), may be applicable.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Agreement with Kid Healthy/OneOC for Padres en Acción Program for 2017-18 School Year

**ITEM:** Consent

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with Kid Healthy/OneOC for the Padres en Acción Program on behalf of various elementary schools for the 2017-18 school year.

**ITEM SUMMARY:**

- Agreement Starts: August 24, 2017
- Agreement Ends: June 30, 2018
- Padres en Acción Program will provide parent trainings at 16 elementary schools.
- Services will be provided to approximately 18,000 students.

**RATIONALE:**

Padres en Acción Program seeks to address health, wellness, and nutrition by engaging children and families through programs that measurably improve nutrition and fitness levels. Padres en Acción Program will provide six two-hour parent education classes, structured recess supervision, volunteer training with training manuals, playground equipment, and workshops for students and parents. Last school year, Kid Healthy/OneOC provided services to approximately 9,000 students, grades 1-5 at Diamond, Fremont, Jackson, Kennedy, Monroe, Sepulveda, Walker, and Washington elementary schools.

This program will be implemented at Diamond, Fremont, Garfield, Greenville Fundamental, Harvey, Jackson, Jefferson, King, Kennedy, Lowell, Pio Pico, Sepulveda, Thorpe Fundamental, Walker, Wilson, and Washington elementary schools.

LCAP Goal 3.7: Establish parenting programs that support student success including, but not limited to Parents Investing in Quality education (PIQE) and other family services; expand the use of school-based Parent and community Liaisons, expanding structured recess at elementary schools, offering health fairs, and providing finger printing for parent volunteers. Support these efforts with transportation and childcare.

**FUNDING:**

Various Site Funds: \$96,000

**RECOMMENDATION:**

Approve the agreement with Kid Healthy/OneOC for the Padres en Acción Program for the 2017-18 school year.

AJ:mo

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRICT,” and (**OneOC/Kid Healthy, 1901 E. Fourth Street, Suite 100, Santa Ana, CA 92705**) hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services to be provided by CONTRACTOR:** Kid Healthy will provide Padres en Acción program implementation that includes the following at Diamond Elementary, Fremont Elementary, Garfield Elementary, Greenville Elementary, Harvey Elementary, Jackson Elementary, Jefferson Elementary Lowell Elementary, Kennedy Elementary, King Elementary, Pio Pico Elementary, Sepulveda Elementary, Thorpe Elementary, Walker Elementary, Washington Elementary, and Wilson Elementary:

- Parent-led structured, physical activity 3 days per week (weather permitting), during the lunch recess at each site.
- Provide Kid Healthy staff to oversee training and implementation of the Padres en Acción program at participating SAUSD school sites.
- Provide a Kid Healthy Volunteer Coordinator to work 6-8 hours per week at the participating school site: The Volunteer Coordinator is responsible for planning, set-up, and maintenance of age appropriate physical activity, on-going parent volunteer recruiting, plan and implement parent meetings to provide additional playground and nutrition training for parents.
- Assist in formation of school site wellness committees as requested per site, assist in the on-going management of school site wellness councils as requested per site.

- Assess and purchase playground equipment, as requested per site. Schools to be invoiced for additional equipment charges.
- Communicate program progress and outcomes to school principals and district personnel, as needed (minimum 2 times per school year).

**Services shall be provided by (Name of specific individual, if required).**

2. **Term:** CONTRACTOR shall commence providing services under this AGREEMENT on 8/24/2017 and will diligently perform as required and complete performance by 6/30/2018.

3. **Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Ninety-Six Thousand Dollars (\$96,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

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4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A.

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: N/A.

CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Invoices:** CONTRACTOR will submit monthly invoices to the DISTRICT within 30 days of the services being rendered. The DISTRICT will only reimburse CONTRACTOR for approved services as outlined in section 1, ***Services to be provided by CONTRACTOR*** at the cost outlined in section 3, ***Compensation***.

8. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

9. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Conflict of Interest:** CONTRACTOR represents and warrants the following:

(a) **No Current or Prior Conflict of Interest.** That CONTRACTOR has no business, professional, personal, or other interest, including, but not limited to, the representation



of other clients, that would conflict in any manner or degree with the performance of its obligations under this AGREEMENT.

(b) **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this AGREEMENT, CONTRACTOR shall immediately inform the DISTRICT in writing of such conflict.

(c) **Termination for Material Conflict.** If, in the reasonable judgment of the DISTRICT, such conflict poses a material conflict to and with the performance of CONTRACTOR's obligations under this AGREEMENT, then the DISTRICT may terminate the AGREEMENT immediately upon written notice to CONTRACTOR; such termination of the AGREEMENT shall be effective upon the receipt of such notice by CONTRACTOR.

11. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner. DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given



when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

12. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

13. **Insurance:** Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims

of liability which may arise out of this AGREEMENT. In addition, CONTRACTOR agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than **TEN (10)** days from execution of this AGREEMENT by the DISTRICT and CONTRACTOR, CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

14. **Assignment:** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

15. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

16. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

17. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

18. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and

may be amended only by a written amendment executed by both parties to the AGREEMENT.

19. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

20. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

21. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

**DISTRICT:**

**Santa Ana Unified School District  
1601 E. Chestnut Ave  
Santa Ana, CA 92701**

**CONTRACTOR:**

**OneOC/Kid Healthy  
1901 E. Fourth Street, Suite 100  
Santa Ana, CA 92705**

22. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.



23. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

24. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

25. **Exhibits:** This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

THIS AGREEMENT IS ENTERED INTO THIS 24<sup>TH</sup> DAY OF AUGUST, 2017.

DISTRICT:

CONTRACTOR:

By:

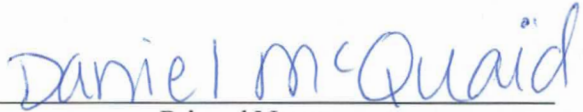
\_\_\_\_\_  
Signature

By:

  
\_\_\_\_\_  
Signature

Edmond T. Heatley, Ed.D

\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Printed Name

Deputy Superintendent, Administrative  
Services

\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Title

8/23/2017

\_\_\_\_\_  
Board Approval Date

\* Risk Manager will review all insurance requirements for the District.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Master Contracts and/or Individual Service Agreements with Nonpublic Schools and Agencies for Students with Disabilities for 2017-18 School Year**

**ITEM:**                   **Consent**

**SUBMITTED BY:** **Alfonso Jimenez, Ed.D., Assistant Superintendent, Teaching and Learning**

**PREPARED BY:**   **Darek Jaronczyk, Director, Special Education**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of Individualized Education Program (IEP) services for two students with disabilities. The District is required to provide appropriate education, at no cost to parents, for all students with disabilities who reside within the District in accordance with their IEPs.

Student #367981 (ninth grade) and Student #401169 (seventh grade) are currently receiving special education wraparound services (in-home parent counseling) as part of their IEPs. Both students will be transitioning to Seneca Family of Services nonpublic agency (NPA) in order to provide continued wraparound services due to Boys Town's closure. Boys Town NPA, which previously provided wraparound services, terminated its MOU with the District effective July 25, 2017. Student #366429 is a twelfth grade student who was recommended for nonpublic school (NPS) placement by student's IEP team. Student was previously placed at Mardan NPS and is currently at New Vista School per settlement agreement. New Vista School is a California certified NPS and student would continue to be enrolled per student's IEP.

**ITEM SUMMARY:**

- 3 students with disabilities will be served per IEP team recommendation
- Vendors are certified nonpublic schools and agencies which serve students with disabilities per students' IEPs.

**RATIONALE:**

These students require services that address academic, social-emotional, and other unique needs as identified in students' IEPs. If a program is not available, necessary contract services are required through a private provider.

LCAP Goal 2.2: Support learning opportunities for current special education students as provided in their Individualized Education Programs (IEPs).

LCAP GOAL 1.14: In addition to services provided to low income students, students receiving special education services will receive services such as, but not limited to, services and supports

as listed in Individualized Education Programs (IEPs) for additional students above 2013-14 baseline numbers.

**FUNDING:**

Special Education: Not to exceed \$154,320

**RECOMMENDATION:**

Approve the master contracts and/or individual service agreements with nonpublic schools and agencies for students with disabilities for the 2017-18 school year.

DJ:cvl

**Master Contracts and/or Individual Service Agreements with Nonpublic Schools and  
Agencies for Students with Disabilities for 2017-18 School Year**

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**Board Meeting: August 23, 2017**

Student ID#	Amount	Master Contract and Individual Service Agreement for Nonpublic School/Agency
401169	\$60,000	SENECA Family of Agencies NPA
367981	\$60,000	SENECA Family of Agencies NPA
366429	\$34,320	New Vista School NPS



**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Ratification of Purchase Order Summary and Listing of all Purchase Orders, for the Period of June 28, 2017 through July 25, 2017**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Edmond T. Heatley, Ed.D., Deputy Superintendent, Administrative Services**

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

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board ratification of the Purchase Order Summary Report and Detailed Purchase Order Listing for all purchase orders created during the period of June 28, 2017 through July 25, 2017. The Board through individual agenda items has previously approved purchase orders for contracts over \$25,000.

**ITEM SUMMARY:**

- Snapshot of purchase orders issued between June 28, 2017 through July 25, 2017
- Board Policy 3300
- Education Code 17604

**RATIONALE:**

The Purchase Order Summary Report provides a summary all purchase orders created during the period of June 28, 2017 through July 25, 2017 by funding source. The Detailed Purchase Order Listing Report lists each individual purchase order created by vendor for the period of June 28, 2017 through July 25, 2017. Board Policy 3300 and Education Code 17604 specifically authorizes the Board to delegate signature authority on behalf of the District to the District Superintendent or designee. Such delegation of signature authority serves to expedite the implementation of financial transactions or any other contract.

**LCAP Goal 3.10:** Support the enhancement of school climate through smooth operations and processes.

**FUNDING:**

No fiscal impact.

**RECOMMENDATION:**

Ratify Purchase Order Summary Report and Detailed Purchase Order Listing for all purchase orders created during the period of June 28, 2017 through July 25, 2017.



# Santa Ana Unified School District

Stefanie P. Phillips, Ed.D., Superintendent

Date: July 26, 2017  
To: Stefanie P. Phillips, Ed.D., Superintendent  
From: Edmond T. Heatley, Ed.D., Deputy Superintendent, Administrative Services  
Subject: Purchase Order Summary: From 28-JUNE-2017 through 25-JULY-2017

Fund 01	21st Century ASSETS (roll-up 4124)	\$ 2,986.90
Fund 01	30-R2002-653 Before and After School Learning & Safe Neighborhood Partnerships	\$ 8,995.12
Fund 01	CTE Incentive Grant Program	\$ 169,931.24
Fund 01	California Career Pathways Trust	\$ 396.03
Fund 01	Carl D Perkins Section 131 Career and Technical Education act of 1998	\$ 87,802.00
Fund 01	Cell Leases-Facilities	\$ 550.00
Fund 01	Civic Center Rental Fees	\$ 14,364.00
Fund 01	Donations (Miscellaneous)	\$ 5,444.55
Fund 01	Educator Effectiveness	\$ 228.00
Fund 01	Emergency Preparedness and Operations	\$ 426.36
Fund 01	Fund 01 General Fund	\$ 631,753.09
Fund 01	Fundraiser (Non ASB-PTA Deposits)	\$ 218.63
Fund 01	Head Start	\$ 17,298.45
Fund 01	IASA: Title I Basic Grants Low-Income and Neglected, Part A	\$ 390,578.79
Fund 01	IASA: Title I Migrant Ed Regular Program	\$ 23,645.37
Fund 01	LCFF Funding Verification Forms	\$ 1,215.23
Fund 01	LCFF-Supplemental/Concentration	\$ 1,037,802.66
Fund 01	Lottery: Instructional Materials	\$ 460,425.55
Fund 01	One-Time Discretionary Funds	\$ 30,693.70
Fund 01	Ongoing & Major Maintenance Account	\$ 1,372,567.17
Fund 01	Positive School Climate Model	\$ 3,844.86
Fund 01	Pupil Transportation (7230/7240)	\$ 3,746,500.00
Fund 01	Special Ed: Mental Health Services	\$ 325.00
Fund 01	Special Education	\$ 102,707.97
Fund 01	Technology Refresh	\$ 3,076,400.05
Fund 01	Title I, Core Set Aside	\$ 9,604.40
Fund 01	Two-Way Digital ITFS Licensee Revenue	\$ 25,287.17
Fund 01	Unrestricted - Instructional Materials (7156)	\$ 2,862,911.55
Fund 01	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	\$ 21,048.32
Fund 01	Unrestricted Discretionary Accounts	\$ 14,238,920.87
Fund 01	Unrestricted One-time Funds	\$ 174,737.85
<b>Grand Total:</b>		<b>\$ 28,519,610.88</b>

## BOARD OF EDUCATION

John Palacio, President • Valerie Amezcua, Vice President  
Cecilia "Ceci" Iglesias, Clerk • Alfonso Alvarez, Ed.D., Member • Rigo Rodriguez, Ph.D., Member

Fund 09	Fund 09 One-Time Discretionary Funds	\$ 23,417.50
Fund 09	Fund 09 Prop 20 Lottery	\$ 475.00
Fund 09	Fund 09 Title I	\$ 19,408.00
<b>Grand Total:</b>		<b>\$ 43,300.50</b>

Fund 12	Child Development: CA State Preschool Program	\$ 24,542.81
<b>Grand Total:</b>		<b>\$ 24,542.81</b>

Fund 13	Child Nutrition: School Programs	\$ 2,200,441.15
<b>Grand Total:</b>		<b>\$ 2,200,441.15</b>

Fund 14	Fund 14 Deferred Maintenance Fund	\$ 432,281.94
<b>Grand Total:</b>		<b>\$ 432,281.94</b>

Fund 25	Fund 25 City Santa Ana Redevelopment	\$ 379,135.60
Fund 25	Fund 25 Redevelopment Agency (RDA) Funds	\$ 87,507.00
<b>Grand Total:</b>		<b>\$ 466,642.60</b>

Fund 40	Emergency Repair Program-Williams Case	\$ 465,228.36
Fund 40	Fund 40 2016 Lease Purchase	\$ 6,767,493.00
<b>Grand Total:</b>		<b>\$ 7,232,721.36</b>

Fund 68	Fund 68 Workers' Compensation	\$ 2,001,782.01
<b>Grand Total:</b>		<b>\$ 2,001,782.01</b>

Fund 69	Health & Welfare - Active Employees	\$ 26,165.96
Fund 69	Health & Welfare - Retired Employees	\$ 3,052.41
<b>Grand Total:</b>		<b>\$ 29,218.37</b>

Fund 81	Fund 81 Property & Liability	\$ 2,764,867.69
<b>Grand Total:</b>		<b>\$ 2,764,867.69</b>

Prepared By: Jonathan Geiszler, Director, Purchasing and Stores

**Fund 01**

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
363302	28-Jun-2017	ESTELA GARCIA	One-Time Discretionary Funds	EDUCATIONAL SERVICES DIVISION	\$ 750.00
363304	28-Jun-2017	TJ JANCA CONSTRUCTION, INC.	One-Time Discretionary Funds	LORIN GRISET ACADEMY	\$ 23,417.50
363305	28-Jun-2017	TEACHERSPAYTEACHERS	Title I, Core Set Aside	GREENVILLE FUNDAMENTAL ELEMENTARY SCHOOL	\$ 107.04
363306	28-Jun-2017	PARENT INSTITUTE FOR QUALITY EDUCATION	IASA: Title I Basic Grants Low-Income and Neglected, Part A	WASHINGTON ELEMENTARY SCHOOL	\$ 3,000.00
363307	28-Jun-2017	PLAYERS CHOICE	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 982.72
363309	28-Jun-2017	TAIT HILL dba PULLIN' STRINGS PUPPET PRODUCTIONS	Title I, Core Set Aside	ROOSEVELT ELEMENTARY SCHOOL	\$ 250.00
363313	28-Jun-2017	CALIFORNIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS	Unrestricted Discretionary Accounts	FACILITIES/GOVERNMENTAL RELATIONS	\$ 275.00
363318	28-Jun-2017	WATCH DAWGS	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 484.84
363319	28-Jun-2017	OFFICE DEPOT	Fund 01 General Fund	PUBLICATIONS	\$ 159.47
363322	28-Jun-2017	TUSTIN AWARDS, INC.	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 645.96
363325	28-Jun-2017	RC MASONRY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 850.00
363327	28-Jun-2017	FEDERAL EXPRESS CORPORATION	Unrestricted Discretionary Accounts	K-12 TEACHING AND LEARNING	\$ 9.17
363333	28-Jun-2017	WEST COAST SAND & GRAVEL, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 938.50
363334	28-Jun-2017	JOSE SANDOVAL dba JS PARTY RENTALS	Unrestricted Discretionary Accounts	Retiree Award & Recognition	\$ 359.60
363339	29-Jun-2017	VERIZON WIRELESS	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 187.49
363340	29-Jun-2017	SIGNAL HILL AUTO ENTERPRISES dba SUPPLY SOLUTIONS	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 323.29
363343	29-Jun-2017	OFFICE DEPOT	Title I, Core Set Aside	MCFADDEN INTERMEDIATE SCHOOL	\$ 783.40
363344	29-Jun-2017	LAKESHORE LEARNING MATERIALS	Head Start	CHILD DEVELOPMENT	\$ 7,792.56
363345	29-Jun-2017	NEWPORT BAY NATURALIST & FRIENDS dba NEWPORT BAY CONSERVANCY	IASA: Title I Basic Grants Low-Income and Neglected, Part A	WALKER ELEMENTARY SCHOOL	\$ 350.00
363347	29-Jun-2017	VERIZON WIRELESS	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 91.09
363348	29-Jun-2017	FEDERAL EXPRESS CORPORATION	Unrestricted Discretionary Accounts	PURCHASING DEPARTMENT	\$ 6.77
363350	29-Jun-2017	FEDERAL EXPRESS CORPORATION	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CENTURY HIGH SCHOOL	\$ 1,572.28
363351	29-Jun-2017	SUPPLY THEORY	Title I, Core Set Aside	MONTE VISTA ELEMENTARY SCHOOL	\$ 702.00
363354	29-Jun-2017	ENVIRONMENTAL NETWORK CORP.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,047.25
363357	29-Jun-2017	MARICRUZ NAVARRETE	Special Education	SPECIAL EDUCATION	\$ 665.61
363358	29-Jun-2017	LIBERMAN BROADCASTING, INC. dba KBUE-FM, KWIZ-FM, KRQB-FM	One-Time Discretionary Funds	COMMUNICATIONS OFFICE	\$ 500.00
363359	29-Jun-2017	PARENTING OC MEDIA	One-Time Discretionary Funds	COMMUNICATIONS OFFICE	\$ 739.00
363361	29-Jun-2017	COLLEGE BOARD	IASA: Title I Basic Grants Low-Income and Neglected, Part A	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 350.00
363363	29-Jun-2017	DESIGNING IMAGES GROUP	Head Start	CHILD DEVELOPMENT	\$ 5,294.83
363366	29-Jun-2017	WEST COAST FIRE & INTEGRATION, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 265.00
363367	29-Jun-2017	MEREDITH SCOTT LYNN DBA WRITE BRAIN, LLC	30-R2002-653 Before and After School Learning & Safe	AFTER SCHOOL PROGRAMS	\$ 500.00
363368	29-Jun-2017	ORANGE COUNTY MONSTERCARTS, INC.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 87.17
363369	29-Jun-2017	JESUSMYROCK.COM	Unrestricted Discretionary Accounts	THORPE FUNDAMENTAL ELEMENTARY SCHOOL	\$ 3,444.00
363373	29-Jun-2017	INTERNATIONAL BACCALAUREATE ORGANIZATION	LCFF-Supplemental/Concentration	EDUCATIONAL SERVICES DIVISION	\$ 11,650.00
363377	30-Jun-2017	CDW GOVERNMENT, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 958.86
363378	30-Jun-2017	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	Unrestricted Discretionary Accounts	HUMAN RESOURCES DIVISION	\$ 90.51
363379	30-Jun-2017	MIGUEL LUNA	Title I, Core Set Aside	SANTA ANA HIGH SCHOOL	\$ 1,700.00
363380	30-Jun-2017	PERRY PASSARO, PH.D.	Special Education	PSYCHOLOGICAL SERVICES/APE	\$ 4,500.00
363381	30-Jun-2017	AMAZON CAPITAL SERVICES, INC.	Title I, Core Set Aside	HENINGER ELEMENTARY SCHOOL	\$ 77.45
363382	30-Jun-2017	AVID CENTER	IASA: Title I Basic Grants Low-Income and Neglected, Part A	GARFIELD ELEMENTARY SCHOOL	\$ 7,600.00

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363383	30-Jun-2017	VERIZON WIRELESS	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 316.76
363384	30-Jun-2017	CERVANTES INTERNATIONAL INC. dba CERVANTES PUBLISHING COMPANY dba MINIONDAS	One-Time Discretionary Funds	COMMUNICATIONS OFFICE	\$ 450.00
363385	30-Jun-2017	CALIFORNIA STATE UNIVERSITY	Unrestricted Discretionary Accounts	K-12 TEACHING AND LEARNING	\$ 300.00
363386	30-Jun-2017	CHILD CREATIVITY LAB, INC.	Educator Effectiveness	STAFF DEVELOPMENT	\$ 228.00
363387	30-Jun-2017	DISCOVERY CUBE ORANGE COUNTY	Title I, Core Set Aside	MCFADDEN INTERMEDIATE SCHOOL	\$ 496.00
363388	30-Jun-2017	ORANGE COUNTY DEPARTMENT OF EDUCATION	Unrestricted Discretionary Accounts	HUMAN RESOURCES DIVISION	\$ 111.12
363389	30-Jun-2017	SCHOOL SERVICES OF CALIFORNIA, INC.	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 225.00
363390	30-Jun-2017	HADASA S D SIGNS AND T SHIRTS	Title I, Core Set Aside	MONROE ELEMENTARY SCHOOL	\$ 630.00
363391	30-Jun-2017	LEGO BRAND RETAIL, INC. dba LEGO EDUCATION NORTH AMERICA	Title I, Core Set Aside	LOWELL ELEMENTARY SCHOOL	\$ 695.81
370000	01-Jul-2017	XEROX CORPORATION	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 1,200,000.00
370000	01-Jul-2017	XEROX CORPORATION	Unrestricted Discretionary Accounts	PUBLICATIONS	\$ 478,699.00
370001	01-Jul-2017	XEROX CORPORATION	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 600,000.00
370002	01-Jul-2017	VERIZON WIRELESS	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 150,000.00
370003	01-Jul-2017	AT&T	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 250,000.00
370004	01-Jul-2017	SUNESYS, LLC	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 60,000.00
370005	01-Jul-2017	FOOTHILLS EDUCATION AND TECHNOLOGY PARTNERSHIP, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 150,000.00
370006	01-Jul-2017	AT & T LONG DISTANCE	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 1,185.25
370007	01-Jul-2017	TOYOTA FINANCIAL SERVICES	Unrestricted Discretionary Accounts	PUBLICATIONS	\$ 16,249.00
370007	01-Jul-2017	TOYOTA FINANCIAL SERVICES	Unrestricted Discretionary Accounts	PURCHASING DEPARTMENT	\$ 6,600.00
370019	02-Jul-2017	SIERRA SCHOOL EQUIPMENT COMPANY	Unrestricted Discretionary Accounts	SCHOOL CLIMATE	\$ 4,609.55
370021	02-Jul-2017	APPLE, INC.	Two-Way Digital ITFS Licensee Revenue	TECHNOLOGY	\$ 3,016.89
370024	02-Jul-2017	APPLE, INC.	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 1,986.91
370025	02-Jul-2017	MIND RESEARCH INSTITUTE	LCFF-Supplemental/Concentration	TECHNOLOGY	\$ 158,305.47
370026	02-Jul-2017	PEARSON ASSESSMENTS	Unrestricted Discretionary Accounts	RESEARCH AND EVALUATION	\$ 49,750.00
370028	02-Jul-2017	ENCYCLOPEDIA BRITANNICA, INC.	LCFF-Supplemental/Concentration	TECHNOLOGY	\$ 31,895.00
370029	02-Jul-2017	CONTINUITY FOCUS, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 2,500.00
370030	02-Jul-2017	INSTRUCTURE, INC.	LCFF-Supplemental/Concentration	TECHNOLOGY	\$ 218,304.87
370039	03-Jul-2017	THE BANK OF NEW YORK MELLON TRUST COMPANY N.A.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 2,406.20
370040	03-Jul-2017	TURNAROUND ARTS CALIFORNIA	Donations (Miscellaneous)	SIERRA PREPARATORY ACADEMY	\$ 1,191.15
370041	03-Jul-2017	AP BY THE SEA	Unrestricted Discretionary Accounts	SADDLEBACK HIGH SCHOOL	\$ 775.00
370042	03-Jul-2017	SCHOOL SERVICES OF CALIFORNIA, INC.	Unrestricted Discretionary Accounts	BUDGET	\$ 450.00
370043	03-Jul-2017	NAASP	Unrestricted Discretionary Accounts	SADDLEBACK HIGH SCHOOL	\$ 414.84
370044	03-Jul-2017	YALE CHASE EQUIPMENT AND SERVICES, INC.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 322.91
370046	03-Jul-2017	CALIFORNIA STATE UNIVERSITY SAN MARCOS	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 180.00
370047	03-Jul-2017	SIGNAL HILL AUTO ENTERPRISES dba SUPPLY SOLUTIONS	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 85.12
370048	03-Jul-2017	UC REGENTS	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 300.00
370049	03-Jul-2017	ENVIRONMENTAL NETWORK CORP.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 5,220.00
370050	05-Jul-2017	MONOPRICE, INC.	Unrestricted Discretionary Accounts	JACKSON ELEMENTARY SCHOOL	\$ 42.15
370051	05-Jul-2017	US BANK	30-R2002-653 Before and After School Learning & Safe	AFTER SCHOOL PROGRAMS	\$ 87.41
370051	05-Jul-2017	US BANK	LCFF-Supplemental/Concentration	PROFESSIONAL DEVELOPMENT	\$ 1,191.74
370051	05-Jul-2017	US BANK	Two-Way Digital ITFS Licensee Revenue	TECHNOLOGY	\$ 1,997.33

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370051	05-Jul-2017	US BANK	Unrestricted Discretionary Accounts	COMMUNICATIONS OFFICE	\$ 185.62
370051	05-Jul-2017	US BANK	Unrestricted Discretionary Accounts	MARTIN ELEMENTARY SCHOOL	\$ 268.00
370051	05-Jul-2017	US BANK	Unrestricted Discretionary Accounts	WILSON ELEMENTARY SCHOOL	\$ 258.60
370052	05-Jul-2017	CENGAGE LEARNING dba GALE; NATIONAL GEOGRAPHIC LEARNING	Lottery: Instructional Materials	TECHNOLOGY	\$ 22,365.00
370056	05-Jul-2017	LITTLEBITS ELECTRONICS, INC.	Two-Way Digital ITFS Licensee Revenue	TECHNOLOGY	\$ 3,113.37
370057	05-Jul-2017	BLICK ART MATERIALS, LLC dba DICK BLICK/UTRECHT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 1,009.68
370066	05-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Unrestricted Discretionary Accounts	FACILITIES/GOVERNMENTAL RELATIONS	\$ 2,439.88
370067	05-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Special Education	CENTURY HIGH SCHOOL	\$ 216.63
370068	05-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	WILSON ELEMENTARY SCHOOL	\$ 966.58
370069	05-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Two-Way Digital ITFS Licensee Revenue	TECHNOLOGY	\$ 27.67
370070	05-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Special Education	CENTURY HIGH SCHOOL	\$ 197.07
370071	05-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 43.01
370072	05-Jul-2017	ULINE SHIPPING SUPPLIES	Unrestricted Discretionary Accounts	PURCHASING DEPARTMENT	\$ 249.81
370073	05-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Positive School Climate Model	SCHOOL CLIMATE	\$ 1,755.37
370074	05-Jul-2017	CDW GOVERNMENT, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MUIR FUNDAMENTAL ELEMENTARY SCHOOL	\$ 4,368.00
370075	05-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	MUIR FUNDAMENTAL ELEMENTARY SCHOOL	\$ 297.17
370076	05-Jul-2017	NEWEGG BUSINESS, INC.	Unrestricted Discretionary Accounts	MUIR FUNDAMENTAL ELEMENTARY SCHOOL	\$ 172.36
370077	05-Jul-2017	COSOGO, LLC dba UZIBULL	Unrestricted Discretionary Accounts	GARFIELD ELEMENTARY SCHOOL	\$ 248.90
370078	05-Jul-2017	TARGET.COM	Title I, Core Set Aside	ESQUEDA ELEMENTARY SCHOOL	\$ 223.84
370079	06-Jul-2017	EDUCATIONAL INNOVATIONS, INC. dba SCIENCE BIB STORE	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 88.09
370080	06-Jul-2017	SCHOOL NURSE SUPPLY, INC.	Special Education	SPECIAL EDUCATION	\$ 39.22
370081	06-Jul-2017	S & S WORLDWIDE, INC.	Title I, Core Set Aside	THORPE FUNDAMENTAL ELEMENTARY SCHOOL	\$ 2,562.63
370082	06-Jul-2017	PLAK SMACKER	IASA: Title I Migrant Ed Regular Program	MIGRANT EDUCATION	\$ 776.85
370083	06-Jul-2017	APPERSON	Unrestricted Discretionary Accounts	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 1,426.95
370084	06-Jul-2017	WARD'S NATURAL SCIENCE	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 966.23
370085	06-Jul-2017	GOPHER	Fundraiser (Non ASB-PTA Deposits)	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 218.63
370086	06-Jul-2017	FLINN SCIENTIFIC, INC.	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 2,434.65
370086	06-Jul-2017	FLINN SCIENTIFIC, INC.	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 23.44
370087	06-Jul-2017	VARSITY SPIRIT FASHIONS & SUPPLIES, INC.	Unrestricted Discretionary Accounts	SADDLEBACK HIGH SCHOOL	\$ 19,706.30
370088	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 400.75
370089	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 99.93
370090	06-Jul-2017	OFFICE DEPOT	Special Education	CENTURY HIGH SCHOOL	\$ 50.24
370091	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 570.80
370092	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 385.65
370093	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 388.22
370094	06-Jul-2017	1-STEP AHEAD	Unrestricted Discretionary Accounts	HUMAN RESOURCES DIVISION	\$ 2,443.79
370094	06-Jul-2017	1-STEP AHEAD	Unrestricted Discretionary Accounts	Retiree Award & Recognition	\$ 2,443.79
370095	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 174.86
370096	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 276.95
370097	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 179.76
370098	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 1,121.01
370099	06-Jul-2017	BRIGHTBYTES, INC.	LCFF-Supplemental/Concentration	TECHNOLOGY	\$ 92,658.23

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370100	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 1,118.83
370101	06-Jul-2017	RIDDELL	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 5,006.01
370103	06-Jul-2017	CLIMATEC, LLC	Ongoing & Major Maintenance Accounts	BUILDING SERVICES	\$ 404.06
370104	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	HENINGER ELEMENTARY SCHOOL	\$ 73.37
370105	06-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	JACKSON ELEMENTARY SCHOOL	\$ 467.92
370106	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	HENINGER ELEMENTARY SCHOOL	\$ 66.72
370107	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 66.76
370108	06-Jul-2017	GLOBAL FITNESS, INC.	Unrestricted One-time Funds	FACILITIES/GOVERNMENTAL RELATIONS	\$ 4,245.35
370109	06-Jul-2017	OFFICE DEPOT	IASA: Title I Migrant Ed Regular Program	MIGRANT EDUCATION	\$ 129.14
370110	06-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	HENINGER ELEMENTARY SCHOOL	\$ 1,138.47
370110	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	HENINGER ELEMENTARY SCHOOL	\$ 193.30
370111	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 336.17
370112	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 430.99
370113	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 69.58
370114	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	MIDDLE COLLEGE HIGH SCHOOL	\$ 269.87
370115	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CARVER ELEMENTARY SCHOOL	\$ 67.77
370116	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	PUPIL SUPPORT SERVICES	\$ 830.05
370117	06-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	HENINGER ELEMENTARY SCHOOL	\$ 1,144.51
370118	06-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Technology Refresh	K-12 TEACHING AND LEARNING	\$ 2,911,545.75
370119	06-Jul-2017	KYA SERVICES, LLC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 7,851.48
370121	06-Jul-2017	ELECTRICAL SYSTEMS ENGINEERING COMPANY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 3,200.00
370124	06-Jul-2017	INTERCOM CLOCKS & SIGNAL SERVICE	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,400.46
370125	06-Jul-2017	ALL ELECTRIC NEEDS, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,613.38
370126	06-Jul-2017	ALL ELECTRIC NEEDS, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 781.19
370127	06-Jul-2017	GOLD COAST FENCE, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 44,452.16
370128	06-Jul-2017	KYA SERVICES, LLC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,771.17
370129	06-Jul-2017	KYA SERVICES, LLC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 21,145.91
370131	07-Jul-2017	KYA SERVICES, LLC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,264.05
370134	07-Jul-2017	KYA SERVICES, LLC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 6,424.86
370135	07-Jul-2017	CITY OF SANTA ANA	Unrestricted Discretionary Accounts	COMMUNITY RELATIONS	\$ 417.00
370153	07-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Two-Way Digital ITFS License Revenue	TECHNOLOGY	\$ 1,224.63
370154	07-Jul-2017	ACCURATE LABEL DESIGNS, INC.	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 495.60
370155	07-Jul-2017	APPLE, INC.	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 225.96
370156	07-Jul-2017	CDW GOVERNMENT, INC.	Unrestricted Discretionary Accounts	MUIR FUNDAMENTAL ELEMENTARY SCHOOL	\$ 72.77
370157	07-Jul-2017	ULINE SHIPPING SUPPLIES	Unrestricted Discretionary Accounts	MUIR FUNDAMENTAL ELEMENTARY SCHOOL	\$ 30.98
370158	07-Jul-2017	CDW GOVERNMENT, INC.	Unrestricted Discretionary Accounts	PUBLICATIONS	\$ 773.77
370159	07-Jul-2017	HARCOURT OUTLINES, INC.	Unrestricted Discretionary Accounts	HENINGER ELEMENTARY SCHOOL	\$ 3,125.47
370160	07-Jul-2017	SCANTRON CORPORATION dba HARLAND TECHNOLOGY SERVICES	Unrestricted Discretionary Accounts	RESEARCH AND EVALUATION	\$ 5,328.24
370161	07-Jul-2017	VISION MARKING DEVICES	Unrestricted Discretionary Accounts	RESEARCH AND EVALUATION	\$ 22.63
370162	07-Jul-2017	PERMA BOUND BOOKS HERTZBERG NEW METHOD, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 29,096.46
370163	07-Jul-2017	BEDFORD FREMAN & WORTH	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 21,930.00
370164	07-Jul-2017	VERITIV OPERATING COMPANY	Fund 01 General Fund	PUBLICATIONS	\$ 38,790.00

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370164	07-Jul-2017	VERITIV OPERATING COMPANY	Fund 01 General Fund	PUBLICATIONS	\$ 13,576.50
370165	07-Jul-2017	CALIFORNIA STATE UNIVERSITY LOS ANGELES	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 425.00
370166	07-Jul-2017	HOUGHTON MIFFLIN HARCOURT	Unrestricted Discretionary Accounts	WILSON ELEMENTARY SCHOOL	\$ 1,507.38
370167	07-Jul-2017	EDUCATIONAL DATA SYSTEMS, INC.	Unrestricted Discretionary Accounts	RESEARCH AND EVALUATION	\$ 2,570.00
370169	07-Jul-2017	UC REGENTS	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 120.00
370170	07-Jul-2017	VISION MARKING DEVICES	Positive School Climate Model	SCHOOL CLIMATE	\$ 89.49
370171	07-Jul-2017	MICRO CENTER	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 5,000.00
370172	07-Jul-2017	FACILITIES PROTECTION SYSTEMS, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 1,000.00
370173	07-Jul-2017	FACILITIES PROTECTION SYSTEMS, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 2,590.00
370175	07-Jul-2017	DON BOOKSTORE	Lottery: Instructional Materials	MIDDLE COLLEGE HIGH SCHOOL	\$ 50,000.00
370176	07-Jul-2017	SHI INTERNATIONAL CORP.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 122,178.00
370177	07-Jul-2017	ORACLE AMERICA, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 385,511.59
370178	07-Jul-2017	BLACKBOARD, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 62,796.00
370179	07-Jul-2017	BLACKBOARD, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 87,368.40
370180	07-Jul-2017	CDW GOVERNMENT, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 20,000.00
370181	07-Jul-2017	ASSOCIATED BUSINESS PRODUCTS	Unrestricted Discretionary Accounts	PURCHASING DEPARTMENT	\$ 125.00
370182	07-Jul-2017	HOMER F. AND MARIAN G. BROOME FAMILY FOUNDATION dba HOPE 4 FAMILIES	Special Education	SPECIAL EDUCATION	\$ 10,000.00
370183	07-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Unrestricted Discretionary Accounts	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 23,758.88
370184	07-Jul-2017	APPLE, INC.	Special Education	SPECIAL EDUCATION	\$ 567.30
370185	07-Jul-2017	APPLE, INC.	Special Education	SPECIAL EDUCATION	\$ 2,935.69
370186	07-Jul-2017	CALIFORNIA SCHOOL BOARDS ASSOCIATION	Unrestricted Discretionary Accounts	BOARD OF EDUCATION	\$ 29,707.00
370187	07-Jul-2017	APPLE, INC.	Special Education	SPECIAL EDUCATION	\$ 767.19
370188	07-Jul-2017	R.P.P. GROUP, INC. dba SUBWAY 36125	Title I, Core Set Aside	WALKER ELEMENTARY SCHOOL	\$ 504.00
370189	07-Jul-2017	APPLE, INC.	Special Education	SPEECH & LANGUAGE	\$ 139.00
370191	07-Jul-2017	XEROX CORPORATION	Fund 01 General Fund	PUBLICATIONS	\$ 150,000.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	ADAMS ELEMENTARY SCHOOL	\$ 4,860.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CARVER ELEMENTARY SCHOOL	\$ 3,600.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	DAVIS ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	DIAMOND ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	EDISON ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	ESQUEDA ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	FRANKLIN ELEMENTARY SCHOOL	\$ 9,900.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	GARFIELD ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	HARVEY ELEMENTARY SCHOOL	\$ 4,500.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	HENINGER ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	HEROES ELEMENTARY SCHOOL	\$ 5,521.50
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	JACKSON ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	JEFFERSON ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	LINCOLN ELEMENTARY SCHOOL	\$ 9,900.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MADISON ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MARTIN ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MCFADDEN INTERMEDIATE SCHOOL	\$ 6,966.00



PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MONTE VISTA ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MUIR FUNDAMENTAL ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	PIO PICO ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	ROMERO-CRUZ ELEMENTARY SCHOOL	\$ 3,360.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	ROOSEVELT ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	SANTIAGO ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	SEPULVEDA ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	SIERRA PREPARATORY ACADEMY	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	Taft ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	WALKER ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	WASHINGTON ELEMENTARY SCHOOL	\$ 7,650.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	WILSON ELEMENTARY SCHOOL	\$ 9,900.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	Unrestricted Discretionary Accounts	FREEMONT ELEMENTARY SCHOOL	\$ 7,650.00
370193	07-Jul-2017	CETPA	Two-Way Digital ITFS License Revenue	TECHNOLOGY	\$ 505.00
370198	07-Jul-2017	TCG LEADERSHIP DEVELOPMENT CORPORATION dba THE COSCA GROUP	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 7,266.00
370199	10-Jul-2017	PEAK EXPECTATIONS, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 125,000.00
370200	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 5,920.48
370201	10-Jul-2017	KYOCERA DOCUMENT SOLUTIONS	IASA: Title I Basic Grants Low-Income and Neglected, Part A	GREENVILLE FUNDAMENTAL ELEMENTARY SCHOOL	\$ 653.60
370202	10-Jul-2017	WILLIAMS SOUND, LLC	Unrestricted Discretionary Accounts	K-12 SCHOOL PERFORMANCE AND CULTURE	\$ 6,866.42
370203	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,575.34
370204	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 1,344.06
370205	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,624.93
370206	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 5,083.21
370207	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,797.68
370208	10-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 2,249.82
370209	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 8,127.11
370210	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 4,706.58
370211	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,341.29
370212	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 7,596.48
370214	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 10,844.21
370216	10-Jul-2017	PRINT & FINISHING SOLUTIONS	Fund 01 General Fund	PUBLICATIONS	\$ 16,000.00
370217	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,793.72
370218	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,498.10
370220	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 5,735.02
370223	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 4,331.67
370227	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 8,537.96
370229	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 7,081.30
370232	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 6,317.06
370234	10-Jul-2017	ORANGE COUNTY REGISTER	One-Time Discretionary Funds	COMMUNICATIONS OFFICE	\$ 4,237.20
370235	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,848.49
370236	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 7,076.03
370237	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 4,953.31

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370238	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 5,958.93
370239	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,320.50
370240	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,390.69
370241	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,428.30
370242	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 6,090.74
370243	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 5,777.30
370244	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 1,879.61
370245	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 4,911.14
370246	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 9,471.55
370247	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,929.34
370249	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,697.21
370250	10-Jul-2017	COMMERCIAL DOOR OF ORANGE COUNTY, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 8,364.00
370251	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 5,831.25
370252	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,781.97
370253	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 7,475.71
370254	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 5,261.77
370255	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 4,449.25
370256	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,141.77
370257	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 1,862.98
370258	10-Jul-2017	PEARSON ED, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,056.37
370259	10-Jul-2017	PREMIUM INCENTIVE SALES	IASA: Title I Migrant Ed Regular Program	MIGRANT EDUCATION	\$ 10,578.93
370261	10-Jul-2017	WS MMV HOTEL, LLC	Emergency Preparedness and Operations	RISK MANAGEMENT	\$ 426.36
370262	10-Jul-2017	ORANGEWOOD ACADEMY	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 485.00
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 13,188.22
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 96.00
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	FACILITIES/GOVERNMENTAL RELATIONS	\$ 201.65
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	PURCHASING DEPARTMENT	\$ 144.61
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 56.36
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	SCHOOL POLICE SERVICES	\$ 4,094.73
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 50.00
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 302.41
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	TRANSPORTATION DEPARTMENT	\$ 416.87
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	VALLEY HIGH SCHOOL	\$ 259.03
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Unrestricted Discretionary Accounts	WAREHOUSE AND DELIVERY	\$ 1,755.71
370265	11-Jul-2017	CENGAGE LEARNING dba GALE; NATIONAL GEOGRAPHIC LEARNING	Unrestricted - Instructional Materials (7156)	STATE TEXTBOOKS	\$ 117,349.65
370266	11-Jul-2017	ECS IMAGING, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 29,668.00
370267	11-Jul-2017	DELTA EDUCATION, INC.	Unrestricted Discretionary Accounts	K-12 SCHOOL PERFORMANCE AND CULTURE	\$ 62.64
370268	11-Jul-2017	CPM EDUCATIONAL PROGRAM	Unrestricted - Instructional Materials (7156)	STATE TEXTBOOKS	\$ 2,737,468.56
370269	11-Jul-2017	GROSH SCENIC RENTALS, INC.	Unrestricted Discretionary Accounts	VISUAL & PERFORMING ARTS	\$ 4,042.67
370270	11-Jul-2017	OFFICE DEPOT	LCFF-Supplemental/Concentration	SUMMER SCHOOL	\$ 279.87
370273	11-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 301.48

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370275	11-Jul-2017	MCGRAW-HILL EDUCATION, INC. dba MCGRAW-HILL GLOBAL EDUCATION, LLC; MCGRAW-HILL GLOBAL EDUCATION HOLDINGS, LLC; MCGRAW-HILL SCHOOL EDUCATION, LLC	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MCFADDEN INTERMEDIATE SCHOOL	\$ 28,800.00
370276	11-Jul-2017	APEX LEARNING, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CENTURY HIGH SCHOOL	\$ 21,216.00
370276	11-Jul-2017	APEX LEARNING, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CHAVEZ CONTINUATION HIGH SCHOOL	\$ 12,123.00
370276	11-Jul-2017	APEX LEARNING, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	LORIN GRISET ACADEMY	\$ 9,093.00
370276	11-Jul-2017	APEX LEARNING, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	SADDLEBACK HIGH SCHOOL	\$ 2,425.00
370276	11-Jul-2017	APEX LEARNING, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	VALLEY HIGH SCHOOL	\$ 9,093.00
370276	11-Jul-2017	APEX LEARNING, INC.	LCFF-Supplemental/Concentration	REACH ACADEMY	\$ 7,274.00
370276	11-Jul-2017	APEX LEARNING, INC.	Unrestricted Discretionary Accounts	ALTERNATIVE EDUCATION	\$ 2,122.00
370276	11-Jul-2017	APEX LEARNING, INC.	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 8,486.00
370276	11-Jul-2017	APEX LEARNING, INC.	Unrestricted Discretionary Accounts	MIDDLE COLLEGE HIGH SCHOOL	\$ 2,121.00
370276	11-Jul-2017	APEX LEARNING, INC.	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 16,670.00
370276	11-Jul-2017	APEX LEARNING, INC.	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 7,577.00
370278	11-Jul-2017	WARE DISPOSAL, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 800,000.00
370279	11-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Special Education	SPECIAL EDUCATION	\$ 2,633.06
370280	11-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Special Education	SPECIAL EDUCATION	\$ 1,755.37
370281	11-Jul-2017	ORANGE COUNTY LOW VISION	Special Education	SPECIAL EDUCATION	\$ 7,693.35
370283	11-Jul-2017	GOVCONNECTION	Special Education	SPECIAL EDUCATION	\$ 151.44
370287	11-Jul-2017	THE THEATRE COMPANY	Unrestricted Discretionary Accounts	VISUAL & PERFORMING ARTS	\$ 7,500.00
370288	11-Jul-2017	SOUTHPAW ENTERPRISES	Special Education	SPECIAL EDUCATION	\$ 146.17
370290	11-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	KENNEDY ELEMENTARY SCHOOL	\$ 4,426.37
370291	11-Jul-2017	THE ROSE CENTER THEATER	Unrestricted Discretionary Accounts	VISUAL & PERFORMING ARTS	\$ 2,000.00
370292	11-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 922.01
370293	11-Jul-2017	WARD'S NATURAL SCIENCE	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 130.74
370294	11-Jul-2017	CITY OF SANTA ANA	Title I, Core Set Aside	VILLA FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 452.00
370295	11-Jul-2017	SOUTHERN CALIFORNIA EDISON	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 6,000,000.00
370296	11-Jul-2017	GAS CO	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 375,000.00
370297	11-Jul-2017	CITY OF SANTA ANA	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 1,100,000.00
370299	11-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 47.20
370300	11-Jul-2017	ORANGE COUNTY SANITATION DISTRICT	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 160,000.00
370301	11-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 430.16
370302	11-Jul-2017	OFFICE DEPOT	LCFF-Supplemental/Concentration	SUMMER SCHOOL	\$ 497.26
370303	11-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 69.28
370304	11-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	MADISON ELEMENTARY SCHOOL	\$ 217.93
370305	11-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MUIR FUNDAMENTAL ELEMENTARY SCHOOL	\$ 758.77
370306	11-Jul-2017	UC REGENTS	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 60.00
370307	11-Jul-2017	MCGRAW-HILL EDUCATION, INC. dba MCGRAW-HILL GLOBAL EDUCATION, LLC; MCGRAW-HILL GLOBAL EDUCATION HOLDINGS, LLC; MCGRAW-HILL SCHOOL EDUCATION, LLC	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 6,755.85
370308	11-Jul-2017	SANTA ANA HIGH SCHOOL	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 280.00
370310	11-Jul-2017	CENTURY HIGH SCHOOL	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 475.00
370311	11-Jul-2017	CIF SOUTHERN SECTION	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 1,110.00
370312	11-Jul-2017	OCEAN VIEW HIGH SCHOOL	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 850.00

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370316	11-Jul-2017	J.W. PEPPER & SONS, INC.	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 1,000.00
370317	11-Jul-2017	SAN DIEGO ZOO	IASA: Title I Migrant Ed Regular Program	MIGRANT EDUCATION	\$ 2,889.00
370319	12-Jul-2017	NMK CORPORATION dba IPTELSUPPORT	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 10,000.00
370320	12-Jul-2017	I.T. INNOVATIONS, INC., MAC-FUSION	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 2,000.00
370321	12-Jul-2017	GRAYBAR	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 1,000.00
370322	12-Jul-2017	FEDERAL EXPRESS CORPORATION	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 200.00
370323	12-Jul-2017	CONTINUITY FOCUS, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 51,995.46
370324	12-Jul-2017	AGIREPAIR TX, LLC	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 10,000.00
370325	12-Jul-2017	AMGRAF, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 1,075.50
370326	12-Jul-2017	AMGRAF, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 1,000.00
370327	12-Jul-2017	SOLARWINDS WORLDWIDE, LLC	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 12,019.00
370328	12-Jul-2017	TWOTREES TECHNOLOGIES, LLC	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 23,125.00
370329	12-Jul-2017	NOETIX CORPORATION dba MAGNITUDE SOFTWARE, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 19,438.00
370334	12-Jul-2017	MYON, LLC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	GREENVILLE FUNDAMENTAL ELEMENTARY SCHOOL	\$ 6,950.00
370336	12-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	MIDDLE COLLEGE HIGH SCHOOL	\$ 118.31
370337	12-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	K-12 TEACHING AND LEARNING	\$ 50.62
370338	12-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 29.62
370339	12-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 121.99
370340	12-Jul-2017	OCDE/AP IN THE OC	Special Ed: Mental Health Services	SPECIAL EDUCATION	\$ 325.00
370341	12-Jul-2017	ALLSTAR PAVING CO., INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 950.00
370342	12-Jul-2017	AUGUSTIN EGELSEE, LLP	Special Education	SPECIAL EDUCATION	\$ 7,000.00
370343	12-Jul-2017	GOLD COAST FENCE, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 7,154.60
370344	12-Jul-2017	AUGUSTIN EGELSEE, LLP	Special Education	SPECIAL EDUCATION	\$ 7,000.00
370345	12-Jul-2017	AUGUSTIN EGELSEE, LLP	Special Education	SPECIAL EDUCATION	\$ 8,000.00
370346	12-Jul-2017	ENVIRONMENTAL NETWORK CORP.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 3,090.00
370347	12-Jul-2017	ACSA FOUNDATION FOR EDUCATIONAL ADMINISTRATION	Unrestricted Discretionary Accounts	SUPERINTENDENT'S OFFICE	\$ 1,779.40
370348	12-Jul-2017	CALIFORNIA TECHNICAL ASSISTANCE CENTER ON POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS, INC. dba CalTAC-PBIS, INC.	Positive School Climate Model	SCHOOL CLIMATE	\$ 2,000.00
370349	12-Jul-2017	J B BOSTICK COMPANY, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 60,051.00
370350	12-Jul-2017	THE MUSIC HOUSE	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 3,000.00
370351	12-Jul-2017	ADVANTAGE WEST INVESTMENT ENTERPRISES, INC. dba ADVANTAGE WEST GOVERNMENT PRODUCT SOLUTIONS	Unrestricted Discretionary Accounts	CARR INTERMEDIATE SCHOOL	\$ 1,034.40
370352	12-Jul-2017	ORANGE COUNTY MONSTERCARTS, INC.	Donations (Miscellaneous)	GREENVILLE FUNDAMENTAL ELEMENTARY SCHOOL	\$ 3,232.50
370353	12-Jul-2017	1-STEP AHEAD	Unrestricted Discretionary Accounts	K-12 SCHOOL PERFORMANCE AND CULTURE	\$ 561.38
370354	12-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Two-Way Digital ITFS Licensee Revenue	TECHNOLOGY	\$ 3,403.68
370363	12-Jul-2017	NORTHWEST EVALUATION ASSOCIATION	LCFF-Supplemental/Concentration	TECHNOLOGY	\$ 506,000.00
370364	13-Jul-2017	WEST SAFETY SERVICES, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 30,000.00
370365	13-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 210.82
370367	13-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CARR INTERMEDIATE SCHOOL	\$ 7,529.54
370370	13-Jul-2017	DIGITAL NETWORKS GROUP, INC.	Unrestricted One-time Funds	SPURGEON INTERMEDIATE SCHOOL	\$ 9,617.33
370371	13-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 285.03
370372	13-Jul-2017	R M SYSTEMS, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,005.00
370373	13-Jul-2017	EXCEL ACOUSTICS	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,600.00

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370374	13-Jul-2017	CDW GOVERNMENT, INC.	Unrestricted Discretionary Accounts	SCHOOL POLICE SERVICES	\$ 178.24
370375	13-Jul-2017	BLAZAR COMMUNICATIONS dba BLAZAR MAILING SOLUTIONS	Unrestricted Discretionary Accounts	PUBLICATIONS	\$ 25,366.00
370376	13-Jul-2017	VERITIV OPERATING COMPANY	Fund 01 General Fund	PUBLICATIONS	\$ 294.35
370377	13-Jul-2017	SCHULMERICH CARILLONS, INC.	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 383.22
370378	13-Jul-2017	PERFECTION LEARNING	Unrestricted Discretionary Accounts	SADDLEBACK HIGH SCHOOL	\$ 577.63
370379	13-Jul-2017	SANTILLANA PUBLISHING	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CARR INTERMEDIATE SCHOOL	\$ 984.22
370380	13-Jul-2017	ATLAS PEN & PENCIL CORP.	Unrestricted Discretionary Accounts	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 156.37
370381	13-Jul-2017	FOLLETT SCHOOL SOLUTIONS, INC.	Unrestricted Discretionary Accounts	HENINGER ELEMENTARY SCHOOL	\$ 332.17
370382	13-Jul-2017	HOUGHTON MIFFLIN HARCOURT	Special Education	SPECIAL EDUCATION	\$ 25,865.50
370383	13-Jul-2017	CURRICULUM ASSOCIATES, LLC	Special Education	SPECIAL EDUCATION	\$ 813.38
370384	13-Jul-2017	RELIABLE DELIVERY SERVICE, INC.	Cell Leases-Facilities	FACILITIES/GOVERNMENTAL RELATIONS	\$ 550.00
370385	13-Jul-2017	PERMA BOUND BOOKS HERTZBERG NEW METHOD, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	JACKSON ELEMENTARY SCHOOL	\$ 3,615.33
370386	13-Jul-2017	SPORTS FACILITIES GROUP, INC.	Ongoing & Major Maintenance Accounts	BUILDING SERVICES	\$ 88,014.71
370388	14-Jul-2017	ACE JANITORIAL	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 4,553.39
370389	14-Jul-2017	INTERMOUNTAIN LOCK & SECURITY SUPPLY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 3,159.77
370395	14-Jul-2017	GLOBAL POWER GROUP, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 658.80
370396	14-Jul-2017	PENSKE TRUCK LEASING CO, L.P.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 29,000.00
370397	14-Jul-2017	PENSKE TRUCK LEASING CO, L.P.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 9,000.00
370404	14-Jul-2017	ORANGE COUNTY DEPARTMENT OF EDUCATION SUPERINTENDENT OF SCHOOLS	Title I, Core Set Aside	WILSON ELEMENTARY SCHOOL	\$ 420.23
370404	14-Jul-2017	ORANGE COUNTY DEPARTMENT OF EDUCATION SUPERINTENDENT OF SCHOOLS	Unrestricted Discretionary Accounts	WILSON ELEMENTARY SCHOOL	\$ 43.10
370407	14-Jul-2017	HEIDELBERG USA, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 10,000.00
370408	14-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 254.65
370409	14-Jul-2017	STAPLES BUSINESS ADVANTAGE	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 89.22
370410	14-Jul-2017	ADVANCED COLOR SOLUTIONS, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370411	14-Jul-2017	ALL AMERICAN MFG & SUPPLY CALIFORNIA, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370412	14-Jul-2017	STAPLES BUSINESS ADVANTAGE	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 46.91
370413	14-Jul-2017	B J BINDERY	Fund 01 General Fund	PUBLICATIONS	\$ 20,000.00
370415	14-Jul-2017	BLAZAR COMMUNICATIONS dba BLAZAR MAILING SOLUTIONS	Fund 01 General Fund	PUBLICATIONS	\$ 2,000.00
370416	14-Jul-2017	COASTAL PRESS, INC. dba COASTAL FINISHING	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370417	14-Jul-2017	CONDE SYSTEMS, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 2,500.00
370418	14-Jul-2017	4IMPRINT, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370419	14-Jul-2017	ORANGE COUNTY REGISTER	Unrestricted Discretionary Accounts	PURCHASING DEPARTMENT	\$ 30,000.00
370420	14-Jul-2017	GROMMET MART, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370421	14-Jul-2017	IAN PERRY	Fund 01 General Fund	PUBLICATIONS	\$ 1,000.00
370422	14-Jul-2017	IMPRINTABLES WAREHOUSE, LLC	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370423	14-Jul-2017	METAL ART OF CALIFORNIA, INC. dba SIGN MART/PLASTICS PLUS	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370424	14-Jul-2017	MICRON GROUP, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 2,500.00
370425	14-Jul-2017	K12 INSIGHT, LLC	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 164,500.00
370426	14-Jul-2017	NICEWELL INTERNATIONAL CORP.	Fund 01 General Fund	PUBLICATIONS	\$ 2,500.00
370427	14-Jul-2017	REVO PRINT PARTNERS LP dba REVO SCREEN PRINT & EMBROIDERY	Fund 01 General Fund	PUBLICATIONS	\$ 35,000.00
370428	14-Jul-2017	SIGNCASTER CORP dba JONHSON PLASTICS	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370429	14-Jul-2017	TRUCK & SONS, LLC dba SIGN MASTER	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370430	14-Jul-2017	STAPLES BUSINESS ADVANTAGE	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 247.52
370431	14-Jul-2017	TAYLOR GRAPHICS, INC.	Fund 01 General Fund	PUBLICATIONS	\$ 25,000.00
370432	14-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 374.13
370433	14-Jul-2017	WESTLAM	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370434	14-Jul-2017	360, INC. dba GRAPHICS 360	Fund 01 General Fund	PUBLICATIONS	\$ 10,000.00
370435	14-Jul-2017	B AND B METALS	Ongoing & Major Maintenance Accounts	BUILDING SERVICES	\$ 7,500.00
370439	14-Jul-2017	NEXTDAY DELIVERY SERVICE, LLC dba NDS	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 5,000.00
370440	14-Jul-2017	GLEN PRODUCTS, INC.	Ongoing & Major Maintenance Accounts	BUILDING SERVICES	\$ 5,500.00
370441	14-Jul-2017	PENSKE TRUCK LEASING CO, L.P.	Unrestricted Discretionary Accounts	WAREHOUSE AND DELIVERY	\$ 1,000.00
370442	14-Jul-2017	CINTAS FIRST AID & SAFETY	Unrestricted Discretionary Accounts	WAREHOUSE AND DELIVERY	\$ 1,000.00
370443	14-Jul-2017	CHIPMAN CORPORATION	Fund 01 General Fund	PUBLICATIONS	\$ 5,000.00
370445	14-Jul-2017	SEA WORLD OF CALIFORNIA	IASA: Title I Migrant Ed Regular Program	MIGRANT EDUCATION	\$ 5,136.45
370446	14-Jul-2017	LEGOLAND CALIFORNIA	IASA: Title I Migrant Ed Regular Program	MIGRANT EDUCATION	\$ 3,640.00
370447	14-Jul-2017	US POSTAL SERVICE	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 120,000.00
370448	14-Jul-2017	DATA SYSTEMS INTERNATIONAL, INC.	Unrestricted Discretionary Accounts	WAREHOUSE AND DELIVERY	\$ 2,000.00
370449	14-Jul-2017	LABELTRONIX, LLC dba RETHINK LABEL SYSTEMS	Fund 01 General Fund	PUBLICATIONS	\$ 2,500.00
370451	14-Jul-2017	SIERRA CREATIVE SYSTEMS, INC. dba ADDRESSERS	Fund 01 General Fund	PUBLICATIONS	\$ 10,000.00
370452	14-Jul-2017	NESTLE WATERS NORTH AMERICA dba READYREFRESH BY NESTLE, A DIVISION OF NESTLE WATERS NORTH AMERICA	Unrestricted Discretionary Accounts	WAREHOUSE AND DELIVERY	\$ 3,000.00
370454	14-Jul-2017	BIOMAGIC, INC.	Ongoing & Major Maintenance Accounts	BUILDING SERVICES	\$ 5,000.00
370456	14-Jul-2017	BEE MAN	Ongoing & Major Maintenance Accounts	BUILDING SERVICES	\$ 8,000.00
370457	14-Jul-2017	ADI	Ongoing & Major Maintenance Accounts	BUILDING SERVICES	\$ 6,000.00
370458	17-Jul-2017	NASCO MODESTO dba A DIVISION OF THE ARISTOTLE CORPORATION	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 403.96
370459	17-Jul-2017	BLICK ART MATERIALS dba DICK BLICK COMPANY	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 3,413.60
370460	17-Jul-2017	ADA BADMINTON & TENNIS	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 449.32
370462	17-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SCHOOL CLIMATE	\$ 441.54
370463	17-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 1,082.44
370464	17-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	ROOSEVELT ELEMENTARY SCHOOL	\$ 19.26
370465	17-Jul-2017	STAPLES BUSINESS ADVANTAGE	Unrestricted Discretionary Accounts	ROOSEVELT ELEMENTARY SCHOOL	\$ 60.39
370466	17-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	VALLEY HIGH SCHOOL	\$ 335.16
370467	17-Jul-2017	AMAZON CAPITAL SERVICES, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MCFADDEN INTERMEDIATE SCHOOL	\$ 2,183.83
370468	17-Jul-2017	FOOTHILL HIGH SCHOOL	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 538.75
370469	17-Jul-2017	AMAZON CAPITAL SERVICES, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MCFADDEN INTERMEDIATE SCHOOL	\$ 5,625.63
370470	17-Jul-2017	BSN SPORTS	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 10,000.00
370471	17-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 2,042.53
370472	17-Jul-2017	BSN SPORTS	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 10,000.00
370473	17-Jul-2017	ORANGE COUNTY DEPARTMENT OF EDUCATION	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 775.00
370477	18-Jul-2017	LOSO CREATION, LLC dba LOSO CREATION	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 4,500.00
370478	18-Jul-2017	SOUTHWEST STRINGS	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 1,000.00
370479	18-Jul-2017	SPARKLETT'S	Special Education	SPECIAL EDUCATION	\$ 5,000.00
370480	18-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	PAYROLL DEPARTMENT	\$ 211.73
370483	18-Jul-2017	SCHOLASTIC CLASSROOM MAGAZINES	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 395.56

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370484	18-Jul-2017	LOSO CREATION, LLC dba LOSO CREATION	Unrestricted Discretionary Accounts	REACH ACADEMY	\$ 500.00
370485	18-Jul-2017	ADVANCE EXERCISE EQUIPMENT, INC.	Unrestricted One-time Funds	FACILITIES/GOVERNMENTAL RELATIONS	\$ 1,615.17
370488	18-Jul-2017	GOVCONNECTION	LCFF-Supplemental/Concentration	REACH ACADEMY	\$ 2,699.68
370489	18-Jul-2017	APPLE, INC.	LCFF-Supplemental/Concentration	REACH ACADEMY	\$ 827.53
370490	18-Jul-2017	APPLE, INC.	21st Century ASSETS (roll-up 4124)	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 1,600.09
370491	18-Jul-2017	CDW GOVERNMENT, INC.	LCFF-Supplemental/Concentration	REACH ACADEMY	\$ 301.36
370492	18-Jul-2017	GOVCONNECTION	Unrestricted Discretionary Accounts	ACCOUNTING DEPARTMENT	\$ 77.81
370494	18-Jul-2017	JAMF HOLDINGS, INC. & SUBSIDIARIES dba JAMF SOFTWARE, LLC	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 23,255.00
370495	18-Jul-2017	THE MUSIC HOUSE	Unrestricted Discretionary Accounts	VISUAL & PERFORMING ARTS	\$ 20,000.00
370496	18-Jul-2017	LUCKY 3 SQUARE, INC. dba 3SQUARE	Donations (Miscellaneous)	GARFIELD ELEMENTARY SCHOOL	\$ 455.40
370497	18-Jul-2017	POWER OFFICE PRODUCTS, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 10,000.00
370498	18-Jul-2017	LUCKY 3 SQUARE, INC. dba 3SQUARE	Donations (Miscellaneous)	GARFIELD ELEMENTARY SCHOOL	\$ 565.50
370499	18-Jul-2017	PUBLIC STORAGE # 08018	30-R2002-653 Before and After School Learning & Safe	AFTER SCHOOL PROGRAMS	\$ 8,200.00
370500	18-Jul-2017	DIGITAL NETWORKS GROUP, INC.	LCFF-Supplemental/Concentration	REACH ACADEMY	\$ 2,704.11
370501	18-Jul-2017	STAPLES BUSINESS ADVANTAGE	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MCFADDEN INTERMEDIATE SCHOOL	\$ 42.02
370502	18-Jul-2017	CDW GOVERNMENT, INC.	Head Start	CHILD DEVELOPMENT	\$ 276.81
370503	18-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	21st Century ASSETS (roll-up 4124)	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 1,386.81
370504	18-Jul-2017	COMMERCIAL DOOR METAL SYSTEMS, INC.	Ongoing & Major Maintenance Accounts	BUILDING SERVICES	\$ 3,449.43
370505	18-Jul-2017	STUDENT VENTURE	Unrestricted Discretionary Accounts	VALLEY HIGH SCHOOL	\$ 2,639.88
370506	18-Jul-2017	OFFICE DEPOT	LCFF-Supplemental/Concentration	REACH ACADEMY	\$ 356.94
370507	18-Jul-2017	OFFICE DEPOT	LCFF-Supplemental/Concentration	REACH ACADEMY	\$ 687.35
370508	18-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 50.61
370509	18-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 59.04
370510	18-Jul-2017	OFFICE DEPOT	30-R2002-653 Before and After School Learning & Safe	AFTER SCHOOL PROGRAMS	\$ 207.71
370511	18-Jul-2017	RAPTOR TECHNOLOGIES, LLC	Unrestricted Discretionary Accounts	GREENVILLE FUNDAMENTAL ELEMENTARY SCHOOL	\$ 200.00
370512	18-Jul-2017	CURRICULUM ASSOCIATES, LLC	Special Education	SPECIAL EDUCATION	\$ 16,148.66
370513	18-Jul-2017	CULVER NEWLIN, INC.	CTE Incentive Grant Program	REGIONAL OCCUPATIONAL PROGRAM	\$ 154,865.20
370514	18-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 20.46
370515	18-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	ESQUEDA ELEMENTARY SCHOOL	\$ 444.72
370516	18-Jul-2017	4IMPRINT, INC.	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 6,000.00
370519	18-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	COMMUNICATIONS OFFICE	\$ 538.64
370521	18-Jul-2017	GRAYBAR	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370522	19-Jul-2017	17TH LAWNMOWER	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 1,000.00
370523	19-Jul-2017	AMERICAN LOGISTICS COMPANY, LLC	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	\$ 200,000.00
370524	19-Jul-2017	ARAMARK UNIFORM SERVICES, INC.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 5,000.00
370525	19-Jul-2017	ARIZONA MACHINERY dba STOTZ EQUIPMENT	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 9,000.00
370526	19-Jul-2017	17TH LAWNMOWER	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 15,000.00
370527	19-Jul-2017	AT CONFERENCE	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 500.00
370528	19-Jul-2017	DITCH WITCH OF SOUTHERN CALIFORNIA	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 1,700.00
370529	19-Jul-2017	PLAYERS CHOICE	LCFF-Supplemental/Concentration	SPECIAL PROJECTS/ WELLNESS	\$ 200.00
370530	19-Jul-2017	JFK TRANSPORTATION	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	\$ 220,000.00
370531	19-Jul-2017	TYLER MITCHELL TRIPP dba TRIPP AUTO DETAIL	Unrestricted Discretionary Accounts	TRANSPORTATION DEPARTMENT	\$ 28,000.00



PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370536	19-Jul-2017	WM. M. PERKINS COMPANY, INC. dba PERKINS PAINTING & CUSTOM COATINGS	Unrestricted One-time Funds	TRANSPORTATION DEPARTMENT	\$ 14,495.00
370537	19-Jul-2017	AMAZON WEB SERVICES, LLC	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 7,200.00
370538	19-Jul-2017	OC TRANSIT, INC.	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	\$ 1,400,000.00
370539	19-Jul-2017	JFK TRANSPORTATION	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	\$ 105,000.00
370540	19-Jul-2017	JFK TRANSPORTATION	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	\$ 1,500,000.00
370541	19-Jul-2017	DURHAM SCHOOL SERVICES, L.P.	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	\$ 311,000.00
370542	19-Jul-2017	VEX ROBOTICS, INC.	California Career Pathways Trust	REGIONAL OCCUPATIONAL PROGRAM	\$ 333.95
370542	19-Jul-2017	VEX ROBOTICS, INC.	California Career Pathways Trust	REGIONAL OCCUPATIONAL PROGRAM	\$ 62.08
370544	19-Jul-2017	INTERMOUNTAIN LOCK & SECURITY SUPPLY	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 1,007.59
370545	19-Jul-2017	VILLA FORD	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 3,000.00
370546	19-Jul-2017	SAFETY KLEEN CORPORATION	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 10,000.00
370547	19-Jul-2017	RITEWAY AUTO PAINT AND BODY WORKS	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 3,000.00
370548	19-Jul-2017	PARKHOUSE TIRE, INC.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 25,000.00
370549	19-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	EMPLOYEE BENEFITS ADMINISTRATION	\$ 1,624.57
370550	19-Jul-2017	LAKESHORE LEARNING MATERIALS	Head Start	CHILD DEVELOPMENT	\$ 3,934.25
370551	19-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Carl D Perkins Section 131 Career and Technical Education Act of	VOCAATIONAL EDUCATION	\$ 44,645.09
370552	19-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	ESQUEDA ELEMENTARY SCHOOL	\$ 8,485.55
370554	19-Jul-2017	LAKESHORE LEARNING MATERIALS	Special Education	HENINGER ELEMENTARY SCHOOL	\$ 73.73
370556	19-Jul-2017	ORANGE COUNTY LEADERSHIP CAMP	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 7,875.00
370561	19-Jul-2017	CONTINUITY FOCUS, INC.	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 1,567.00
370562	19-Jul-2017	APPLE, INC.	Technology Refresh	K-12 TEACHING AND LEARNING	\$ 156,337.58
370563	19-Jul-2017	OFFICE DEPOT	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 572.72
370564	19-Jul-2017	ORANGE COUNTY AUTO PARTS NAPA	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 70,000.00
370565	19-Jul-2017	MIKE J. MANCE dba STEAMX, LLC	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 5,000.00
370566	19-Jul-2017	METROPTOWING, INC.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 2,500.00
370567	19-Jul-2017	MCPPEK'S DODGE OF ANAHEIM	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 2,000.00
370568	19-Jul-2017	GUARANTY CHEVROLET MOTORS, INC.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 25,000.00
370569	19-Jul-2017	GREG A. MARVEL dba TRANSTRAKS/PERSEUS ASSOCIATES, LLC	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	\$ 10,500.00
370570	19-Jul-2017	GRAINGER	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 10,000.00
370571	19-Jul-2017	EBERHARD EQUIPMENT	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 10,000.00
370574	19-Jul-2017	ENVIRONMENTAL NETWORK CORP.	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 10,205.00
370575	19-Jul-2017	HENRY SCHEIN, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 4,034.03
370576	19-Jul-2017	R.P.P. GROUP, INC. dba SUBWAY 36125	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CARVER ELEMENTARY SCHOOL	\$ 513.00
370577	19-Jul-2017	ROBERTO ZAVALA dba GALAXY PARTY RENTALS	Unrestricted Discretionary Accounts	SIERRA PREPARATORY ACADEMY	\$ 410.00
370579	19-Jul-2017	NEW HORIZONS CONTRACTING, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,385.00
370580	19-Jul-2017	NEW HORIZONS CONTRACTING, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 9,780.00
370581	19-Jul-2017	ADVANTAGE WEST INVESTMENT ENTERPRISES, INC. dba ADVANTAGE WEST GOVERNMENT PRODUCT SOLUTIONS	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 340,000.00
370582	19-Jul-2017	ADVANTAGE WEST INVESTMENT ENTERPRISES, INC. dba ADVANTAGE WEST GOVERNMENT PRODUCT SOLUTIONS	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 135,000.00
370583	19-Jul-2017	ADVANTAGE WEST INVESTMENT ENTERPRISES, INC. dba ADVANTAGE WEST GOVERNMENT PRODUCT SOLUTIONS	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 200,000.00
370584	19-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MADISON ELEMENTARY SCHOOL	\$ 2,528.36



PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370585	19-Jul-2017	MODUAL A/C SYSTEMS, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,500.00
370586	19-Jul-2017	BAT JAC GLASS, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,693.75
370587	19-Jul-2017	GOLD COAST FENCE, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,235.00
370588	19-Jul-2017	PENSKE TRUCK LEASING CO, L.P.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 967.50
370589	19-Jul-2017	MACRES FLORISTS	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 545.48
370590	19-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CENTURY HIGH SCHOOL	\$ 788.67
370591	19-Jul-2017	INTERSTATE MUSIC dba CASCIO INTERSTATE MUSIC COMPANY	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 3,100.00
370592	19-Jul-2017	SOUTHWEST STRINGS	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 1,000.00
370593	19-Jul-2017	J.W. PEPPER & SONS, INC.	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 3,500.00
370594	19-Jul-2017	VISION MARKING DEVICES	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 32.63
370596	19-Jul-2017	5 STAR WHOLESAL ELECTRIC SUPPLY & LIGHTING	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 80,000.00
370597	19-Jul-2017	AMAZON CAPITAL SERVICES, INC.	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 674.95
370598	19-Jul-2017	VMI, INC	Unrestricted Discretionary Accounts	TELEVISION CENTER	\$ 5,000.00
370600	19-Jul-2017	MYERS TIRE SUPPLY DISTRIBUTION COMPANY	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 675.60
370601	19-Jul-2017	AREY JONES EDUCATIONAL SOLUTIONS	Unrestricted Discretionary Accounts	TECHNOLOGY INNOVATION SERVICES	\$ 136,302.11
370602	19-Jul-2017	MICRO CENTER	Unrestricted Discretionary Accounts	TELEVISION CENTER	\$ 2,000.00
370603	19-Jul-2017	SIGN A RAMA	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 457.05
370604	19-Jul-2017	CDW GOVERNMENT, INC.	Unrestricted Discretionary Accounts	TELEVISION CENTER	\$ 2,000.00
370605	19-Jul-2017	FRYS ELECTRONICS	Unrestricted Discretionary Accounts	TELEVISION CENTER	\$ 1,000.00
370606	19-Jul-2017	ORVAC ELECTRONICS	Unrestricted Discretionary Accounts	TELEVISION CENTER	\$ 1,000.00
370608	19-Jul-2017	VILLAGE NURSERIES, L.P.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 15,000.00
370609	19-Jul-2017	EWING IRRIGATION PRODUCTS, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 20,000.00
370610	19-Jul-2017	TIME WARNER CABLE, LLC	Unrestricted Discretionary Accounts	TELEVISION CENTER	\$ 5,000.00
370611	19-Jul-2017	MUZAK, LLC	Unrestricted Discretionary Accounts	TELEVISION CENTER	\$ 2,600.00
370618	20-Jul-2017	CONTROL TECHNOLOGIES WEST, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370619	20-Jul-2017	FRYS ELECTRONICS	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370623	20-Jul-2017	FOLLETT SCHOOL SOLUTIONS, INC.	Lottery: Instructional Materials	TECHNOLOGY	\$ 41,940.89
370624	20-Jul-2017	FOLLETT SCHOOL SOLUTIONS, INC.	Lottery: Instructional Materials	TECHNOLOGY	\$ 15,948.45
370625	20-Jul-2017	NO EXCUSES UNIVERSITY	Unrestricted Discretionary Accounts	FREMONT ELEMENTARY SCHOOL	\$ 3,800.00
370627	20-Jul-2017	ORVAC ELECTRONICS	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370628	20-Jul-2017	OFFICE DEPOT	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 428.31
370629	20-Jul-2017	GARY P. GILROY PUBLICATIONS, INC.	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 2,212.56
370633	20-Jul-2017	ATKINSON ANDELSON LOYA RUUD & ROMO	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 6,465.00
370636	20-Jul-2017	FEDERAL TECHNOLOGY SOLUTIONS, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 13,141.83
370637	20-Jul-2017	FEDERAL TECHNOLOGY SOLUTIONS, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 939.74
370638	20-Jul-2017	NO EXCUSES UNIVERSITY	Unrestricted Discretionary Accounts	JACKSON ELEMENTARY SCHOOL	\$ 743.63
370639	20-Jul-2017	FEDERAL TECHNOLOGY SOLUTIONS, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 20,342.87
370640	20-Jul-2017	FEDERAL TECHNOLOGY SOLUTIONS, INC.	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 935.91
370641	20-Jul-2017	HOUGHTON MIFFLIN HARCOURT	Unrestricted - Instructional Materials (7156)	STATE TEXTBOOKS	\$ 8,093.34
370642	20-Jul-2017	TRANE	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370644	20-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	KENNEDY ELEMENTARY SCHOOL	\$ 1,636.06
370646	20-Jul-2017	ANDERSON REPAIR AND SUPPLY COMPANY, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 20,000.00

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370648	20-Jul-2017	GOLD COAST FENCE, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 9,265.00
370649	20-Jul-2017	SMITH PIPE AND SUPPLY, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 20,000.00
370651	20-Jul-2017	BAT JAC GLASS, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 3,885.88
370652	20-Jul-2017	COMMERCIAL AQUATIC SERVICES, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 60,000.00
370653	20-Jul-2017	MONTGOMERY HARDWARE COMPANY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 3,632.27
370654	20-Jul-2017	C.I. SERVICES, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,519.50
370655	20-Jul-2017	COMMERCIAL DOOR OF ORANGE COUNTY, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370656	20-Jul-2017	CLARK SECURITY PRODUCTS	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 255.42
370657	20-Jul-2017	WALTERS WHOLESale ELECTRIC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,777.98
370658	20-Jul-2017	WALTERS WHOLESale ELECTRIC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 1,322.68
370659	20-Jul-2017	FASTENAL COMPANY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 50,000.00
370660	20-Jul-2017	RC MASONRY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,848.75
370663	20-Jul-2017	KYA SERVICES, LLC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 7,895.63
370664	20-Jul-2017	RC MASONRY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 1,993.38
370665	20-Jul-2017	NEW HORIZONS CONTRACTING, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,795.00
370666	20-Jul-2017	CLARK SECURITY PRODUCTS	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,442.23
370667	20-Jul-2017	ORANGE COUNTY DEPARTMENT OF EDUCATION	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 775.00
370668	20-Jul-2017	MCFADDEN DALE IND HARDWARE CO	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 5,000.00
370669	20-Jul-2017	THOMPSON ENGINEERING	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 242.45
370670	20-Jul-2017	WALTERS WHOLESale ELECTRIC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,004.15
370671	20-Jul-2017	WALTERS WHOLESale ELECTRIC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 455.24
370673	20-Jul-2017	ORANGE COUNTY DEPARTMENT OF EDUCATION	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 775.00
370674	20-Jul-2017	THE INSTITUTE OF INTERNAL AUDITORS	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 150.00
370675	20-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	HENINGER ELEMENTARY SCHOOL	\$ 887.54
370676	21-Jul-2017	COMMERCE PRINTING SERVICES	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,986.75
370677	21-Jul-2017	COMMERCE PRINTING SERVICES	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 1,564.80
370678	21-Jul-2017	COMMERCE PRINTING SERVICES	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 827.25
370680	21-Jul-2017	COMMERCE PRINTING SERVICES	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,192.71
370681	21-Jul-2017	COMMERCE PRINTING SERVICES	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 3,986.75
370682	21-Jul-2017	WEST COAST ARBORISTS, INC.	Unrestricted One-time Funds	FACILITIES/GOVERNMENTAL RELATIONS	\$ 3,375.00
370683	21-Jul-2017	COMMERCE PRINTING SERVICES	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 4,086.42
370685	21-Jul-2017	J B BOSTICK COMPANY, INC.	Unrestricted One-time Funds	FACILITIES/GOVERNMENTAL RELATIONS	\$ 76,440.00
370686	21-Jul-2017	COMMERCE PRINTING SERVICES	Lottery: Instructional Materials	STATE TEXTBOOKS	\$ 2,152.85
370687	21-Jul-2017	GOLD COAST FENCE, INC.	Unrestricted One-time Funds	FACILITIES/GOVERNMENTAL RELATIONS	\$ 26,830.00
370688	21-Jul-2017	GOLD COAST FENCE, INC.	Unrestricted One-time Funds	FACILITIES/GOVERNMENTAL RELATIONS	\$ 18,505.00
370689	21-Jul-2017	GOLD COAST FENCE, INC.	Unrestricted One-time Funds	FACILITIES/GOVERNMENTAL RELATIONS	\$ 19,615.00
370692	21-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 513.00
370695	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	K-12 TEACHING AND LEARNING	\$ 38.77
370697	21-Jul-2017	JEFFREY LIAM SIMPSON	One-Time Discretionary Funds	EDUCATIONAL SERVICES DIVISION	\$ 600.00
370698	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 111.29
370699	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 31.28
370700	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 124.05

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370701	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 14.40
370702	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 247.48
370706	21-Jul-2017	BEKINS MOVING SOLUTIONS, INC.	Unrestricted Discretionary Accounts	PURCHASING DEPARTMENT	\$ 738.60
370707	21-Jul-2017	LAKESHORE LEARNING MATERIALS	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 35.81
370708	21-Jul-2017	LAKESHORE LEARNING MATERIALS	Unrestricted Discretionary Accounts	KENNEDY ELEMENTARY SCHOOL	\$ 129.19
370710	21-Jul-2017	LAKESHORE LEARNING MATERIALS	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 126.89
370711	21-Jul-2017	ATOMIC LEARNING, INC.	Two-Way Digital ITFS License Revenue	TECHNOLOGY	\$ 11,998.60
370713	21-Jul-2017	LAKESHORE LEARNING MATERIALS	Unrestricted Discretionary Accounts	JEFFERSON ELEMENTARY SCHOOL	\$ 223.90
370714	21-Jul-2017	LAKESHORE LEARNING MATERIALS	Unrestricted Discretionary Accounts	JEFFERSON ELEMENTARY SCHOOL	\$ 223.90
370715	21-Jul-2017	KEM VENTURES, INC.	Technology Refresh	K-12 TEACHING AND LEARNING	\$ 8,516.72
370716	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 106.58
370717	21-Jul-2017	APPLE, INC.	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 224.12
370718	21-Jul-2017	SOUTHERN COUNTIES LUBRICANTS, LLC	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 10,000.00
370719	21-Jul-2017	POWERTRON BATTERY COMPANY	Ongoing & Major Maintenance Account	TRANSPORTATION DEPARTMENT	\$ 3,000.00
370720	21-Jul-2017	SCHOOL OUTFITTERS, LLC	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CARR INTERMEDIATE SCHOOL	\$ 1,339.00
370721	21-Jul-2017	DIGITAL MAGIC SIGNS, INC.	Unrestricted Discretionary Accounts	SADDLEBACK HIGH SCHOOL	\$ 13,217.55
370723	21-Jul-2017	BIXBY BRIDGE FUND, LLC dba BBC EMERALDA, LLC dba RENAISSANCE INDIAN WELLS RESORT & SPA	Unrestricted Discretionary Accounts	FREMONT ELEMENTARY SCHOOL	\$ 2,025.12
370724	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 127.01
370725	21-Jul-2017	CIVIC PERMITS, INC.	Civic Center Rental Fees	BUILDING SERVICES	\$ 14,364.00
370726	21-Jul-2017	OFFICE DEPOT	Special Education	MCFADDEN INTERMEDIATE SCHOOL	\$ 239.16
370727	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 124.12
370730	21-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	COMMUNICATIONS OFFICE	\$ 55.91
370732	24-Jul-2017	CALLOWAY HOUSE, INC.	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 284.32
370736	24-Jul-2017	1-STEP AHEAD	IASA: Title I Basic Grants Low-Income and Neglected, Part A	ENGLISH LEARNER PROGRAMS & STUDENT	\$ 8,399.70
370737	24-Jul-2017	SUBWAY	IASA: Title I Migrant Ed Regular Program	MIGRANT EDUCATION	\$ 495.00
370738	24-Jul-2017	SOUTHWEST SCHOOL AND OFFICE SUPPLY	Fund 01 General Fund	WAREHOUSE AND DELIVERY	\$ 9,475.11
370740	24-Jul-2017	OFFICE DEPOT	Special Education	WALKER ELEMENTARY SCHOOL	\$ 110.20
370741	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	WALKER ELEMENTARY SCHOOL	\$ 55.21
370742	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	WALKER ELEMENTARY SCHOOL	\$ 378.58
370743	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	ACCOUNTING DEPARTMENT	\$ 239.02
370744	24-Jul-2017	GRAINGER	Fund 01 General Fund	WAREHOUSE AND DELIVERY	\$ 1,249.03
370745	24-Jul-2017	CASE & SONS CONSTRUCTION, INC.	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 7,900.00
370747	24-Jul-2017	DD OFFICE PRODUCTS dba LIBERTY PAPER	Fund 01 General Fund	WAREHOUSE AND DELIVERY	\$ 42,394.88
370748	24-Jul-2017	VERITIV OPERATING COMPANY	Fund 01 General Fund	WAREHOUSE AND DELIVERY	\$ 30,172.59
370752	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 156.45
370753	24-Jul-2017	ADVANTAGE WEST INVESTMENT ENTERPRISES, INC. dba ADVANTAGE WEST GOVERNMENT PRODUCT SOLUTIONS	Fund 01 General Fund	WAREHOUSE AND DELIVERY	\$ 1,735.21
370754	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 166.58
370755	24-Jul-2017	MCGRW-HILL EDUCATION, INC. dba MCGRW-HILL GLOBAL EDUCATION, LLC; MCGRW-HILL GLOBAL EDUCATION HOLDINGS, LLC; MCGRW-HILL SCHOOL EDUCATION, LLC	Carl D Perkins Section 131 Career and Technical Education Act of 1998	VOCATIONAL EDUCATION	\$ 12,959.64

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370755	24-Jul-2017	MCGRAW-HILL EDUCATION, INC. dba MCGRAW-HILL GLOBAL EDUCATION, LLC; MCGRAW-HILL GLOBAL EDUCATION HOLDINGS, LLC; MCGRAW-HILL SCHOOL EDUCATION, LLC	Carl D Perkins Section 131 Career and Technical Education Act of 1998	VOCAATIONAL EDUCATION	\$ 1,004.37
370756	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 123.35
370757	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 47.91
370758	24-Jul-2017	ADVANTAGE GRAPHICS AND PROMOTIONS	Fund 01 General Fund	WAREHOUSE AND DELIVERY	\$ 943.89
370760	24-Jul-2017	POWERTRON BATTERY COMPANY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370761	24-Jul-2017	SMILEMAKERS, INC.	Unrestricted Discretionary Accounts	ADAMS ELEMENTARY SCHOOL	\$ 18.31
370763	24-Jul-2017	SIMS ORANGE WELDING SUPPLY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,000.00
370764	24-Jul-2017	SPORTS FACILITIES GROUP, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 12,000.00
370765	24-Jul-2017	STATEWIDE TRAFFIC SAFETY & SIGNS	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370766	24-Jul-2017	WATERLINE TECHNOLOGIES	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 50,000.00
370767	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 197.75
370768	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	ADAMS ELEMENTARY SCHOOL	\$ 424.75
370769	24-Jul-2017	WHITE CAP CONSTRUCTION SUPPLY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 5,000.00
370770	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 134.06
370771	24-Jul-2017	BAT JAC GLASS, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 80,000.00
370772	24-Jul-2017	CINTAS FIRST AID & SAFETY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 5,000.00
370773	24-Jul-2017	COUNTY OF ORANGE AUDITOR-CONTROLLER	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370774	24-Jul-2017	GREGORY ALLAN YANCY dba G.C. FIRE	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 38,880.00
370775	24-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	FREMONT ELEMENTARY SCHOOL	\$ 93.52
370776	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 132.14
370777	24-Jul-2017	GREGORY ALLAN YANCY dba G.C. FIRE	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 30,000.00
370778	24-Jul-2017	INTERCOM CLOCKS & SIGNAL SERVICE	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 25,000.00
370779	24-Jul-2017	NEWSPAPER2	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MIDDLE COLLEGE HIGH SCHOOL	\$ 2,100.00
370780	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 32.03
370781	24-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 99.14
370782	24-Jul-2017	HENRY SCHEIN	Fund 01 General Fund	WAREHOUSE AND DELIVERY	\$ 1,649.99
370783	24-Jul-2017	CUTTING EDGE SYSTEMS, INC.	Unrestricted Discretionary Accounts	PUBLICATIONS	\$ 750.00
370784	24-Jul-2017	CAPITOL ADVISORS GROUP, LLC	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 26,000.00
370785	25-Jul-2017	INTERCOM CLOCKS & SIGNAL SERVICE	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 40,000.00
370786	25-Jul-2017	INTERIOR MANAGEMENT, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 25,000.00
370787	25-Jul-2017	LLOYD PEST CONTROL	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 30,000.00
370788	25-Jul-2017	PEST OPTIONS, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 40,000.00
370789	25-Jul-2017	UNITED RENTALS NORTHWEST, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 15,000.00
370790	25-Jul-2017	WATER ONE	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 3,500.00
370791	25-Jul-2017	H I SOLUTIONS, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 5,000.00
370792	25-Jul-2017	NEW HORIZONS CONTRACTING, INC.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 10,000.00
370793	25-Jul-2017	WEST COAST SAND & GRAVEL, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 20,000.00
370794	25-Jul-2017	WEST COAST ARBORISTS, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 10,000.00
370799	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	DIAMOND ELEMENTARY SCHOOL	\$ 101.60
370800	25-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	FREMONT ELEMENTARY SCHOOL	\$ 459.29
370808	25-Jul-2017	CORONA CLAY COMPANY	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 15,000.00

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370809	25-Jul-2017	EAGLE PUMP SERVICES, INC.	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 15,000.00
370810	25-Jul-2017	RPW SERVICES, INC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 12,000.00
370811	25-Jul-2017	SOUTHWEST SCHOOL AND OFFICE SUPPLY	Fund 01 General Fund	WAREHOUSE AND DELIVERY	\$ 22,312.07
370812	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	\$ 125.85
370813	25-Jul-2017	KEYSTONE UNIFORMS, OC	Unrestricted Discretionary Accounts	SCHOOL POLICE SERVICES	\$ 315.17
370815	25-Jul-2017	KOCE-TV FOUNDATION dba PBS SOCAL	Lottery: Instructional Materials	TECHNOLOGY	\$ 61,589.35
370816	25-Jul-2017	GOVCONNECTION	LCFF-Supplemental/Concentration	EDUCATIONAL SERVICES DIVISION	\$ 1,969.25
370816	25-Jul-2017	GOVCONNECTION	Unrestricted Discretionary Accounts	K-12 TEACHING AND LEARNING	\$ 602.66
370817	25-Jul-2017	GOVCONNECTION	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CENTURY HIGH SCHOOL	\$ 467.28
370818	25-Jul-2017	ACHIEVE3000, INC. / SMARTY ANTS, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MARTIN ELEMENTARY SCHOOL	\$ 5,000.00
370819	25-Jul-2017	ACHIEVE3000, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	MCFADDEN INTERMEDIATE SCHOOL	\$ 7,525.00
370821	25-Jul-2017	SCHOOL SPECIALTY/CLASSROOM DIRECT	Unrestricted Discretionary Accounts	ROOSEVELT ELEMENTARY SCHOOL	\$ 115.68
370822	25-Jul-2017	STAPLES BUSINESS ADVANTAGE	Unrestricted Discretionary Accounts	ROOSEVELT ELEMENTARY SCHOOL	\$ 79.22
370824	25-Jul-2017	SCHOOL SPECIALTY/CLASSROOM DIRECT	Unrestricted Discretionary Accounts	ROOSEVELT ELEMENTARY SCHOOL	\$ 301.75
370825	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SCHOOL POLICE SERVICES	\$ 238.93
370826	25-Jul-2017	THE BOARD OF TRUSTEES OF THE LELAND STANFORD JUNIOR UNIVERSITY	IASA: Title I Basic Grants Low-Income and Neglected, Part A	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 750.00
370827	25-Jul-2017	ACTION PUBLISHING, INC.	IASA: Title I Basic Grants Low-Income and Neglected, Part A	SADDLEBACK HIGH SCHOOL	\$ 5,567.74
370828	25-Jul-2017	TUFF SHED, INC.	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 6,198.75
370829	25-Jul-2017	HUNTER SALES, INC.	Carl D Perkins Section 131 Career and Technical Education Act of 1990	VOCATIONAL EDUCATION	\$ 29,192.90
370833	25-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	FREMONT ELEMENTARY SCHOOL	\$ 2,359.51
370834	25-Jul-2017	FULLERTON JOINT UNION HS DISTRICT	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 480.00
370835	25-Jul-2017	OFFICE DEPOT	LCFF Funding Verification Forms	NUTRITION SERVICES	\$ 215.23
370836	25-Jul-2017	ALISO NIGUEL HIGH SCHOOL	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 550.00
370837	25-Jul-2017	SAVANNA SOFTBALL BOOSTERS	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 395.00
370838	25-Jul-2017	KATELLA HIGH SCHOOL	Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 425.00
370840	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	JEFFERSON ELEMENTARY SCHOOL	\$ 1,690.64
370841	25-Jul-2017	UNITED STATES POSTAL SERVICE	LCFF Funding Verification Forms	NUTRITION SERVICES	\$ 1,000.00
370842	25-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CENTURY HIGH SCHOOL	\$ 788.67
370843	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	ADAMS ELEMENTARY SCHOOL	\$ 294.05
370844	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	PIO PICO ELEMENTARY SCHOOL	\$ 459.11
370845	25-Jul-2017	SNAP ON INDUSTRIAL	CTE Incentive Grant Program	REGIONAL OCCUPATIONAL PROGRAM	\$ 15,066.04
370847	25-Jul-2017	PIONEER MANUFACTURING COMPANY, INC. dba PIONEER ATHLETICS dba REVERE PRODUCTS	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 10,000.00
370848	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	MADISON ELEMENTARY SCHOOL	\$ 788.97
370849	25-Jul-2017	ANGELUS QUARRIES	Unrestricted Discretionary Accounts	BUILDING SERVICES	\$ 10,000.00
370850	25-Jul-2017	ALPINEFRESH USA	Unrestricted Discretionary Accounts	SANTA ANA HIGH SCHOOL	\$ 600.00
370851	25-Jul-2017	FEDERAL EXPRESS CORPORATION	Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$ 750.00
370852	25-Jul-2017	BUTLER CHEMICALS, INC.	Unrestricted Discretionary Accounts	VALLEY HIGH SCHOOL	\$ 1,500.00
370853	25-Jul-2017	OFFICE DEPOT	IASA: Title I Basic Grants Low-Income and Neglected, Part A	LINCOLN ELEMENTARY SCHOOL	\$ 1,453.39
370854	25-Jul-2017	AUSTIN HARDWOOD	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,500.00
370855	25-Jul-2017	R.P.P. GROUP INC dba SUBWAY 36125	Unrestricted Discretionary Accounts	SADDLEBACK HIGH SCHOOL	\$ 3,000.00
370856	25-Jul-2017	VISION MARKING DEVICES	Unrestricted Discretionary Accounts	SADDLEBACK HIGH SCHOOL	\$ 500.00

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370858	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 443.59
370859	25-Jul-2017	WALTERS WHOLESALE ELECTRIC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 2,010.39
370860	25-Jul-2017	KYA SERVICES, LLC	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 56,795.44
370862	25-Jul-2017	LOSO CREATION, LLC dba LOSO CREATION	Unrestricted Discretionary Accounts	MCFADDEN INTERMEDIATE SCHOOL	\$ 4,500.00
370863	25-Jul-2017	SPECIALTY EQUIPMENT CO.	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 1,900.00
370864	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	JACKSON ELEMENTARY SCHOOL	\$ 20.96
370865	25-Jul-2017	OFFICE DEPOT	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	\$ 582.30
370866	25-Jul-2017	NMK CORPORATION dba IPTELSUPPORT	Unrestricted Discretionary Accounts	PURCHASING DEPARTMENT	\$ 1,642.15
370867	25-Jul-2017	AXON ENTERPRISE, INC.	Unrestricted Discretionary Accounts	SCHOOL POLICE SERVICES	\$ 2,289.97
370869	25-Jul-2017	ORANGE COUNTY FIRE AUTHORITY	Ongoing & Major Maintenance Account	BUILDING SERVICES	\$ 4,000.00
370871	25-Jul-2017	AMERICAN PAPER & PLASTICS, INC.	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 600.00
370872	25-Jul-2017	AMERICAN RED CROSS	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 2,000.00
370873	25-Jul-2017	BRYAN EXHAUST SERVICE, INC.	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 1,500.00
370874	25-Jul-2017	CANON SOLUTIONS AMERICA, INC.	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 600.00
370875	25-Jul-2017	CHEFS' TOYS	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 200.00
370876	25-Jul-2017	COUNTRY GARDEN CATERERS	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 2,000.00
370877	25-Jul-2017	CPR LADY dba THE CPR LADY, INC.	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 2,500.00
370878	25-Jul-2017	GRAINGER	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	\$ 2,500.00
370879	25-Jul-2017	AT&T CALIFORNIA	Unrestricted Discretionary Accounts	DISTRICT-WIDE	\$ 5,000.00
<b>Grand Total:</b>					<b>\$ 28,519,610.88</b>

### Fund 09

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
363304	28-Jun-2017	TJ JANCA CONSTRUCTION, INC.	Fund 09 One-Time Discretionary Funds	ADVANCED LEARNING ACADEMY	\$ 23,417.50
370027	02-Jul-2017	MIND RESEARCH INSTITUTE	Fund 09 Title I	ADVANCED LEARNING ACADEMY	\$ 11,758.00
370192	07-Jul-2017	LEXIA LEARNING SYSTEMS	Fund 09 Title I	ADVANCED LEARNING ACADEMY	\$ 7,650.00
370815	25-Jul-2017	KOCE-TV FOUNDATION dba PBS SOCIAL	Fund 09 Prop 20 Lottery	ADVANCED LEARNING ACADEMY	\$ 475.00
<b>Grand Total:</b>					<b>\$ 43,300.50</b>

### Fund 12

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370213	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 388.00
370215	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 242.00
370219	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 484.00
370221	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 242.00
370222	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 484.00
370224	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 242.00
370226	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 242.00
370228	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 242.00
370230	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 242.00
370231	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 943.00
370233	10-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 484.00
370313	11-Jul-2017	ORANGE COUNTY SCHOOL NURSES ORGANIZATION (OCSNO)	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 315.00

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370475	17-Jul-2017	CALIFORNIA CHAPTER 4, AMERICAN ACADEMY PEDIATRICS	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 915.00
370533	19-Jul-2017	ULINE SHIPPING SUPPLIES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 410.53
370534	19-Jul-2017	ULINE SHIPPING SUPPLIES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 159.47
370553	19-Jul-2017	CONTROLTEC, INC.	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 6,924.00
370555	19-Jul-2017	LAKESHORE LEARNING MATERIALS	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 276.38
370557	19-Jul-2017	LAKESHORE LEARNING MATERIALS	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 276.38
370558	19-Jul-2017	LAKESHORE LEARNING MATERIALS	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 276.38
370559	19-Jul-2017	LAKESHORE LEARNING MATERIALS	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 276.38
370560	19-Jul-2017	LAKESHORE LEARNING MATERIALS	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 276.38
370647	20-Jul-2017	LEARNING GENIE, INC.	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 5,168.00
370806	25-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 484.00
370807	25-Jul-2017	DEPARTMENT OF SOCIAL SERVICES	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 25.00
370820	25-Jul-2017	HEAR & C	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 468.71
370857	25-Jul-2017	DESIGNING IMAGES GROUP	Child Development: CA State Preschool Program	EARLY CHILDHOOD EDUCATION	\$ 4,056.20
<b>Grand Total:</b>					<b>\$ 24,542.81</b>

**Fund 13**

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370008	02-Jul-2017	ACCUSHARP CUTLERY SERVICE	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 800.00
370009	02-Jul-2017	VORTEX INDUSTRIES, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 3,500.00
370010	02-Jul-2017	SHOES FOR CREWS, LLC	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,000.00
370011	02-Jul-2017	PYRO COMM SYSTEMS, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,000.00
370012	02-Jul-2017	INDUSTRIAL ELECTRIC SERVICE	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 3,500.00
370013	02-Jul-2017	GRAINGER	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 2,500.00
370014	02-Jul-2017	GRAINGER	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 500.00
370015	02-Jul-2017	FEDERAL EXPRESS CORPORATION	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 300.00
370016	02-Jul-2017	CROWN LIFT TRUCKS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,500.00
370017	02-Jul-2017	CIVIC CENTER LOCK AND SAFE	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,500.00
370018	02-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 3,000.00
370020	02-Jul-2017	CDW GOVERNMENT, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 961.14
370022	02-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 217.01
370023	02-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 774.94
370053	05-Jul-2017	ISITE SOFTWARE, LLC	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 995.00
370054	05-Jul-2017	DANIEL DENHAM dba DAN'S THERMAL SERVICES (D.T.S)	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,220.00
370055	05-Jul-2017	DANIEL DENHAM dba DAN'S THERMAL SERVICES (D.T.S)	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 4,875.00
370058	05-Jul-2017	MICHELSON LABORATORIES, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,500.00
370059	05-Jul-2017	WESTERN PROPANE SERVICES, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 5,000.00
370060	05-Jul-2017	F & M PACKAGING MACHINERY CO., INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 4,000.00
370061	05-Jul-2017	ARROW RESTAURANT EQUIPMENT	Child Nutrition: School Programs	JACKSON ELEMENTARY SCHOOL	\$ 3,946.88
370062	05-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 1,804.90
370062	05-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	VILLA FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 601.63
370063	05-Jul-2017	E-CONTROL SYSTEMS, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 450.00



PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370064	05-Jul-2017	GRAINGER	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 879.24
370065	05-Jul-2017	ECOLAB FOOD SAFETY SPECIALTIES, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 500.00
370120	06-Jul-2017	INTERIOR MANAGEMENT, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 17,308.30
370132	07-Jul-2017	EDUCATION MANAGEMENT SYSTEMS, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 34,430.00
370133	07-Jul-2017	ORANGE COUNTY PUMPING, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 13,080.00
370136	07-Jul-2017	REFRIGERATION CONTROL CO., INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 50,000.00
370137	07-Jul-2017	PENSKE TRUCK LEASING CO, L.P.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 35,000.00
370138	07-Jul-2017	P & R PAPER SUPPLY CO.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 7,000.00
370139	07-Jul-2017	LLOYD PEST CONTROL	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 25,000.00
370140	07-Jul-2017	L A FEDERAL ARMORED	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 45,000.00
370141	07-Jul-2017	GRAINGER	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 7,500.00
370142	07-Jul-2017	DANIEL DENHAM dba DAN'S THERMAL SERVICES (D.T.S)	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 25,000.00
370143	07-Jul-2017	CINTAS CORPORATION - LOCATION 640	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 50,000.00
370144	07-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 15,000.00
370145	07-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 15,000.00
370146	07-Jul-2017	CALIFORNIA INDUSTRIAL	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 40,000.00
370147	07-Jul-2017	BLACK BIRD FIRE PROTECTION	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 7,000.00
370148	07-Jul-2017	ARAMARK RECEIVABLES, LLC dba ARAMARK GFF CHICAGO	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 15,000.00
370150	07-Jul-2017	G A SYSTEMS	Child Nutrition: School Programs	SPURGEON INTERMEDIATE SCHOOL	\$ 7,406.76
370151	07-Jul-2017	JC FOODSERVICE, INC. dba ACTION SALES	Child Nutrition: School Programs	VILLA FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 10,813.79
370152	07-Jul-2017	GRAINGER	Child Nutrition: School Programs	SANTA ANA HIGH SCHOOL	\$ 2,212.75
370190	07-Jul-2017	CDW GOVERNMENT, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 71.95
370194	07-Jul-2017	A & R WHOLESAL DISTRIBUTORS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 6,500.00
370195	07-Jul-2017	SYSCO RIVERSIDE, INC.	Child Nutrition: School Programs	Hop Shop	\$ 10,000.00
370196	07-Jul-2017	SYSCO RIVERSIDE, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 15,000.00
370197	07-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	SPURGEON INTERMEDIATE SCHOOL	\$ 21,097.55
370197	07-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	SPURGEON INTERMEDIATE SCHOOL	\$ 2,497.17
370225	10-Jul-2017	VERIZON WIRELESS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 107.74
370264	10-Jul-2017	WEX BANK, dba WRIGHT EXPRESS FSC	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 3,362.30
370274	11-Jul-2017	IRVINE PIPE AND SUPPLY	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 5,000.00
370277	11-Jul-2017	OFFICE DEPOT	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 322.82
370282	11-Jul-2017	CDW GOVERNMENT, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 43.96
370284	11-Jul-2017	GOVCONNECTION	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 77.81
370285	11-Jul-2017	REFRIGERATION CONTROL CO., INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,700.00
370286	11-Jul-2017	FINANCIAL & OFFICE SYSTEMS, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 832.79
370289	11-Jul-2017	OFFICE DEPOT	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 59.43
370330	12-Jul-2017	WALLACE ELECTRIC	Child Nutrition: School Programs	SPURGEON INTERMEDIATE SCHOOL	\$ 3,250.00
370332	12-Jul-2017	REFRIGERATION CONTROL CO., INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 16,015.00
370333	12-Jul-2017	J.L. COBB PAINTING	Child Nutrition: School Programs	SPURGEON INTERMEDIATE SCHOOL	\$ 13,900.00
370394	14-Jul-2017	DRIFTWOOD DAIRY	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,300,000.00
370398	14-Jul-2017	G A SYSTEMS	Child Nutrition: School Programs	GODINEZ FUNDAMENTAL HIGH SCHOOL	\$ 447.16
370400	14-Jul-2017	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE COMPANY	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 15,000.00



PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370401	14-Jul-2017	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE COMPANY	Child Nutrition: School Programs	Hop Shop	\$ 7,000.00
370402	14-Jul-2017	CHEFS' TOYS	Child Nutrition: School Programs	SANTA ANA HIGH SCHOOL	\$ 47,189.42
370403	14-Jul-2017	SAMCO	Child Nutrition: School Programs	SANTA ANA HIGH SCHOOL	\$ 299.45
370405	14-Jul-2017	REFRIGERATION CONTROL CO., INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 5,425.00
370406	14-Jul-2017	SCHOOL OUTFITTERS, LLC	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 734.86
370414	14-Jul-2017	AMERICAN COMMODITY DISTRIBUTION ASSOCIATION	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 175.00
370535	19-Jul-2017	CDW GOVERNMENT, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 21.92
370703	21-Jul-2017	GUARANTY CHEVROLET MOTORS, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 133,190.05
370704	21-Jul-2017	GUARANTY CHEVROLET MOTORS, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 100,346.48
370705	21-Jul-2017	GRAINGER	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 481.02
370709	21-Jul-2017	CDW GOVERNMENT, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 49.97
370733	24-Jul-2017	COMMERCIAL DOOR OF ORANGE COUNTY, INC.	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 3,847.00
370735	24-Jul-2017	OFFICE DEPOT	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 765.63
370795	25-Jul-2017	JC FOODSERVICE, INC. dba ACTION SALES	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 4,200.00
370796	25-Jul-2017	JC FOODSERVICE, INC. dba ACTION SALES	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,750.00
370797	25-Jul-2017	OFFICE DEPOT	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 327.48
370798	25-Jul-2017	REFRIGERATION CONTROL CO., INC.	Child Nutrition: School Programs	MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 1,426.95
370801	25-Jul-2017	REFRIGERATION CONTROL CO., INC.	Child Nutrition: School Programs	MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 2,353.48
370802	25-Jul-2017	REFRIGERATION CONTROL CO., INC.	Child Nutrition: School Programs	MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL	\$ 3,846.48
370803	25-Jul-2017	CALIFORNIA INDUSTRIAL	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 2,145.00
370814	25-Jul-2017	ADVANTAGE WEST INVESTMENT ENTERPRISES, INC. dba ADVANTAGE WEST GOVERNMENT PRODUCT SOLUTIONS	Child Nutrition: School Programs	NUTRITION SERVICES	\$ 1,002.94
<b>Grand Total:</b>					<b>\$ 2,200,441.15</b>

**Fund 14**

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370122	06-Jul-2017	WEST COAST ARBORISTS, INC.	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 6,990.00
370123	06-Jul-2017	REFRIGERATION SUPPLIES DISTRIBUTOR	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 5,974.80
370168	07-Jul-2017	NATIONAL BUSINESS FURNITURE, LLC	Fund 14 Deferred Maintenance Fund	DISTRICT-WIDE	\$ 1,758.08
370436	14-Jul-2017	CIVIC CENTER LOCK AND SAFE	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 1,000.00
370437	14-Jul-2017	CLARK SECURITY PRODUCTS	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 60,000.00
370453	14-Jul-2017	BAVCO	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 5,000.00
370455	14-Jul-2017	SIGLER WHOLESale DISTRIBUTORS	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 5,000.00
370620	20-Jul-2017	JOHNSTONE SUPPLY	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 35,000.00
370630	20-Jul-2017	REFRIGERATION SUPPLIES DISTRIBUTOR	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 60,000.00
370631	20-Jul-2017	US AIR CONDITIONING DISTRIBUTORS	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 15,000.00
370635	20-Jul-2017	CULVER NEWLIN, INC.	Fund 14 Deferred Maintenance Fund	DISTRICT-WIDE	\$ 2,559.06
370643	20-Jul-2017	TRANE	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 30,000.00
370650	20-Jul-2017	STARBOARD TRACK SUPPLY, INC. dba ASTRO PLUMBING SUPPLY CO	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 30,000.00
370661	20-Jul-2017	FERGUSON ENTERPRISES, INC.	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 50,000.00
370662	20-Jul-2017	IRVINE PIPE AND SUPPLY	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 50,000.00
370746	24-Jul-2017	GRAINGER	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 50,000.00
370861	25-Jul-2017	STATE OF CALIFORNIA- DEPARTMENT OF INDUSTRIAL RELATIONS	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 4,000.00
370868	25-Jul-2017	INTERMOUNTAIN LOCK & SECURITY SUPPLY	Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$ 20,000.00
<b>Grand Total:</b>					<b>\$ 432,281.94</b>

**Fund 25**

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370318	12-Jul-2017	SEAN KHAN CONSULTING COMPANY, INC. dba SKC COMPANY	Fund 25 Redevelopment Agency (RDA) Funds	CENTURY HIGH SCHOOL	\$ 87,507.00
370390	14-Jul-2017	ROBERT CLAPPER CONSTRUCTION SERVICES, INC. dba R.C. CONSTRUCTION SERVICES	Fund 25 City Santa Ana Redevelopment	VALLEY HIGH SCHOOL	\$ 332,500.00
370391	14-Jul-2017	CALIFORNIA UNITED BANK	Fund 25 City Santa Ana Redevelopment	VALLEY HIGH SCHOOL	\$ 17,500.00
370839	25-Jul-2017	GOLD COAST FENCE, INC.	Fund 25 City Santa Ana Redevelopment	SPURGEON INTERMEDIATE SCHOOL	\$ 29,135.60
<b>Grand Total:</b>					<b>\$ 466,642.60</b>

**Fund 40**

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370260	10-Jul-2017	PH HAGOPIAN CONTRACTOR, INC.	Fund 40 2016 Lease Purchase	MITCHELL CHILD DEVELOPMENT CENTER	\$ 6,694,000.00
370315	11-Jul-2017	BALFOUR BEATTY CONSTRUCTION	Emergency Repair Program-Williams Case	MITCHELL CHILD DEVELOPMENT CENTER	\$ 462,775.80
370331	12-Jul-2017	J.L. COBB PAINTING	Fund 40 2016 Lease Purchase	ADVANCED LEARNING ACADEMY	\$ 30,228.00
370392	14-Jul-2017	J B BOSTICK COMPANY, INC.	Fund 40 2016 Lease Purchase	ADVANCED LEARNING ACADEMY	\$ 3,500.00
370393	14-Jul-2017	J B BOSTICK COMPANY, INC.	Fund 40 2016 Lease Purchase	ADVANCED LEARNING ACADEMY	\$ 38,875.00
370679	21-Jul-2017	UNITED SITE SERVICES OF CALIFORNIA, INC.	Emergency Repair Program-Williams Case	MITCHELL CHILD DEVELOPMENT CENTER	\$ 842.72
370690	21-Jul-2017	SALEM ENERGY SAVERS, INC. BDA ESI STEEL & FABRICATION	Fund 40 2016 Lease Purchase	ADVANCED LEARNING ACADEMY	\$ 890.00
370691	21-Jul-2017	CRISP ENTERPRISES dba C2 IMAGING	Emergency Repair Program-Williams Case	MITCHELL CHILD DEVELOPMENT CENTER	\$ 1,609.84
<b>Grand Total:</b>					<b>\$ 7,232,721.36</b>

**Fund 68**

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370617	19-Jul-2017	SANTA ANA UNIFIED SCHOOL DISTRICT WORKERS' COMPENSATION FUND	Fund 68 Workers' Compensation	RISK MANAGEMENT	\$ 2,000,000.00
370823	25-Jul-2017	FASTENAL COMPANY	Fund 68 Workers' Compensation	RISK MANAGEMENT	\$ 1,782.01
<b>Grand Total:</b>					<b>\$ 2,001,782.01</b>

**Fund 69**

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370804	25-Jul-2017	UNITED STATES TREASURY	Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	\$ 9,665.96
370804	25-Jul-2017	UNITED STATES TREASURY	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	\$ 3,052.41
370805	25-Jul-2017	AMERICAN FIDELITY ASSURANCE COMPANY	Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	\$ 16,500.00
<b>Grand Total:</b>					<b>\$ 29,218.37</b>

**Fund 81**

PO Number:	Date PO Created:	Supplier:	Resource Description:	Site:	Amount:
370335	12-Jul-2017	SOS SURVIVAL PRODUCTS	Fund 81 Property & Liability	RISK MANAGEMENT	\$ 185.34
370493	18-Jul-2017	GOVCONNECTION	Fund 81 Property & Liability	RISK MANAGEMENT	\$ 291.35
370532	19-Jul-2017	SANTA ANA UNIFIED SCHOOL DISTRICT	Fund 81 Property & Liability	RISK MANAGEMENT	\$ 400,000.00
370712	21-Jul-2017	ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS	Fund 81 Property & Liability	RISK MANAGEMENT	\$ 2,364,391.00
<b>Grand Total:</b>					<b>\$ 2,764,867.69</b>

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Ratification of Expenditure Summary and Warrants Issued Over \$25,000 for the Period of June 28, 2017 through July 25, 2017**

**ITEM:**                   **Consent**

**SUBMITTED BY:**   **Edmond T. Heatley, Ed.D., Deputy Superintendent, Administrative Services**

**PREPARED BY:**   **Edmond T. Heatley, Ed.D., Deputy Superintendent, Administrative Services**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board ratification of the Expenditure Summary Report and Detailed Warrant Listing Report of all payments over \$25,000. Warrants are payments of expenditures previously approved through Board action.

**ITEM SUMMARY:**

- Snapshot of all warrants issued for period of June 28, 2017 through July 25, 2017
- All expenditures were previously approved through prior Board action
- Board Policy 3300
- Required by Ed. Code 17604

**RATIONALE:**

The Expenditure Summary Report provides a summary all warrants created during the period of June 28, 2017 through July 25, 2017 by funding source. The Detailed Warrant Listing Report of expenditures \$25,000 and over lists each individual warrant created by vendor for the period of June 28, 2017 through July 25, 2017. Expenditures contained in these reports have been Board approved through prior Purchase Order Agenda approval submissions. The warrants listed reflect payments against these Purchase Orders.

**LCAP Goal 3.10:** Support the enhancement of school climate through smooth operations and processes.

**FUNDING:**

No fiscal impact.

**RECOMMENDATION:**

Ratify Expenditure Summary Report and Detailed Warrant Listing Report of all payments over \$25,000 for the period of June 28, 2017 through July 25, 2017.



# Santa Ana Unified School District

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Stefanie P. Phillips, Ed.D., Superintendent

Date: July 26, 2017  
To: Stefanie P. Phillips, Ed.D., Superintendent  
From: Edmond T. Heatley, Ed.D., Deputy Superintendent, Administrative Services  
Subject: Expenditures Summary: From 28-JUN-2017 through 25-JUL-2017

Fund 01 General Fund	\$11,331,929.75
Fund 09 Charter School Fund	\$87,259.52
Fund 12 Child Development	\$33,228.00
Fund 13 Cafeteria Fund	\$2,433,357.36
Fund 14 Deferred Maintenance Fund	\$142,129.93
Fund 24 SAUSD GO Bond, 2008 Election, Series A Building Fund	\$6,491.50
Fund 25 Capital Facilities Fund	\$409,637.06
Fund 40 Special Reserve Fund	\$2,944,604.97
Fund 68 Workers' Compensation	\$54,527.71
Fund 69 Health & Welfare	\$2,598,112.42
Fund 81 Property & Liability	\$229,641.39
Total Expenditures:	\$20,270,919.61

Prepared by: Dawn Piatek, Director, Accounting and Payroll

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

## BOARD OF EDUCATION

John Palacio, President • Valerie Amezcua, Vice President  
Cecilia "Ceci" Iglesias, Clerk • Alfonso Alvarez, Ed.D., Member • Rigo Rodriguez, Ph.D., Member

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 1 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 01 General Fund</b>			
84238246	<b>DD OFFICE PRODUCTS dba LIBERTY PAPER</b> Fund 01 General Fund	WAREHOUSE AND DELIVERY	<b>\$48,451.29</b>
84238578	<b>B&amp;H PHOTO VIDEO</b> IASA: Title I Basic Grants Low-Income and Neglected, Part A  LCFF-Supplemental/Concentration  Title I, Core Set Aside  Two-Way Digital ITFS Licensee Revenue  Unrestricted - CalSafe (6091/6092)  Unrestricted Discretionary Accounts	GODINEZ FUNDAMENTAL HIGH SCHOOL  VALLEY HIGH SCHOOL  EDUCATIONAL SERVICES DIVISION  PUPIL SUPPORT SERVICES  REACH ACADEMY  CARR INTERMEDIATE SCHOOL  HENINGER ELEMENTARY SCHOOL  TECHNOLOGY  EARLY CHILDHOOD EDUCATION  21ST CENTURY LEARNING  CARR INTERMEDIATE SCHOOL  CHAVEZ CONTINUATION HIGH SCHOOL  COMMUNICATIONS OFFICE  MONROE ELEMENTARY SCHOOL  REACH ACADEMY  TELEVISION CENTER  VILLA FUNDAMENTAL INTERMEDIATE SCHOOL	<b>\$53,515.97</b>
84238566	<b>PERMA BOUND BOOKS HERTZBERG NEW METHOD,</b> Donations (Miscellaneous)  Fund 01 General Fund  IASA: Title I Basic Grants Low-Income and Neglected, Part A	THORPE FUNDAMENTAL ELEMENTARY SCHOOL ACCOUNTING DEPARTMENT  KING ELEMENTARY SCHOOL  MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	<b>\$39,129.60</b>

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 2 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
		MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL	
		MUIR FUNDAMENTAL ELEMENTARY SCHOOL	
		ROMERO-CRUZ ELEMENTARY SCHOOL	
		WILLARD INTERMEDIATE SCHOOL	
<b>84238550</b>	<b>JFK TRANSPORTATION</b>		<b>\$86,327.50</b>
	AVID-OCDE Destination Graduation-High Schools	MIDDLE COLLEGE HIGH SCHOOL	
	California Career Pathways Trust	REGIONAL OCCUPATIONAL PROGRAM	
	Donations (Miscellaneous)	CARVER ELEMENTARY SCHOOL	
		CENTURY HIGH SCHOOL	
		MARTIN ELEMENTARY SCHOOL	
		ROOSEVELT ELEMENTARY SCHOOL	
		THORPE FUNDAMENTAL ELEMENTARY SCHOOL	
		WILSON ELEMENTARY SCHOOL	
	Donations-ASB Transportation	CENTURY HIGH SCHOOL	
		FREMONT ELEMENTARY SCHOOL	
		SPURGEON INTERMEDIATE SCHOOL	
	Global Business Academy [0190] VHS	VALLEY HIGH SCHOOL	
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	FRANKLIN ELEMENTARY SCHOOL	
		HENINGER ELEMENTARY SCHOOL	
		JEFFERSON ELEMENTARY SCHOOL	
		LOWELL ELEMENTARY SCHOOL	
		MADISON ELEMENTARY SCHOOL	
		MARTIN ELEMENTARY SCHOOL	
		MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL	
		MONROE ELEMENTARY SCHOOL	
		SANTA ANA HIGH SCHOOL	

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 3 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
		SANTIAGO ELEMENTARY SCHOOL	
		SIERRA PREPARATORY ACADEMY	
		VALLEY HIGH SCHOOL	
		WALKER ELEMENTARY SCHOOL	
	LCFF-Supplemental/Concentration	EDUCATIONAL SERVICES DIVISION	
	NCLB: Title I, School Improvement Grant QEIA	VALLEY HIGH SCHOOL	
	NJROTC	SADDLEBACK HIGH SCHOOL	
		SANTA ANA HIGH SCHOOL	
	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	
	Special Ed: Mental Health Services	GODINEZ FUNDAMENTAL HIGH SCHOOL	
	Title I, Core Set Aside	VILLA FUNDAMENTAL INTERMEDIATE SCHOOL	
	Unrestricted Discretionary Accounts	ESQUEDA ELEMENTARY SCHOOL	
		GODINEZ FUNDAMENTAL HIGH SCHOOL	
		LATHROP INTERMEDIATE SCHOOL	
		RETIREE AWARD & RECOGNITION	
		SADDLEBACK HIGH SCHOOL	
		SEGERSTROM HIGH SCHOOL	
		SIERRA PREPARATORY ACADEMY	
<b>84238548</b>	<b>JFK TRANSPORTATION</b>		<b>\$31,404.00</b>
	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	
	Unrestricted One-time Funds	TRANSPORTATION DEPARTMENT	
<b>84238543</b>	<b>DURHAM SCHOOL SERVICES, L.P.</b>		<b>\$647,300.44</b>
	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	
<b>84238542</b>	<b>DURHAM SCHOOL SERVICES, L.P.</b>		<b>\$90,056.51</b>
	30-R2002-653 Before and After School Learning & Safe Neighborhood Partnerships	HOOVER ELEMENTARY SCHOOL	



# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 4 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
	Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	
	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	
<b>84238537</b>	<b>COMMUNICATIONS USA, INC.</b>		<b>\$44,753.26</b>
	Emergency Preparedness and Operations	RISK MANAGEMENT	
	Fund 01 General Fund	ACCOUNTING DEPARTMENT	
	LCFF-Supplemental/Concentration	REACH ACADEMY	
	Unrestricted Discretionary Accounts	GREENVILLE FUNDAMENTAL ELEMENTARY SCHOOL REACH ACADEMY	
<b>84238535</b>	<b>COAST COMMUNITY COLLEGE DISTRICT</b>		<b>\$39,096.86</b>
	California Career Pathways Trust	REGIONAL OCCUPATIONAL PROGRAM	
<b>84238386</b>	<b>ADVANTAGE WEST INVESTMENT ENTERPRISES, INC.</b>		<b>\$25,475.37</b>
	Unrestricted Discretionary Accounts	BUILDING SERVICES	
<b>84238382</b>	<b>UNIVERSITY OF CALIFORNIA, IRVINE</b>		<b>\$90,200.00</b>
	S.D. Bechtel, Jr. Foundation	STAFF DEVELOPMENT	
<b>84238369</b>	<b>LATINO FILM INSTITUTE YOUTH CINEMA PROJECT</b>		<b>\$81,954.96</b>
	LCFF-Supplemental/Concentration	EDUCATIONAL SERVICES DIVISION	
	Title I, Core Set Aside	STUDENT ACHIEVEMENT	
<b>84238350</b>	<b>AREY JONES EDUCATIONAL SOLUTIONS</b>		<b>\$49,890.40</b>
	Fund 01 General Fund	ACCOUNTING DEPARTMENT	
	Head Start	CHILD DEVELOPMENT	
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	TAFT ELEMENTARY SCHOOL	
	Unrestricted Discretionary Accounts	21ST CENTURY LEARNING K-12 SCHOOL PERFORMANCE AND CULTURE MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 5 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84238604	<b>OCTA</b> Fund 01 General Fund IASA: Title I Basic Grants Low-Income and Neglected, Part A	ACCOUNTING DEPARTMENT PUPIL SUPPORT SERVICES	\$26,599.05
84238281	<b>ACT, INC.</b> IASA: Title I Basic Grants Low-Income and Neglected, Part A	SEGERSTROM HIGH SCHOOL	\$31,510.00
84238629	<b>BLAZAR COMMUNICATIONS dba BLAZAR MAILING</b> Unrestricted Discretionary Accounts	PUBLICATIONS	\$237,520.87
84238241	<b>AT&amp;T DATACOMM, INC. dba AT&amp;T DATACOMM</b> Fund 01 General Fund Unrestricted Discretionary Accounts	ACCOUNTING DEPARTMENT DISTRICTWIDE	\$698,029.67
84238223	<b>REGREEN, INC.</b> California Clean Energy Jobs Act (Prop 39)	CONSTRUCTION	\$30,926.54
84238208	<b>EDUCATIONAL CONSULTING SERVICES, INC.</b> Saturday Attendance Recovery Program (WIN)	SCHOOL CLIMATE	\$42,888.00
84238197	<b>WARE DISPOSAL, INC.</b> Unrestricted Discretionary Accounts	DISTRICTWIDE	\$90,112.94
84238193	<b>THINK TOGETHER</b> 21st Century ASSETS (roll-up 4124)	EDUCATIONAL SERVICES DIVISION	\$28,425.00
84238188	<b>SOUTHERN CALIFORNIA EDISON</b> Head Start Unrestricted Discretionary Accounts	CHILD DEVELOPMENT DISTRICTWIDE	\$641,375.25
84238160	<b>CONSORTIUM ON REACHING EXCELLENCE IN</b> Title II-Part A Improving Teacher Quality	STAFF DEVELOPMENT	\$26,065.00
84238155	<b>ATKINSON, ANDELSON, LOYA, RUUD &amp; ROMO</b> Unrestricted Discretionary Accounts	HUMAN RESOURCES DIVISION	\$94,469.85

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 6 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>84238131</b>	<b>REVOLVING CASH FUND</b>		<b>\$64,964.40</b>
	Donations (Miscellaneous)	MARTIN ELEMENTARY SCHOOL	
	Fund 01 General Fund	CASH ACCOUNT	
		DISTRICT EMPLOYEE BENEFITS	
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	DAVIS ELEMENTARY SCHOOL	
	LCFF-Supplemental/Concentration	PUPIL SUPPORT SERVICES	
	Special Ed: Mental Health Services	GODINEZ FUNDAMENTAL HIGH SCHOOL	
	Title I, Core Set Aside	GARFIELD ELEMENTARY SCHOOL	
		SADDLEBACK HIGH SCHOOL	
		VILLA FUNDAMENTAL INTERMEDIATE SCHOOL	
	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	
	Unrestricted Discretionary Accounts	SEGERSTROM HIGH SCHOOL	
		WASHINGTON ELEMENTARY SCHOOL	
<b>84238130</b>	<b>ORANGE COUNTY DEPARTMENT OF EDUCATION</b>		<b>\$164,961.13</b>
	Safe Haven	PUPIL SUPPORT SERVICES	
<b>84238110</b>	<b>DIGITAL NETWORKS GROUP, INC.</b>		<b>\$61,609.31</b>
	LCFF-Supplemental/Concentration	FACILITIES/GOVERNMENTAL RELATIONS	
	One-Time Discretionary Funds	GREENVILLE FUNDAMENTAL ELEMENTARY SCHOOL	
	Unrestricted Discretionary Accounts	SPURGEON INTERMEDIATE SCHOOL	
		TECHNOLOGY INNOVATION SERVICES	
<b>84238105</b>	<b>CITY OF SANTA ANA</b>		<b>\$28,134.21</b>
	Unrestricted Discretionary Accounts	DISTRICTWIDE	
<b>84238302</b>	<b>ROSSIER PARK JUNIOR/SENIOR HIGH SCHOOL</b>		<b>\$25,795.93</b>
	Special Education	SPECIAL EDUCATION	

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 7 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84238653	OFFICE DEPOT		\$29,662.72
	21st Century ASSETS (roll-up 4124)	GODINEZ FUNDAMENTAL HIGH SCHOOL	
		SEGERSTROM HIGH SCHOOL	
	Department of Rehab: Workability II, Transition Partnership	TRANSITION PROGRAMS	
	Fund 01 General Fund	ACCOUNTING DEPARTMENT	
	Head Start	CHILD DEVELOPMENT	
	Homeless Children Education Grants	PUPIL SUPPORT SERVICES	
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CENTURY HIGH SCHOOL	
		EDISON ELEMENTARY SCHOOL	
		KING ELEMENTARY SCHOOL	
		WILLARD INTERMEDIATE SCHOOL	
	LCFF-Supplemental/Concentration	SCHOOL CLIMATE	
	NCLB: Title II, Part B, CA Mathematics and Science Partnerships (CaMSP)	K-12 TEACHING AND LEARNING	
	Positive School Climate Model	SCHOOL CLIMATE	
	Saturday Attendance Recovery Program (WIN)	MCFADDEN INTERMEDIATE SCHOOL	
	Special Education	MITCHELL CHILD DEVELOPMENT CENTER	
	Title I, Core Set Aside	MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL	
		MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL	
		PIO PICO ELEMENTARY SCHOOL	
	Unrestricted Discretionary Accounts	HUMAN RESOURCES DIVISION	
		JEFFERSON ELEMENTARY SCHOOL	
		K-12 SCHOOL PERFORMANCE AND CULTURE	
		MADISON ELEMENTARY SCHOOL	
		MONTE VISTA ELEMENTARY SCHOOL	
		SADDLEBACK HIGH SCHOOL	
		VILLA FUNDAMENTAL INTERMEDIATE SCHOOL	
		WALKER ELEMENTARY SCHOOL	

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 8 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
	Unrestricted One-time Funds	WILLARD INTERMEDIATE SCHOOL EDUCATIONAL SERVICES DIVISION	
<b>84238649</b>	<b>OC TRANSIT, INC.</b> Fund 01 General Fund Pupil Transportation (7230/7240)	ACCOUNTING DEPARTMENT TRANSPORTATION DEPARTMENT	<b>\$136,200.00</b>
<b>84238670</b>	<b>ORANGE COUNTY DEPARTMENT OF EDUCATION</b> Special Education	SPECIAL EDUCATION	<b>\$695,018.82</b>
<b>84238679</b>	<b>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT</b> California Career Pathways Trust	REGIONAL OCCUPATIONAL PROGRAM	<b>\$238,714.25</b>
<b>84238694</b>	<b>PARADIGM HEALTHCARE SERVICES, LLC</b> Medi-Cal Administrative Activities (MAA) Medi-Cal Billing Option	PUPIL SUPPORT SERVICES PUPIL SUPPORT SERVICES	<b>\$35,338.27</b>
<b>84238697</b>	<b>VMI, INC.</b> Fund 01 General Fund Unrestricted Discretionary Accounts	ACCOUNTING DEPARTMENT TECHNOLOGY INNOVATION SERVICES	<b>\$63,844.58</b>
<b>84238583</b>	<b>BSN SPORTS</b> Fund 01 General Fund Ongoing & Major Maintenance Account Unrestricted Discretionary Accounts	ACCOUNTING DEPARTMENT BUILDING SERVICES CENTURY HIGH SCHOOL GODINEZ FUNDAMENTAL HIGH SCHOOL SADDLEBACK HIGH SCHOOL SANTA ANA HIGH SCHOOL SEGERSTROM HIGH SCHOOL VALLEY HIGH SCHOOL	<b>\$73,783.86</b>

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 9 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 09 Charter School Fund</b>			
84238699	DIGITAL NETWORKS GROUP, INC. Fund 09 One-Time Discretionary Funds	ADVANCED LEARNING ACADEMY	\$28,826.38
<b>Fund 13 Cafeteria Fund</b>			
84238734	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$27,695.95
84238736	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$33,662.57
84238738	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$62,264.46
84238740	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$79,522.32
84238742	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$45,964.65
84238746	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$58,563.59
84238724	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$36,147.78
84238792	ARROW RESTAURANT EQUIPMENT Child Nutrition: School Programs	NUTRITION SERVICES	\$30,717.46
84238100	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE Child Nutrition: School Programs	NUTRITION SERVICES	\$30,140.63
84238744	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$47,965.02
84238726	A & R WHOLESALE DISTRIBUTORS Child Nutrition: School Programs	NUTRITION SERVICES	\$57,110.12

# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 10 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84238722	<b>A &amp; R WHOLESALE DISTRIBUTORS</b> Child Nutrition: School Programs	NUTRITION SERVICES	\$97,548.42
84238720	<b>A &amp; R WHOLESALE DISTRIBUTORS</b> Child Nutrition: School Programs	NUTRITION SERVICES	\$31,026.45
84238718	<b>A &amp; R WHOLESALE DISTRIBUTORS</b> Child Nutrition: School Programs	NUTRITION SERVICES	\$42,369.46
84238096	<b>LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE</b> Child Nutrition: School Programs	NUTRITION SERVICES	\$31,310.81
84238846	<b>LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE</b> Child Nutrition: School Programs	NUTRITION SERVICES	\$29,160.82
84238730	<b>A &amp; R WHOLESALE DISTRIBUTORS</b> Child Nutrition: School Programs	NUTRITION SERVICES	\$41,494.65

## Fund 14 Deferred Maintenance Fund

84238802	<b>CULVER NEWLIN, INC.</b> Fund 14 Deferred Maintenance Fund	DISTRICTWIDE	\$54,407.83
84238811	<b>KYA SERVICES, LLC</b> Fund 14 Deferred Maintenance Fund	BUILDING SERVICES	\$28,391.93

## Fund 40 Special Reserve Fund

84238822	<b>AMG &amp; ASSOCIATES, INC.</b> Emergency Repair Program-Williams Case	REMINGTON ELEMENTARY SCHOOL	\$860,770.42
84238826	<b>ROADWAY ENGINEERING AND CONTRACTING, INC.</b> Emergency Repair Program-Williams Case	MCFADDEN INTERMEDIATE SCHOOL	\$286,600.00

## Fund 68 Workers' Compensation

84238829	<b>SANTA ANA UNIFIED SCHOOL DISTRICT WORKERS' COMP.</b> Fund 68 Workers' Compensation	RISK MANAGEMENT	\$43,770.00
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# SAUSD Board of Education Warrant Listing

July 10, 2017

Page 11 of 11

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 69 Health &amp; Welfare</b>			
84238832	SANTA ANA UNIFIED SCHOOL DISTRICT		\$366,798.56
	Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	
	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	
84238830	ALAMEDA COUNTY SCHOOLS INSURANCE GROUP (ACSIG)		\$327,620.82
	Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	
	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	
<b>Fund 81 Property &amp; Liability</b>			
84238833	COMMUNICATIONS USA, INC.		\$36,623.37
	Fund 01 General Fund	ACCOUNTING DEPARTMENT	
	Fund 81 Property & Liability	RISK MANAGEMENT	
<b>Grand Total:</b>			<b>\$7,709,980.28</b>



# SAUSD Board of Education Warrant Listing

July 13, 2017

Page 1 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 01 General Fund</b>			
84239067	<b>DURHAM SCHOOL SERVICES, L.P.</b> Pupil Transportation (7230/7240)	TRANSPORTATION DEPARTMENT	<b>\$100,290.28</b>
84238855	<b>CITY OF SANTA ANA</b> Unrestricted Discretionary Accounts	DISTRICTWIDE	<b>\$59,559.04</b>
84238863	<b>DIGITAL NETWORKS GROUP, INC.</b> One-Time Discretionary Funds Saturday Attendance Recovery Program (WIN) Two-Way Digital ITFS Licensee Revenue	CENTURY HIGH SCHOOL CENTURY HIGH SCHOOL TECHNOLOGY	<b>\$52,652.76</b>
84238879	<b>ORANGE COUNTY SCHOOL OF THE ARTS</b> Special Education	SPECIAL EDUCATION	<b>\$246,256.08</b>
84238908	<b>IDSC HOLDNGS LLC dba SNAP-ON INDUSTRIAL</b> Fund 01 General Fund Unrestricted One-time Funds	ACCOUNTING DEPARTMENT TRANSPORTATION DEPARTMENT	<b>\$79,579.63</b>
84238924	<b>ADVANTAGE WEST INVESTMENT ENTERPRISES, INC.</b> Unrestricted Discretionary Accounts	BUILDING SERVICES	<b>\$63,539.10</b>
84238926	<b>ADVANTAGE WEST INVESTMENT ENTERPRISES, INC.</b> Unrestricted Discretionary Accounts	BUILDING SERVICES	<b>\$62,229.03</b>
84238927	<b>AREY JONES EDUCATIONAL SOLUTIONS</b> Fund 01 General Fund IASA: Title I Basic Grants Low-Income and Neglected, Part A NCLB: Title I, School Improvement Grant QEIA Special Education	ACCOUNTING DEPARTMENT VALLEY HIGH SCHOOL VALLEY HIGH SCHOOL TAFT ELEMENTARY SCHOOL	<b>\$155,549.86</b>

# SAUSD Board of Education Warrant Listing

July 13, 2017

Page 2 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84239020	<b>JFK TRANSPORTATION</b>		<b>\$32,405.00</b>
	Donations (Miscellaneous)	HEROES ELEMENTARY SCHOOL	
		MARTIN ELEMENTARY SCHOOL	
	Donations-ASB Transportation	CENTURY HIGH SCHOOL	
		FREMONT ELEMENTARY SCHOOL	
		GODINEZ FUNDAMENTAL HIGH SCHOOL	
		MCFADDEN INTERMEDIATE SCHOOL	
		SADDLEBACK HIGH SCHOOL	
		SANTA ANA HIGH SCHOOL	
		SEGERSTROM HIGH SCHOOL	
	Global Business Academy [0190] VHS	VALLEY HIGH SCHOOL	
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	CARR INTERMEDIATE SCHOOL	
		FRANKLIN ELEMENTARY SCHOOL	
		JACKSON ELEMENTARY SCHOOL	
		MONROE ELEMENTARY SCHOOL	
	Unrestricted Discretionary Accounts	CHAVEZ CONTINUATION HIGH SCHOOL	
		DIAMOND ELEMENTARY SCHOOL	
		HENINGER ELEMENTARY SCHOOL	
		K-12 SCHOOL PERFORMANCE AND CULTURE	
		LORIN GRISET ACADEMY	
		MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL	
		VALLEY HIGH SCHOOL	
		VILLA FUNDAMENTAL INTERMEDIATE SCHOOL	
		WALKER ELEMENTARY SCHOOL	
84238854	<b>CATAPULT LEARNING WEST, LLC</b>		<b>\$49,288.18</b>
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	NONPUBLIC SCHOOLS	
	Title III Limited English Proficiency LEP Student Program	NONPUBLIC SCHOOLS	

# SAUSD Board of Education Warrant Listing

July 13, 2017

Page 3 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84239053	<b>U S BANK - CAL CARD</b> Unrestricted Discretionary Accounts	DISTRICTWIDE	<b>\$160,511.91</b>
84239022	<b>JFK TRANSPORTATION</b> 21st Century ASSETS (roll-up 4124) Donations (Miscellaneous)  Donations-ASB Transportation Education Academy [0434] CHS Fundraiser (Non ASB-PTA Deposits) IASA: Title I Basic Grants Low-Income and Neglected, Part A  NJROTC Title I, Core Set Aside	SADDLEBACK HIGH SCHOOL CHAVEZ CONTINUATION HIGH SCHOOL ROMERO-CRUZ ELEMENTARY SCHOOL SEGERSTROM HIGH SCHOOL THORPE FUNDAMENTAL ELEMENTARY SCHOOL KING ELEMENTARY SCHOOL CENTURY HIGH SCHOOL ADAMS ELEMENTARY SCHOOL DAVIS ELEMENTARY SCHOOL ESQUEDA ELEMENTARY SCHOOL FRANKLIN ELEMENTARY SCHOOL GODINEZ FUNDAMENTAL HIGH SCHOOL MACARTHUR FUNDAMENTAL INTERMEDIATE SCHOOL MADISON ELEMENTARY SCHOOL PIO PICO ELEMENTARY SCHOOL SADDLEBACK HIGH SCHOOL WALKER ELEMENTARY SCHOOL WASHINGTON ELEMENTARY SCHOOL SADDLEBACK HIGH SCHOOL CARR INTERMEDIATE SCHOOL LINCOLN ELEMENTARY SCHOOL MONROE ELEMENTARY SCHOOL ROOSEVELT ELEMENTARY SCHOOL SADDLEBACK HIGH SCHOOL	<b>\$36,435.00</b>

# SAUSD Board of Education Warrant Listing

July 13, 2017

Page 4 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
	Unrestricted - Regional Occupational Center Program (ROC/P 6350)	REGIONAL OCCUPATIONAL PROGRAM	
	Unrestricted Discretionary Accounts	CENTURY HIGH SCHOOL	
		ESQUEDA ELEMENTARY SCHOOL	
		HOOVER ELEMENTARY SCHOOL	
		K-12 SCHOOL PERFORMANCE AND CULTURE	
		LATHROP INTERMEDIATE SCHOOL	
		SADDLEBACK HIGH SCHOOL	
		SANTA ANA HIGH SCHOOL	
		SANTIAGO ELEMENTARY SCHOOL	
		SPURGEON INTERMEDIATE SCHOOL	
		VALLEY HIGH SCHOOL	
		WALKER ELEMENTARY SCHOOL	
	Unrestricted One-time Funds	K-12 TEACHING AND LEARNING	

## Fund 13 Cafeteria Fund

<b>84239091</b>	<b>A &amp; R WHOLESALE DISTRIBUTORS</b>		<b>\$106,816.59</b>
	Child Nutrition: School Programs	NUTRITION SERVICES	
<b>84239127</b>	<b>LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE</b>		<b>\$39,139.21</b>
	Child Nutrition: School Programs	NUTRITION SERVICES	

## Fund 25 Capital Facilities Fund

<b>84239145</b>	<b>BALFOUR BEATTY CONSTRUCTION</b>		<b>\$39,026.00</b>
	Fund 25 Valley P2P	VALLEY HIGH SCHOOL	
<b>84239149</b>	<b>ROBERT CLAPPER CONSTRUCTION SERVICES, INC.</b>		<b>\$299,274.41</b>
	Fund 25 Walker/Roosevelt Joint Use	WALKER ELEMENTARY SCHOOL	

# SAUSD Board of Education Warrant Listing

July 13, 2017

Page 5 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 40 Special Reserve Fund</b>			
84239150	<b>BALFOUR BEATTY CONSTRUCTION</b> Emergency Repair Program-Williams Case	MITCHELL CHILD DEVELOPMENT CENTER	<b>\$73,516.70</b>
84239151	<b>LENTZ MORRISSEY ARCHITECTURE, INC.</b> Emergency Repair Program-Williams Case	CARVER ELEMENTARY SCHOOL GARFIELD ELEMENTARY SCHOOL KING ELEMENTARY SCHOOL WASHINGTON ELEMENTARY SCHOOL	<b>\$184,319.00</b>
84239153	<b>PH HAGOPIAN CONTRACTOR, INC.</b> Fund 40 2016 Lease Purchase	MITCHELL CHILD DEVELOPMENT CENTER	<b>\$966,042.05</b>
84239155	<b>ROBERT CLAPPER CONSTRUCTION SERVICES, INC.</b> Emergency Repair Program-Williams Case	VALLEY HIGH SCHOOL	<b>\$518,996.15</b>
<b>Fund 81 Property &amp; Liability</b>			
84239161	<b>SANTA ANA UNIFIED SCHOOL DISTRICT</b> Fund 81 Property & Liability	RISK MANAGEMENT	<b>\$27,664.36</b>
<b>Grand Total:</b>			<b>\$3,353,090.34</b>

# SAUSD Board of Education Warrant Listing

July 17, 2017

Page 1 of 1

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 01 General Fund</b>			
84239205	MIND RESEARCH INSTITUTE LCFF-Supplemental/Concentration	TECHNOLOGY	\$158,305.47
84239195	BRIGHTBYTES, INC. LCFF-Supplemental/Concentration	TECHNOLOGY	\$92,658.23
84239189	ECS IMAGING, INC. Unrestricted Discretionary Accounts	DISTRICTWIDE	\$29,668.00
84239182	NORTHWEST EVALUATION ASSOCIATION LCFF-Supplemental/Concentration	TECHNOLOGY	\$506,000.00
84239181	K12 INSIGHT, LLC Unrestricted Discretionary Accounts	BUSINESS SERVICES DIVISION	\$164,500.00
<b>Fund 13 Cafeteria Fund</b>			
84239234	EDUCATION MANAGEMENT SYSTEMS, INC. Child Nutrition: School Programs	NUTRITION SERVICES	\$34,430.00
<b>Fund 69 Health &amp; Welfare</b>			
84239239	KAISER FOUNDATION HEALTH PLAN, INC. Health & Welfare - Active Employees	DISTRICT EMPLOYEE BENEFITS	\$1,901,640.37
	Health & Welfare - Retired Employees	DISTRICT EMPLOYEE BENEFITS	
<b>Grand Total:</b>			<b>\$2,887,202.07</b>

# SAUSD Board of Education Warrant Listing

July 21, 2017

Page 1 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
<b>Fund 01 General Fund</b>			
84239393	<b>PHONAK HEARING SYSTEMS</b>		<b>\$43,661.46</b>
	Fund 01 General Fund	ACCOUNTING DEPARTMENT	
	Special Education	TAFT ELEMENTARY SCHOOL	
84239276	<b>CITY OF SANTA ANA</b>		<b>\$26,401.14</b>
	Unrestricted Discretionary Accounts	DISTRICTWIDE	
84239286	<b>EDUCATIONAL POLICY IMPROVEMENT CENTER</b>		<b>\$87,250.00</b>
	NCLB: Title I, School Improvement Grant QEIA	VALLEY HIGH SCHOOL	
84239296	<b>LATINO FILM INSTITUTE YOUTH CINEMA PROJECT</b>		<b>\$82,585.49</b>
	LCFF-Supplemental/Concentration	EDUCATIONAL SERVICES DIVISION	
84239298	<b>ORANGE COUNTY DEPARTMENT OF EDUCATION</b>		<b>\$754,484.34</b>
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	ADAMS ELEMENTARY SCHOOL	
		CARR INTERMEDIATE SCHOOL	
		CENTURY HIGH SCHOOL	
		ESQUEDA ELEMENTARY SCHOOL	
		LATHROP INTERMEDIATE SCHOOL	
		MCFADDEN INTERMEDIATE SCHOOL	
		MONTE VISTA ELEMENTARY SCHOOL	
		SADDLEBACK HIGH SCHOOL	
		WILLARD INTERMEDIATE SCHOOL	
	LCFF-Supplemental/Concentration	PUPIL SUPPORT SERVICES	
	Medi-Cal Administrative Activities (MAA)	PUPIL SUPPORT SERVICES	
	Medi-Cal Billing Option	PUPIL SUPPORT SERVICES	
	One-Time Discretionary Funds	SANTA ANA HIGH SCHOOL	
	Unrestricted One-time Funds	SPURGEON INTERMEDIATE SCHOOL	

# SAUSD Board of Education Warrant Listing

July 21, 2017

Page 2 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84239308	TURNING POINT CENTER FOR FAMILIES IASA: Title I Basic Grants Low-Income and Neglected, Part A	ADAMS ELEMENTARY SCHOOL CARR INTERMEDIATE SCHOOL DIAMOND ELEMENTARY SCHOOL EDISON ELEMENTARY SCHOOL FRANKLIN ELEMENTARY SCHOOL GARFIELD ELEMENTARY SCHOOL GREENVILLE FUNDAMENTAL ELEMENTARY SCHOOL HEROES ELEMENTARY SCHOOL HOOVER ELEMENTARY SCHOOL JACKSON ELEMENTARY SCHOOL JEFFERSON ELEMENTARY SCHOOL KENNEDY ELEMENTARY SCHOOL LATHROP INTERMEDIATE SCHOOL MADISON ELEMENTARY SCHOOL MARTIN ELEMENTARY SCHOOL MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL MIDDLE COLLEGE HIGH SCHOOL MUIR FUNDAMENTAL ELEMENTARY SCHOOL ROMERO-CRUZ ELEMENTARY SCHOOL ROOSEVELT ELEMENTARY SCHOOL SEPULVEDA ELEMENTARY SCHOOL TAFT ELEMENTARY SCHOOL THORPE FUNDAMENTAL ELEMENTARY SCHOOL VILLA FUNDAMENTAL INTERMEDIATE SCHOOL WILLARD INTERMEDIATE SCHOOL WILSON ELEMENTARY SCHOOL	\$34,962.78



# SAUSD Board of Education Warrant Listing

July 21, 2017

Page 3 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
	One-Time Discretionary Funds	KING ELEMENTARY SCHOOL	
		WASHINGTON ELEMENTARY SCHOOL	
	Unrestricted Discretionary Accounts	ALTERNATIVE EDUCATION	
		CARVER ELEMENTARY SCHOOL	
		FREMONT ELEMENTARY SCHOOL	
		HARVEY ELEMENTARY SCHOOL	
		LINCOLN ELEMENTARY SCHOOL	
		MONROE ELEMENTARY SCHOOL	
		WALKER ELEMENTARY SCHOOL	
<b>84239310</b>	<b>WARE DISPOSAL, INC.</b>		<b>\$58,268.16</b>
	Unrestricted Discretionary Accounts	DISTRICTWIDE	
<b>84239315</b>	<b>XEROX CORPORATION</b>		<b>\$345,100.17</b>
	Fund 01 General Fund	PUBLICATIONS	
	Unrestricted Discretionary Accounts	DISTRICTWIDE	
<b>84239316</b>	<b>XEROX CORPORATION</b>		<b>\$42,524.63</b>
	Fund 01 General Fund	PUBLICATIONS	
<b>84239318</b>	<b>ADVANTAGE WEST INVESTMENT ENTERPRISES, INC.</b>		<b>\$38,244.80</b>
	Unrestricted Discretionary Accounts	BUILDING SERVICES	
<b>84239274</b>	<b>CHARITABLE VENTURES OF ORANGE COUNTY</b>		<b>\$40,832.33</b>
	IASA: Title I Basic Grants Low-Income and Neglected, Part A	LORIN GRISET ACADEMY	
		SIERRA PREPARATORY ACADEMY	
	LCFF-Supplemental/Concentration	K-12 SCHOOL PERFORMANCE AND CULTURE	
	One-Time Discretionary Funds	VALLEY HIGH SCHOOL	
	Unrestricted Discretionary Accounts	HEROES ELEMENTARY SCHOOL	
<b>84239390</b>	<b>PARADIGM HEALTHCARE SERVICES, LLC</b>		<b>\$62,262.68</b>
	Fund 01 General Fund	ACCOUNTING DEPARTMENT	
	Medi-Cal Billing Option	HEALTH/HOME-HOSPITAL INSTR	

# SAUSD Board of Education Warrant Listing

July 21, 2017

Page 4 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84239372	<b>COAST COMMUNITY COLLEGE DISTRICT</b> California Career Pathways Trust  Fund 01 General Fund	REGIONAL OCCUPATIONAL PROGRAM  ACCOUNTING DEPARTMENT	<b>\$36,876.40</b>
<b>Fund 13 Cafeteria Fund</b>			
84239446	<b>A &amp; R WHOLESALE DISTRIBUTORS</b> Child Nutrition: School Programs  Fund 01 General Fund	NUTRITION SERVICES  ACCOUNTING DEPARTMENT	<b>\$25,298.21</b>
84239448	<b>A &amp; R WHOLESALE DISTRIBUTORS</b> Child Nutrition: School Programs  Fund 01 General Fund	NUTRITION SERVICES  ACCOUNTING DEPARTMENT	<b>\$122,614.95</b>
84239450	<b>A &amp; R WHOLESALE DISTRIBUTORS</b> Child Nutrition: School Programs  Fund 01 General Fund	NUTRITION SERVICES  ACCOUNTING DEPARTMENT	<b>\$90,620.05</b>
84239452	<b>A &amp; R WHOLESALE DISTRIBUTORS</b> Child Nutrition: School Programs  Fund 01 General Fund	NUTRITION SERVICES  ACCOUNTING DEPARTMENT	<b>\$26,351.42</b>
84239460	<b>CHEFS' TOYS</b> Child Nutrition: School Programs  Fund 01 General Fund	CENTURY HIGH SCHOOL  MCFADDEN INTERMEDIATE SCHOOL  NUTRITION SERVICES  SPURGEON INTERMEDIATE SCHOOL  ACCOUNTING DEPARTMENT	<b>\$122,231.84</b>
84239474	<b>LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE</b> Child Nutrition: School Programs  Fund 01 General Fund	NUTRITION SERVICES  ACCOUNTING DEPARTMENT	<b>\$35,566.79</b>

# SAUSD Board of Education Warrant Listing

July 21, 2017

Page 5 of 5

<u>Check #</u>	<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
84239476	LOEWY ENTERPRISES, INC. dba SUNRISE PRODUCE Child Nutrition: School Programs Fund 01 General Fund	NUTRITION SERVICES ACCOUNTING DEPARTMENT	\$46,446.98
84239480	PH HAGOPIAN CONTRACTOR, INC. Child Nutrition: School Programs	CASH ACCOUNT	\$393,032.00
<b>Fund 25 Capital Facilities Fund</b>			
84239492	CALIFORNIA UNITED BANK Fund 25 City Santa Ana Redevelopment	VALLEY HIGH SCHOOL	\$27,315.59
<b>Fund 81 Property &amp; Liability</b>			
84239498	DIGITAL NETWORKS GROUP, INC. Fund 81 Property & Liability	RISK MANAGEMENT	\$105,990.31
<b>Grand Total:</b>			<b>\$2,648,922.52</b>

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Memorandum of Understanding with the Irvine Unified School District's Administrator Clear Credential Induction Program**

**ITEM:**                   **Consent**

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

**PREPARED BY:** **Marisol Rexach, Ph.D., Director, Professional Learning and New Teacher Induction**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval to provide a Clear Credential Induction Program for SAUSD Administrators who hold a Preliminary Administrator Credential. Currently it is estimated 28 SAUSD administrators could participate in this program. To this end, a Memorandum of Understanding (MOU) with the Irvine Unified School District.

Administrator (IUSD) Induction Program will be needed.

IUSD provides:

- Program documentation
- Program support to SAUSD program facilitator
- Submission of credential recommendation

SAUSD provides:

- Program facilitator to ensure the following:
  - Assignment of Administrator Coach
    - Must be a current or retired SAUSD administrator
  - Completion of program documentation
  - Completion of 40 hours of coaching
  - Completion of 30 hours of professional learning
- Participant payments for program fee of \$1,000 per administrator for use of IUSD Administrator Clear Credential Induction
- Participant payments for stipend to assigned SAUSD administrator who will serve as mentor/coach.

**ITEM SUMMARY:**

- MOU Starts: September 1, 2017
- MOU Ends: June 30, 2018
- No fiscal impact

**RATIONALE:**

In order to ensure new administrators holding a Preliminary Administrative Credential are supported in their first years of their leadership position, an SAUSD Clear Credential Induction Program would provide ongoing, job-embedded support and professional development. Successful completion of the two-year program will culminate in an Administrator Clear Credential for each participant.

Establishing an MOU with the IUSD Administrator Clear Credential Induction Program provides SAUSD with the opportunity to provide this program at a minimal cost to the participants, while utilizing in-kind resources to ensure the program content is specific to the context of Santa Ana.

**LCAP Goal 1.15:** Provide professional development for certificated and classified staff to support each of the activities identified in Goal 1.

**LCAP Goal 2.4:** Provide professional development for certificated and classified staff to support each of the activities identified in Goal 2.

**FUNDING:**

No fiscal impact.

Eligible administrators who wish to enroll will pay the \$1,500 per program year to IUSD, as well as the stipend for the administrator coach/mentor assigned to the participant.

**RECOMMENDATION:**

Approve the Memorandum of Understanding with Irvine Unified School District's Administrator Clear Credential Induction Program.

# Memorandum of Understanding 2017-2018

Irvine Unified School District (IUSD) and Santa Ana Unified School District (SAUSD)

The purpose of the Irvine Unified School District Induction Program is to provide assistance and support to first and second year participating administrators while they earn their clear credential. The purpose of the Memorandum of Understanding (MOU) is to clarify the SAUSD and IUSD responsibilities in assuring a successful program.

## Part I - Santa Ana Unified School District (SAUSD) Responsibilities

SAUSD will:

- Pay for training/seminar expenses, including materials, books, and other supplies
- Hire consultants providing high quality professional development based on the needs of Participating Administrators (PA's) and Coaches, if necessary
- Pay the fee of \$1,000 per Participating Administrator, due May 31, 2018
- Pay any stipend owed to each Coach
- Match appropriate, qualified Coaches with Participating Administrators within SAUSD
  - ▶ Select Coaches based on the following criteria:
    - Must have at least 2 years of contracted administrative experience within SAUSD
    - Must hold a current Clear California Administrative Services Credential
    - Must be able to attend all required meetings and trainings
    - Must have a positive recommendation from district administration
    - Must be available to visit and communicate with their Participating Administrator on a regular basis (minimum 20 hours over 12 months)
- Represent SAUSD at IUSD Induction Advisory Council Meetings
- Provide a designated facilitator to do the following:
  - Communicate on a regular basis with IUSD Induction Leadership
  - Lead monthly cohort meetings
  - Track program requirement completion of each Participating Administrator
  - Facilitate matches between qualified Coaches and Participating Administrators
- Complete required forms and surveys
- Send supporting evidence to Irvine Unified School District (LEA) by May 31, 2018

## Part II - Irvine Unified School District (IUSD) Responsibilities

IUSD will:

- Submit Administrative Services Clear Credential (ASC) recommendations for all qualified applicants once all required documentation is complete
- Invoice SAUSD the fee of \$1,000 per Participating Administrator for payment by spring, 2018
- Communicate with the SAUSD designated facilitator via scheduled meetings, face to face, by phone, and/or email

## Part III - Agreement

I agree to the District responsibilities.

Santa Ana Unified School District

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

Name: Mark McKinney

Title: Associate Superintendent, HR

Date: 07.20.2017

I agree to the SAUSD responsibilities.

Irvine Unified School District

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

Name: Eamonn O'Donovan

Title: Assistant Superintendent, HR

Date: 07.20.2017

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Student Teacher, Intern, and/or Fieldwork Agreement with California State University, Long Beach and University of Redlands**

**ITEM:**                   **Consent**

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

**PREPARED BY:**   **Alicia Skibby, Program Specialist, Human Resources**

**BACKGROUND INFORMATION:**

The student teacher, intern, and fieldwork placements are a required component of a preliminary credential or licensure program. Student teachers and interns will have a master teacher and a university supervisor providing guidance and feedback on their teaching practice and delivery of instructional program. Counselors and school psychologists also receive support and guidance from District staff as well as university program supervisors. The program would assist in increasing the percentage of qualified instructors, counselors, and/or school psychologists that meet the standards of the Commission on Teacher Credentialing and/or licensing board.

**ITEM SUMMARY:**

- Required to provide opportunities for student teachers to satisfy their credential program requirements.
- Develop a skill set that aligns with District priorities and best practices.
- Identify potential highly qualified and effective educators, counselors, school psychologists, and administrators for recruitment.

**RATIONALE:**

The purpose of this agenda item is to seek Board approval of the student teacher, intern, and/or fieldwork agreement with California State University, Long Beach and University of Redlands. The programs will provide additional guidance for pre-service teachers, counselors, and/or school psychologists to obtain credentials and/or licenses with support through coursework and observations. The program will increase the percentage of credentialed teachers, counselors, and/or school psychologists.

**LCAP Goal 2.1:** Ensure access to the core instructional program by providing highly qualified teachers at each site and ongoing professional development for all staff to ensure full implementation of the new CA State Standards and assessments.

**FUNDING:**

No fiscal impact.

**RECOMMENDATION:**

Approve of the student teacher, intern, and/or fieldwork agreement with California State University, Long Beach and University of Redlands.

MAM:nr:ea





## STUDENT FIELD PLACEMENT AGREEMENT

This agreement ("Agreement") is between the Trustees of the California State University (CSU) on behalf of California State University Long Beach ("University") and **Santa Ana Unified School District** ("Facility").

University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this Agreement, the Facility shall provide practical experience pursuant to the terms of this agreement and serve as a learning site offering facilities, resources and supervision to students. In consideration the mutual promises and conditions set forth below, the University and the Facility ("Party or Parties") agree as follows:

I. **EDUCATIONAL PROGRAMS** – The following University educational programs are included in this Agreement and are governed by the corresponding Exhibit(s), incorporated as if fully stated herein:

Exhibit A – Speech Language Pathology Program Protocol, consisting of two (2) pages.

Exhibit B – Individualized Supervised Practice Pathway (ISPP) Protocol, consisting of two (2) pages

### II. **GENERAL PROVISIONS**

A. **Term of Agreement** - The term of this Agreement shall be operative from date of full execution until \_\_\_\_\_.

Either Party may terminate this agreement upon forty-five (45) days written notice. If either Party sends a Notice of Termination prior to the completion of an academic semester, all students enrolled at that time shall be allowed to continue their education experience until that student completes their placement work.

B. **Relationship of Parties** – Facility (including its employees and agents) shall act in an independent capacity and not as officers, employees or agents of CSU or University. Nothing in this Agreement shall be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors.

C. **Indemnification** - University shall defend, indemnify and hold harmless the District, its officers, employees, agents and students from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officers, employees and agents.

Facility shall defend, indemnify and hold harmless the University, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Facility, its officers, employees and agents.

D. **Insurance** - Each party shall maintain General Liability Insurance (or a program of self-insurance), comprehensive or commercial form, with a minimum limit of \$1,000,000 for each occurrence and \$3,000,000 general aggregate. Students shall maintain general and professional liability, through the Student Professional Liability Insurance (SPLIP) program, in the amount of \$2,000,000 for each occurrence and \$4,000,000 general aggregate.

E. **Health Testing** – If Facility requires a health history or testing (tuberculosis testing, current immunizations, flu shot, etc) for students prior to placement, students shall provide proof of satisfactory health history directly to Facility.

F. **Background Check/Finger-Printing** - If Facility requires University's students to undergo a background check or fingerprinting prior to placement, University students shall coordinate the results directly with Facility.

G. **Confidentiality of Student Records** - Student records shall remain confidential as required by the Family Educational Rights and Privacy Act (FERPA). School shall not release any protected student information without written consent of the student, unless required to do so by law or as dictated by the terms of this Agreement.

H. **Confidentiality of Medical Records (HIPAA)** - All of Facility's medical records and charts created in connection with Clinical Training shall be and shall remain the property of Facility. Solely for the purposes of this Agreement and patient confidentiality under the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder ("HIPAA"), Students shall be considered to be members of Facility's "Workforce," as defined at 45 Code of Federal Regulations (C.F.R.) § 160.103.

In the course of Clinical Training at Facility, Students will have access to Protected Health Information, as defined at 45

C.F.R. § 160.103, and shall be subject to Facility's HIPAA Privacy and Security policies and procedures. Students will be required to participate in training related to the HIPAA Privacy and Security Rules and Facility's HIPAA Privacy and Security policies and procedures.

The Parties agree that School is not a "business associate" of Facility under HIPAA. School will not be performing or assisting in the performance of covered HIPAA functions on behalf of Facility. There will be no exchange of individually identifiable protected health information between School and Facility.

- I. **Governing Law** – This agreement shall be construed in accordance with and governed by the laws of the State of California, except where superseded by federal law. All actions or proceedings arising in connection with this Agreement shall be subject to the exclusive jurisdiction of the state courts of the County of Los Angeles, State of California.
- J. **Services Responsibility**- Facility retains professional and administrative responsibility for services rendered at the Facility.
- K. **Student Safety and Personal Risk**- Facility shall inform the participating student of any potential health or safety risks associated with their field placement.
- L. **Assignments** - This Agreement is not assignable in whole or in part.
- M. **Endorsement** - Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product or service by University its officers or employees.
- N. **Fair Labor Standards Act and Displacement of Organization Employees** – It is not the intention of this Agreement for students to perform services that would displace or replace regular employees of the Facility.
- O. **Nondiscrimination** - The University and the District agree to make no distinction among candidates covered by this agreement on the basis of race, ethnicity, color, religion, national origin, citizenship, ancestry, sex, gender, sexual orientation, gender identity, gender expression, age, disability, medical condition, genetic information, marital status, military or veteran status, or any other basis prohibited by law. . The parties will insure that the evaluation and treatment of students are free of such discrimination.
- P. **Severability** - If any provision of this agreement is held invalid by any law, rule, order of regulation of any government, or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.
- Q. **Authority** - Each party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing agreements or obligations.

**Entire Agreement** – This document contains the entire agreement and understanding of the Parties, and supersedes all prior agreements, arrangements, and understandings with respect to the subject matter of this document. No amendment, alternation or variation of the terms of the Agreement shall be valid unless made in writing and signed by the Parties hereto.

**University:**

California State University, Long Beach  
Attn: Procurement & Contractual Services  
1250 Bellflower Blvd., BH-346  
Long Beach, CA 90840-0123  
(562)985-4296

**Facility:**

Santa Ana Unified School District

(please enter the complete legal name of the entity)

1601 East Chestnut Avenue

Street address

Santa Ana, CA 92701-6322

City, State, Zip

Phone Number

e-mail

 8/10/2017

University Signature \_\_\_\_\_ Date

Name and Title **ANDREW CALDERON**  
**CONTRACT MANAGER**  
**PROCUREMENT &**  
**CONTRACTUAL SERVICES**

Facility Authorized Signature \_\_\_\_\_ Date

Name and Title \_\_\_\_\_

Exhibit A  
COMMUNICATIVE DISORDERS:  
SPEECH-LANGUAGE PATHOLOGY PROGRAM PROTOCOL

Student Field Placement Agreement

The California State University Long Beach (University) Speech-Language Pathology Program in the Communicative Disorders Department has been approved by the California State University (CSU) Trustees and accredited by the Western Association of Schools and Colleges and the American Speech, Language and Hearing Association.

This program requires clinical fieldwork experience/internship in professional agencies. Therefore, University and Facility recognize the mutual benefit in having students of the University's Communicative Disorders Department use the Facility for their fieldwork experience.

At all times during operation of this Agreement the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement, and are not employees or agents of the University.

**I. FACILITY SHALL**

- A. Permit students, designated by the University to receive Speech Pathology fieldwork experience at Facility, and shall furnish and permit such students, and University instructors reasonable access to a variety of professional opportunities within the scope of services offered by the Facility for such internship experience.
- B. Maintain the facilities and provide opportunities in such a manner that the minimum essentials (adequate supervision, safe environment and access to facility and supplies) for an approved fieldwork experience shall be met at all times.
- C. Permit and encourage members of the Facility's staff to participate in the instructional phase of the fieldwork experience.
- D. Permit the Facility's Director or other designated personnel to attend meetings of the University's Communicative Disorders Department Faculty, or any committee thereof, to coordinate the internship experience of the program provided for under this agreement.
- E. Have the right to refuse participation to any University student who is not participating satisfactorily in the program. In the event Facility determines a student is not satisfactorily participating in the program, Facility shall consult with University regarding the reasons for denying participation of such student.
- F. Notify the University's instructors, of any change in the professional credential status of the Facility's Speech Therapists (where applicable).

**II. TRUSTEES, THROUGH THE UNIVERSITY, SHALL:**

- A. Make an official request to the Facility for placement of a student or students within the Facility for the student's fieldwork experience.
- B. Keep all academic records of students participating in said program.

C. Designate a staff member to participate with the Facility designee in implementing and coordinating the program of supervised field placement.

D. Require every student to conform to all applicable Facility policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the University and Facility.

E. In consultation and coordination with the Facility's Director and staff, plan for the internship experience to be provided to students under this Agreement.

F. In consultation and coordination with the Facility's Director arrange for periodic conferences between appropriate representatives of the University and Facility to evaluate the internship experience provided for under this Agreement.

### **III. FACILITY AND UNIVERSITY SHALL AGREE AS FOLLOWS:**

A. The Facility and University shall be jointly responsible for determining and evaluating the program of experiences for the student assigned to the Facility.

B. Neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the internship, other than those expenses defined in writing.

C. University's insurance does not cover Students driving their own automobiles. If the clinical educational assignment at the facility includes travel to other locations, each Student shall obtain and maintain automobile liability coverage in an amount equal to or greater than the minimum limits require by the State of California for the duration of the Student's clinical training experience.

D. If it is to the mutual benefit of the parties hereto that Facility employees enrolled in University's Department of Communicative Disorders at the Long Beach campus complete the clinical portion of graduate/undergraduate clinical training experience that clinical training assignment will be in an area not part of their regular employment assignment.

Exhibit B  
Family and Consumer Sciences: Individualized Supervised Practice Pathway (ISPP)  
SPECIFIC PROTOCOL  
STUDENT FIELD PLACEMENT AGREEMENT

The following California State University Long Beach program is approved by the California State University (CSU) Trustees. As well, the Academy of Nutrition and Dietetics (AND) and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) have heretofore granted approval to the University's Family and Consumer Sciences, Didactic Program in Dietetics, ISPP program. The ISPP program requires supervised practice experience for DPD verified students admitted into the program.

At all times during operation of this Agreement the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement, and are not employees or agents of the University.

I. FACILITY SHALL:

- a. Permit each student designated by the University to receive supervised practice experience at the Facility and shall permit such student reasonable access to appropriate organizational facilities for such supervised practice experience.
- b. Maintain facilities used for supervised practice experience in such a manner that said facilities shall at all times meet the minimum essentials for local and national health and safety standards.
- c. Coordinate emergency first aid or medical treatment if a student suffers an injury or illness during the course of a student's field education experience.
- d. Have the right to refuse participation to any University student who is not participating satisfactorily in the program. In the event Facility determines a student is not satisfactorily participating in the program, Facility shall consult with University regarding the reasons for denying participation of such student.
- e. Notify the University's instructors (ISPP Director) of any change in the Facility's contact personnel.

UNIVERSITY SHALL:

- a. Designate ISPP students for practical experience at the Facility, in such numbers as are mutually agreed to by both parties
  - a. Facility may participate in the choosing of students/interns as requested.
- b. Work with Facility to supervise the instruction and supervised practice experience of this agreement.
- c. Keep all attendance and academic records of students participating in said program.
- d. Require every student to conform to all applicable Facility policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the University and Facility.
- e. Require University representative to notify Facility's internship sponsor in advance of:

- a. Student schedules
- b. Placement of students in supervised practice assignments
- c. Changes in supervised practice assignments
- f. In consultation and coordination with the Facility's personnel, students will establish goals for the supervised practice experience to meet the ISPP guidelines under the Agreement.
- g. In consultation and coordination with appropriate Facility personnel arrange for periodic conferences between appropriate representatives of the University and Facility to evaluate the supervised practice experience program under this agreement.

## **EDUCATIONAL FIELDWORK AGREEMENT 2017-2019**

This Agreement is entered into by and between **SANTA ANA UNIFIED SCHOOL DISTRICT** (hereinafter called the "District"), and the **UNIVERSITY OF REDLANDS** ("University"). This term of agreement shall be from **24 August 2017** until **30 June 2019**.

### **A. RECITALS**

1. The purpose of this Agreement is to provide educational fieldwork experiences to students enrolled in the Professional Educational curriculum and/or the Communicative Disorders curriculum of the University. This Agreement is entered into pursuant to the applicable provisions of the California Educational Code, including, but not limited to, Section 11006.
2. Notwithstanding any other provisions herein, this Agreement shall become operative pursuant only to the provisions of the District's Board Policies and Administrative Regulations.

### **B. OPERATIVE PROVISIONS**

1. The District shall provide educational fieldwork experiences in schools, classes or other appropriate sites under the direct supervision and instruction of District certificated employees of the District, not to exceed 16 semester units of credit per student.
2. The District may, for good cause, refuse to accept for participation, any student of the University assigned to educational fieldwork experiences. The University shall terminate the assignment of any student of the University upon the District's request, which request shall be made only for good cause.
3. The University and the District agree to make no distinction among candidates covered by this agreement on the basis of race, ethnicity, color, religion, national origin, citizenship, ancestry, sex, gender, sexual orientation, gender, gender identity, gender expression, age, disability, medical condition, genetic information, marital status, military or veteran status, or any other basis prohibited by law..
4. Credential and degree candidates assigned field experiences in section B, subdivision 6, will have California Department of Justice and Federal Bureau of Investigation fingerprint clearance documentation on file with the University. The University certifies that all credential Students have provided proof of negative tuberculosis to the University before starting any coursework leading to a California credential. The University certifies that University holds proof of negative tuberculosis for all Students placed within District.
5. Credential candidates assigned field experiences in section B, subdivision 6, will be provided early educational fieldwork experiences including the appropriate student and school permission embedded in the California Commission on Teacher Credentialing (CTC) Teacher Performance Assessment. If the University student has access to personally identifiable District student information, the University student agrees to comply with the provisions of the Family Educational Rights and Privacy Act at 20 U.S.C. 1232g, and the California Education Code.)

6. Assignment of a student of the University to pre-service fieldwork experiences in schools will be under the following definitions:

**“Student Teachers”** means persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid classroom teaching experiences and/or individualized therapy under the supervision of a regularly credentialed employee of the District. An assignment of a student of the University to a student teaching or placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The assignment shall last for a designated period of time, not to exceed a full semester of 15 weeks.

**“Clinic Teachers”** means persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, to engage in limited unpaid classroom teaching experiences under the supervision of a regularly credentialed employee of the District. Clinic teaching is designed to provide University teacher candidates limited exposure and practice to teaching methods for a designated period (usually 4 to 6 weeks). Arrangements for this experience will be made cooperatively between the University supervisor and the principal of the participating school.

**“Student Interns”** means person recommended by the University possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid educational service experiences (counseling, administration, librarianship, etc.) under the supervision of a regularly credentialed employee of the District.

**“Teaching Interns”** means persons recommended by the University possessing a certificate of clearance and an Internship Credential, who have been approved to engage in paid teaching services under the supervision of a regularly credentialed employee of the District and a University supervisor for a minimum of 18 weeks. The University reserves the right to issue or deny the preliminary teaching credential at the end of the internship experience. Either the District or the University may remove the teaching intern for unsatisfactory performance.

**“Student Observers”** means persons recommended by the University who have been approved to engage in observation of classroom teaching or other educational services performed by regularly credentialed employees of the District. Student observers may be permitted to engage in limited educational fieldwork experiences under the direct supervision and in the presence of a regularly credentialed employee of the District.

**“Education Administration Fieldwork/Interns”** means persons recommended by the University who hold a baccalaureate degree from a regionally accredited institution of higher education (EC 44453), proof of a negative tuberculosis test pursuant to California Education Code section 49406, has completed three years’ experience (intern) or five years’ experience (Preliminary Administrative Services Program) on a prerequisite credential, received a passing score on the CBEST, and is eligible for an Administrative Internship Credential, who has been approved to engage in paid administrative services, if this does not displace a certificated employee, and shall be under the supervision of a regularly credentialed employee of the District and a University Supervisor for a minimum of 16 weeks. The University authorizes the candidates in an administrative internship program to assume the functions authorized by the regular administrative services credential. The University reserves the right to issue or deny the preliminary administrative credential at the end of the internship experience. Either the District or the University may remove the administrative intern for unsatisfactory performance.



PASC students are required to complete 60 hours of fieldwork, 10 hours per course under the supervision of an on-site supervisor/coach, holding an Administrative Services Credential and working in an administrative capacity. Students will complete 20 hours of fieldwork at an elementary site, 20 hours at a middle school site, and 20 hours at a high school site under the supervision of a Supervisor/Coach. Supervisor/Coaches will meet 6 times each semester with the PASC student to 1. Plan a prescribed administrative Fieldwork Experience 2. Implement the plan to enhance the on-site experience 3. Evaluate each area implemented to ensure a completed quality experience 4. Provide quality feedback to the candidate. Supervisor/Coaches are invited to attend planned professional development workshops provided by the School of Education.

**“Counseling Fieldwork Candidates”** means persons recommended by the University, possessing a certificate of clearance, proof of a negative tuberculosis test pursuant to California Education Code section 49406., and passing CBEST, have completed an application for Field Placement approved by the Counseling Fieldwork Coordinator, completed 100 hours of practicum with a 3.0 GPA or better in the following courses: EDUC 601 The Counseling Process, CMHC 610 Sociocultural Counseling and Intervention, and EDUC685 PPS: Counseling in Schools. Candidates have enrolled in or completed the following courses: EDUC 653 Theories of Counseling and Psychotherapy and EDUC 680 Human Development Across the Life Span. Candidates are currently enrolled in EDUC 677 Supervised Field Work in Counseling. Candidates will be under the supervision of a regularly paid Pupil Personnel Service Credentialed employee of the District and a University supervisor. One hour of supervision will be provided by the District supervisor for every 50 hours of fieldwork experience. The District supervisor and the counseling candidate will decide on the number of fieldwork hours to be completed at any given site. This information will be noted in writing prior to beginning the fieldwork experience. A total of 600 clock hours of fieldwork is required to complete the pupil personnel services credential. 400 hours must be completed in public K-12 settings, and up to 200 hours can be completed in non-public counseling settings. The 400 hours of public K-12 experience must be completed in two different K-12 levels, 200 must be completed in a high school setting. The University reserves the right to issue or deny the pupil personnel services credential at the end of the field experience. Either the District or the University may remove the counseling candidate for unsatisfactory performance.

**“Communicative Disorders Fieldwork/Interns”** means persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid educational service experiences (evaluation, conferencing, therapy, etc.), under the supervision of a state credentialed and American Speech-Language-Hearing Association certified speech/language pathologist. An assignment of a student of the University to a placement in the District shall be at the discretion of the University, working cooperatively with the District. The assignment shall last for a designated period of time, not to exceed a full semester of 15 weeks (usually 10 to 13 weeks).

7. The assignment of a student of the University to pre-service fieldwork experiences in the District shall be deemed to be effective for the purposes of this Agreement as of the date the University presents to the proper authorities of the District a document effecting such assignment or through other procedures established and communicated by the District.
8. The University will be responsible for providing a University supervisor or person designated and employed by the University to direct, supervise, and evaluate the performance of students of the University engaged in pre-service fieldwork experiences. This person(s) will work cooperatively with those individuals in the District responsible for placement and direct supervision.

9. The University is obligated to maintain neutrality in the District's labor disputes, to ensure that all field experiences, including practice teaching, will be educationally valid, and to avoid placing its students in situations in which there is a risk of physical injury.
  - A. In the event of a labor dispute in the District, University students involved in field experiences shall report to the University until the University supervisor and director of fieldwork have assessed the situation.
  - B. During a labor dispute at a District field experience site, University faculty members who supervise students will visit the District's school site on a regular basis to observe, to meet with District personnel, and to determine whether the situation remains educationally valid and physically safe for field experience activity.
  - C. During disputes, if the situation is educationally valid and physically safe and the District teacher is present in his/her regular position, the University supervisor will allow the student the option of continuing to practice teach at that site or of terminating the assignment.

#### **C. FINANCIAL PROVISION**

1. It has been determined between the parties hereto that any payments to be made to the District or its employees under this Agreement do not exceed the actual cost to the District of the services rendered by the District.
2. Notwithstanding any other provisions of this Agreement, the University shall not be obligated by this Agreement to pay the District or its employees any amount in excess of the total sum set forth in financial provisions.
3. The University shall tender to the District an honorarium of \$100.00 per seven week period for each full-time student teacher of the University assigned to schools in the District, to be paid at the end of the assignment. The District shall reimburse each supervisory master teacher/employee, at rates specified herein.
4. For Counseling Fieldwork Candidates only, the University shall tender to the District a \$100.00 honorarium to be paid at the end of the assignment. The District shall reimburse each district supervisor/employee at the rates specified herein.
5. For Communicative Disorders Fieldwork/Interns only, the University shall tender to the District an honorarium of \$200.00 for each full-time supervisor for each full-time student of the University to be paid at the end of the assignment. The District shall reimburse each master teacher at rates specified herein.

#### **D. ALTERATION DISCLAIMER**

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding of agreement not incorporated herein shall be binding on any of the parties hereto.

#### **E. INDEMNITY**

The District shall defend, indemnify and hold the University, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys'

fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees, or agents.

The University shall defend, indemnify and hold the District, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees, or agents.

#### **F. INSURANCE**

The University agrees to carry a comprehensive general and automobile liability insurance with limits of One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect the University and the District against liability or claims of liability, which may arise out of the Agreement. In addition, the University agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by the District shall be excess and noncontributory." No later than the actual start date, the University shall provide the District with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. The University agrees to name the District and its officers, agents and employees as additional insureds under said policy.

#### **G. NO EMPLOYER-EMPLOYEE RELATIONSHIP**

No relationship of employer and employee is created by this agreement. It is understood that the student shall have no claim under this agreement against the District for vacation with pay, sick leave, retirement benefits, medical or dental insurance, worker's compensation benefits or social security contributions.

#### **H. OTHER AGREEMENT**

This Agreement replaces all previous agreements between the **UNIVERSITY OF REDLANDS** and the **SANTA ANA UNIFIED SCHOOL DISTRICT**. This Agreement may be extended or modified for subsequent periods of time with the written agreement of both parties.

This Agreement is executed this day **24 August 2017**.

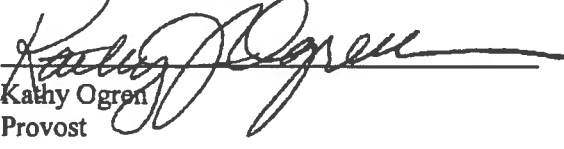
**SANTA ANA UNIFIED SCHOOL DISTRICT**

By \_\_\_\_\_

Date \_\_\_\_\_

Mark McKinney  
Assistant Superintendent, Human Resources

**UNIVERSITY OF REDLANDS**

By   
Kathy Ogren  
Provost

Date 8/7/17



## **INTERNSHIP PROGRAM MEMORANDUM OF UNDERSTANDING**

**24 August 2017 TO 1 June 2019**

**by and between**

**University of Redlands**

**and**

**Santa Ana Unified School District**

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a University of Redlands Supervisor and District On Site Teacher who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

### **I. General Provisions**

#### **a. The UNIVERSITY agrees and verifies that:**

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of pre-service hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the School of Education at the University of Redlands upon successful completion of the School of Education Internship application process and verification of employment from the School District.
- iv. Each Intern Teacher shall have completed the necessary educational prerequisites, to be eligible for teaching, including proof of negative TB test current within one year of supervised teaching and issuance of finger print clearance.
- v. If the Intern Teacher has access to personally identifiable District student information, the Intern Teacher agrees to comply with the provisions of the

Family Educational Rights and Privacy Act at 20 U.S.C. 1232g, and the California Education Code.

**b. The DISTRICT agrees and verifies that:**

- i. The Intern Teacher assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least one academic year, subject to the District's personnel policies and State law(s).
- ii. The Intern Teacher will attend department and faculty meetings and parent-teacher conferences when appropriate.
- iii. The Intern Teacher is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

## **II. Support and Supervision Requirements**

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

### **a. General Support and Supervision Provided to All Interns**

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of 18 times each term that include pre and post observation discussions. Supervisors will

maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.

- iii. The DISTRICT shall select on-site support teachers (mentors) who meet the following qualifications:
  - (1) valid corresponding Clear or Life credential,
  - (2) three years successful teaching experience, and
  - (3) the English Learner (EL) Authorization (if responsible for providing specified EL support). If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.
- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The on-site support teacher's role is to provide support specifically addressing issues in the intern's classroom.
- v. The UNIVERSITY shall provide orientation and training for the district on-site support teachers and university supervisors.
- vi. The University Supervisor and on-site support teacher shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns, supervisors and signed by the on-site support teacher.
- viii. The District Mentor, on-site support teacher and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

#### **THE PARTIES MUTUALLY AGREE .**

The District shall defend, indemnify and hold harmless the University, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion in and to the extent that such

- A. liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees and agents.

The University shall defend, indemnify and hold harmless the District, its officers, employees, agents and students from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims from injury or damages arising out of the performance of this Agreement, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees and agents.

- B. University agrees to carry a comprehensive general and automobile liability insurance with limits of One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect University and District against liability or claims of liability, which may arise out of the Agreement. In addition, University agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." No later than the actual start date, University shall provide District with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. University agrees to name District and its officers, agents and employees as additional insureds under said policy.
- C. Neither party shall discriminate in the assignment of interns on the basis of race, color, disability, sex, religion, national origin, ancestry, sexual orientation, medical condition, genetic information, marital status, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other basis prohibited by law.
- D. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- E. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

**FIELDWORK SITE CONTACT  
INFORMATION:**

Santa Ana Unified School District  
160 East Chestnut  
Santa Ana, CA 92701-6322  
ATTN: Mark McKinney  
Assistant Superintendent, Human Resources

**UNIVERSITY CONTACT INFORMATION:**

University of Redlands  
1200 E. Colton Ave.  
Redlands, CA 92373-0999  
ATTN: Margo Drallos, Director of Fieldwork  
909-748-8812



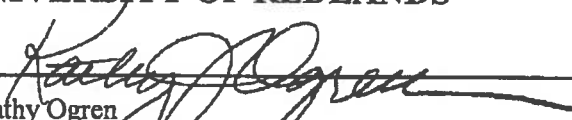
Phone: 714-558-5501

This Agreement is executed this day 24 August 2017.

**SANTA ANA UNIFIED SCHOOL DISTRICT**

BY \_\_\_\_\_ Date \_\_\_\_\_  
Mark McKinney  
Assistant Superintendent, Human Resources

**UNIVERSITY OF REDLANDS**

BY  \_\_\_\_\_ Date 8/7/17  
Kathy Ogren  
Provost and Chief Academic Officer

## APPENDIX A

### Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
  - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
  - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
  - (a) Provisions for an annual evaluation of the intern.
  - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
  - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.

(d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

**(5) Supervision of Interns.**

(a) In all internship programs, the participating institutions shall provide supervision of all interns.

(b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.

**(6) Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.

**(7) Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.

**(8) Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:

(a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:

- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
- Techniques to address learning differences, including working with students with special needs
- Techniques to address working with English learners to provide access to the curriculum
- Reading instruction in accordance with state standards
- Assessment of student progress based on the state content and performance standards
- Classroom management techniques
- Methods of teaching the subject fields

(b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.

(c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

(d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Student Teacher, Intern, and Fieldwork Agreement with University of La Verne**

**ITEM:**                   **Consent**

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

**PREPARED BY:** **Alicia Skibby, Program Specialist, Human Resources**

**BACKGROUND INFORMATION:**

The student teacher, intern, and fieldwork placements are a required component of a preliminary credential or licensure program. Student teachers and interns will have a master teacher and a university supervisor providing guidance and feedback on their teaching practice and delivery of instructional program. Counselors and school psychologists also receive support and guidance from District staff as well as university program supervisors. The program would assist in increasing the percentage of qualified instructors, counselors, school psychologists, and administrators that meet the standards of the Commission on Teacher Credentialing and/or licensing board.

**ITEM SUMMARY:**

- Required to provide opportunities for student teachers to satisfy their credential program requirements.
- Develop a skill set that aligns with District priorities and best practices.
- Identify potential highly qualified and effective educators, counselors, school psychologists and administrators for recruitment.

**RATIONALE:**

The purpose of this agenda item is to seek Board approval of the student teacher, intern, and fieldwork agreement University of La Verne. The programs will provide additional guidance for teachers, educational specialist, counselors, school psychologists and administrative services to obtain credentials and/or licenses with support through coursework and observations. The program will increase the percentage of credentialed teachers, counselors, school psychologists, and administrators.

**LCAP Goal 2.1:** Ensure access to the core instructional program by providing highly qualified teachers at each site and ongoing professional development for all staff to ensure full implementation of the new CA State Standards and assessments.

**FUNDING:**

No fiscal impact.

**RECOMMENDATION:**

Approve of the student teacher, intern, and fieldwork agreement with and University of La Verne.

MAM:nr:ea

**University of La Verne  
College of Education and Organizational Leadership  
University/District Fieldwork Agreement**

**Undergraduate Level Programs**

**Liberal Studies  
Child Development**

**Graduate Level Programs**

**Multiple Subject and Single Subject Credential Candidates  
Multiple and Single Subjects Intern Credential Candidates  
Educational Specialist: Mild/Moderate Preliminary Credential  
Candidates  
Educational Specialist: Mild/Moderate Preliminary Intern  
Credential Candidates  
School Counseling Credential Candidates  
School Counseling Intern Credential Candidates  
School Psychology Credential Candidates  
School Psychology Intern Credential Candidates  
Administrative Services Credential Candidates  
Administrative Services Intern Credential Candidates**

**THIS AGREEMENT** entered into this 23<sup>rd</sup> day of August 2017 with **Santa Ana Unified School District** by and between the University of La Verne through the Provost of the University of La Verne on behalf of the Board of Trustees hereinafter called the University and, hereafter called the District, referred to in the collective as the Parties.

**WITNESSETH**

**WHEREAS**, the University is accredited by the California Commission on Teacher Credentialing (CCTC) and the National Council of Accreditation for Teacher Education (NCATE) as a credential granting institution and desires to provide fieldwork experiences through directed teaching, practicum experiences and/or fieldwork experiences to its students enrolled in the University's undergraduate programs: Liberal Studies and Child Development programs and graduate programs: Multiple and Single Subject Teacher Education program,



Educational Specialist program, School Counseling program, School Psychology program, and Administrative Services program curricula; and

**WHEREAS**, District agrees to allow University's students to gain the necessary fieldwork, practicum, and teaching, counseling, psychology, and administrative services experiences by interacting with and observing, assessing/assessment of students and teachers, counselors, psychologists, and administrators and teaching classes and working with students at its schools; and

**WHEREAS**, the Parties agree to provide for the payment in money for multiple and single subject candidates and educational specialist candidates or in services for school counseling, school psychology, administrative services, and the liberal studies and child development undergraduate programs, for the services rendered by the District of an amount not to exceed the actual cost to the District of the services rendered; and

**WHEREAS**, it has been determined between the Parties hereto that the payments for multiple and single subject candidates and educational specialist candidates be made to the District under this agreement do not exceed the actual cost of the District of the services rendered by the District and that there is an understanding that the University does not provide stipends to the District for the school counseling, school psychology, administrative services, and the liberal studies and child development programs;

**NOW, THEREFORE**, it is mutually agreed between the Parties hereto as follows:

1. The District shall provide experiences through multiple and single subject and educational specialist fieldwork and directed teaching, school counseling, school psychology, and administrative services practicum experiences and fieldwork, and fieldwork experiences in liberal studies, and fieldwork and supervised teaching experiences in child development in schools and classes of the District for students of the University qualified for such assignments and assigned by the University to multiple and single subject and educational specialist candidates fieldwork and directed teaching, school counseling, school psychology, and administrative services practicum experiences, and/or fieldwork, and field work in the liberal studies program, and fieldwork and supervised teaching in child development in schools or classes of the District, and under the direct supervision and instruction of such credentialed employees of the District, as the district and the University, through their duly authorized representatives, may agree upon.

Directed teaching for multiple and single subject credential candidates shall be deemed to include all supervised student teaching in the University's two supervised teaching courses,



Educational Specialist Level I: Mild/Moderate credential candidates complete a minimum of 40 hours in a general education classroom setting and a ten-week supervised teaching experience over a fifteen-week semester in SPED 409: Supervised teaching in the fall and spring semesters.

School Counseling and School Psychology programs require practicum experiences and fieldwork experiences that must be completed under the supervision of a credentialed District employee to meet the required number of practicum hours. Administrative Services program requires fieldwork experiences only.

At the undergraduate level, fieldwork experiences are required for the Liberal Studies program and the Child Development program.

The Child Development program also requires a supervised teaching experience in EDUC 454: Early Childhood Student Teaching.

Fieldwork experiences are completed as part of the curricula requirements in both the undergraduate level for the bachelor's degree requirements and the graduate level credential programs. These fieldwork experiences are hourly based and require the undergraduate candidates and graduate credential candidates to complete the requirements in appropriate districts and school classes.

### **Intern Programs**

The University of La Verne College of Education and Organizational Leadership offers Internship Programs in Multiple and Single Subject Teaching, Educational Specialist Mild/Moderate Level I, School Counseling, School Psychology, and Administrative Services for qualified students. These internship programs provide a process whereby selected, qualified individuals may be employed as multiple and single subject teachers, education specialist teachers, counselors, psychologists, and school administrators in participating public schools and concurrently meet the University of La Verne's requirements in professional education. These internship requirements are consistent with the current multiple and single subject teaching, educational specialist teaching, counseling, psychology, and administrative services credential programs.

Under this contract, the District shall provide intern experiences for multiple and single subject credential program, educational specialist program, school counseling program, school psychology program, and the administrative services program.

Full explanation of the University's undergraduate and graduate programs can be found in: **Exhibit A**

Intern Programs Eligibility can be found in: **Exhibit B**

Intern Programs Agreement can be found in: **Exhibit C**

Prior to any University student entering a District or school-site to complete fieldwork, practicum, or supervised teaching, he/she must have TB clearance and be cleared by the state with either a Certificate of Clearance or other form of DOJ clearance.

The District may, in its sole discretion, refuse to accept for directed teaching, practicum, or fieldwork, any student of the University assigned in the district. Upon request of the District, the University shall terminate the directed teaching, practicum, or fieldwork assignment of any student of the University in the District.

Multiple and single subject and educational specialist and liberal studies and child development directed teaching and fieldwork students, and students completing practicum and fieldwork experiences in school counseling, school psychology, and administrative services programs as used herein and elsewhere in this agreement mean active participation in the duties and function of classroom teaching, school counseling, school psychology, and administrative services practicum, and fieldwork experiences under the direct supervision and instruction of employees of the District holding a valid credential, with a minimum of three years of exemplary experience as a classroom teacher, school counselor, school psychologist, or site administrator, issued by the California Commission on Teacher Credentialing.

2. In the multiple and single subject and educational specialist programs, the University will pay the District directly for the performance by the District of all services required to be performed by the District under this agreement. There is no payment provision for the University's fieldwork assignments that must be completed in the University's coursework or for the school counseling, school psychology, and administrative services programs or the undergraduate programs, liberal studies and child development.

The number of semester units of directed teaching or fieldwork to be provided for each student of the University assigned to directed teaching, practicum, or fieldwork under this agreement shall be determined by the University.

3. An assignment of a student of the University to directed teaching, practicum, or fieldwork in schools or classes of the District shall be at the



discretion of the University. A student may be given more than one assignment by the University for placement in directed teaching, practicum or fieldwork experiences in such schools or classes. The assignment of a student of the University to directed teaching, practicum, or fieldwork in the District shall be deemed to be effective for the purposes of this Agreement as of the date the student presents to the proper authorities of the District the assignment letter or other document given him/her by the University effecting such assignments, but not earlier than the date of such assignments as shown on such letter or other document.

In the event the assignment of a multiple subject, single subject, or educational specialist student of the University to directed teaching, practicum or fieldwork is terminated by the University or the District for any reason, the District shall receive payment on account of such student as though there had been no termination of the assignment, except that if such assignment is terminated before half the term of the assignment is completed, the District shall receive payment for an assignment for one-half services only. There is no payment for students in the school counseling, school psychology, administrative services, or liberal studies and child development programs.

4. Within a reasonable time following the close of each semester of the University the District shall submit an invoice, in duplicate, to the University for payment at the rate provided herein, for all students who participated in directed teaching in the multiple and single subject programs and the education specialist program provided by the District under and in accordance with this Agreement during said semester or term.

The District shall attach to the invoice a certificate, in duplicate, executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such directed teaching an amount not less than the amount of the invoice.

#### **2042 Multiple and Single Subject Credential Program Educational Specialist Credential Program**

ED 468: Introductory Supervised Teaching - \$100.00 per student teaching assignment for each student in full-day introductory directed teaching.

ED 478 and SPED 409: Advanced Supervised Teaching - \$200.00 per student teaching assignment for each student in full-day directed teaching.

ED 467: Intern Teaching: Multiple and Single Subjects and SPED 459: Intern Teaching Educational Specialist school-site support providers receive a stipend of \$200 for each semester they have an intern.

**Child Development: Liberal Studies: School Counseling: School Psychology: Administrative Services**

The university does not pay a stipend to school-site supervisors for these programs.

5. The term of the agreement shall commence on the **23<sup>rd</sup> day of August 2017**. This agreement may be terminated by either District or University immediately for cause upon giving written notice to the other party. If not terminated, this contract will remain in effect until either the District or the University requests to alter the existing contract or write a new contract. This agreement shall not exceed a five year period.
6. Notwithstanding anything herein contained to the contrary, this Agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual written consent of both parties hereto.
7. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay the District any amount in excess of a total of Two Hundred (\$200.00) for ED 478 and SPED 409 or One Hundred (\$100.00) per student for ED 468, or Two Hundred (\$200) per student for ED 467 and SPED 459.
8. Non-Discrimination. The University and the District agree to make no distinction among candidates covered by this agreement on the basis of race, ethnicity, color, religion, national origin, citizenship, ancestry, sex, gender, sexual orientation, gender, gender identity, gender expression, age, disability, medical condition, genetic information, marital status, military or veteran status, or any other basis prohibited by law.
9. Parties agree District is not responsible for maintaining workers' compensation coverage for students of the University.

The University shall defend, indemnify and hold harmless the District, its officers, employees, agents and students from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees and agents.

The District shall defend, indemnify and hold harmless the University, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages



are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees and agents.

UNIVERSITY shall carry and maintain at least \$1,000,000 per occurrence and \$3,000,000 in General Aggregate commercial general liability insurance and provide DISTRICT with an additional covered party endorsement naming the DISTRICT as an additional covered party. Copies of renewal notices during the term of this contract must be provided to the DISTRICT within thirty (30) days to keep the contract in force. If the UNIVERSITY changes insurance carriers, DISTRICT must be notified thirty (30) days prior to change.

For purposes of this paragraph, the student teacher shall not be deemed to be an officer, agent, servant, or employee of **UNIVERSITY OF LA VERNE** or **SANTA ANA UNIFIED SCHOOL DISTRICT**.

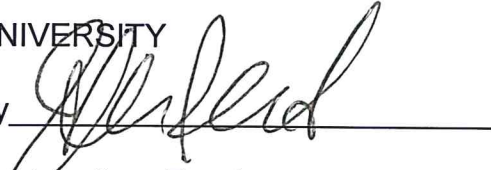
The following signature hereby indicates approval of this contract:

**University of La Verne**

UNIVERSITY

By \_\_\_\_\_

Dr. Jonathan Reed  
Provost



**Santa Ana Unified School  
District  
DISTRICT**

By \_\_\_\_\_

\_\_\_\_\_  
TITLE

**CERTIFICATION**

I, the duly appointed and acting Secretary to the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on \_\_\_\_\_, 2017.

It was moved, seconded and carried that the attached contract with **Santa Ana Unified School District** whereby the University may assign students to the schools in the School District for multiple and single subject and educational specialist internship, directed teaching and/or fieldwork, school counseling and school psychology internship, practicum and/or fieldwork, and administrative services internship and fieldwork be approved; and the Secretary to the Board is hereby authorized to execute the same.

\_\_\_\_\_  
DISTRICT

\_\_\_\_\_  
COUNTY

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

## **EXHIBIT A**

### **Program Descriptions**

#### **Fieldwork Experiences**

The University of La Verne requires fieldwork experiences for students at both the undergraduate and graduate levels.

#### **UNDERGRADUATE LEVEL PROGRAMS**

##### **Liberal Studies Program Child Development Program**

#### **Fieldwork Experiences**

At the undergraduate level, the University seeks to place students in fieldwork experiences where each student can observe and interact with regularly certified or credentialed teachers.

These fieldwork experiences may or may not be observed by the University's instructors and may involve observations and small group instruction with limited whole class involvement.

These fieldwork experiences are totally different from the fieldwork experiences required for the graduate programs. These experiences are not graduate level supervised teaching assignments and undergraduate students do not have to meet the same requirements as the graduate students.

Each undergraduate student must hold a State of California Certificate of Clearance (Liberal Studies) or State of California Department of Justice Bureau of Criminal Information and Analysis (Child Development Program) allowing him/her to engage with children in a public or private school setting and a verification of negative TB screening.

Each undergraduate candidate will be issued a letter of introduction listing the requirements of the fieldwork experience to be presented to the school-site and/or the District to request fieldwork placement.

These undergraduate experiences are designated as "Field Study Candidates."

At the undergraduate level, the University seeks to place two classifications of field- work students: 1) Field Study Candidates and 2) Undergraduate Student Teaching Candidates.



## **Field Study Candidates**

Field Study Candidates can observe and interact with regularly certified or credentialed teachers. At this level, students may or may not be supervised by the University's instructors and the experience may involve observations and small group instruction with limited whole class involvement.

## **Undergraduate Student Teaching Candidates**

Undergraduate Student Teaching is a requirement of the Child Development Program. Requirements for this program are completely different from the supervised teaching assignments that must be completed at the graduate and credential level. At this level, students are supervised by the University on a weekly basis. The University works solely with the cooperating school or school district to request placement with a certified or credentialed school-site supervisor for each supervised student teacher.

## **GRADUATE LEVEL PROGRAMS**

**Teacher Education: Multiple and Single Subject Credential Program**  
**Educational Specialist Credential Program**  
**School Counseling Credential Program**  
**School Psychology Credential Program**  
**School Administration Credentials Program**  
**Level I Administrative Credential Program**  
**Level II Administrative Credential Program**

Graduate level students are placed in participating districts and schools for the purpose of meeting individual course work requirements for field experiences relating to the individual course or for supervised teaching or practicum experiences.

Supervised teaching is a requirement of the Teacher Education and Educational Specialist Credential programs.

Practicum and fieldwork experiences are requirements of the School Counseling and School Psychology programs.

The Administrative Credential program requires fieldwork experiences only.

## **TEACHER EDUCATION: MULTIPLE AND SINGLE SUBJECT CREDENTIAL PROGRAMS**

### **Fieldwork Requirements**

Teacher education programs require fieldwork experiences in classrooms that are not supervised by the University, but are approved by the course instructor, and the placements must be approved by the individual school-sites and districts. Each individual candidate will arrange cooperatively with the school-site administrator and/or the district for his/her own fieldwork placement and will present a letter of introduction from the course instructor, in which the fieldwork experience is required, outlining the requirements for the fieldwork assignment.

Each candidate seeking a fieldwork placement holds a Certificate of Clearance and a clear TB verification, has passed, or is completing, the University's writing requirement, and has passed or is completing the CBEST and CSET requirements.

### **Supervised Teaching**

Teacher Education supervised teaching assignments are set up by the University with the cooperating partner districts and are supervised by the University's supervisors on a weekly schedule.

The University works solely with the cooperating partner school districts to request placements for supervised teaching. Candidates are never permitted to seek to placement for themselves.

Placement requests for multiple subject candidates are any two assignments either K-2: 3-5: or 6-8 core middle school.

Placement requirements for single subject candidates are grades 7-12 in the credential area. Students may be placed in a middle school/junior high school assignment for one of the supervised teaching assignments or they can complete the two assignments in a comprehensive high school.

ED 468: Introductory Supervised Teaching: five-week supervised teaching experience.

ED 478: Advanced Supervised Teaching: ten-week supervised teaching experience.

Either the District or the University may remove the supervised teaching candidate for unsatisfactory performance.

### **Intern Teaching: Multiple and Single Subject**

Intern teacher candidates have been accepted into the University of La Verne's Intern Program having successfully completed the pre-requisite requirements. Completed: ED 460: Diversity, Interaction, and the Learning Process



ED 470: Theories and methods of Education for Linguistically Diverse Students

Passed: CBEST: CSET or subject matter competency: University's writing requirement

Verified: Certificate of Clearance: TB clearance: U.S. Constitution

The maximum amount of time for a candidate to remain as an intern is two years.

University of La Verne's interns are supervised on a weekly basis by the University supervisor and by a qualified District employee until the intern has completed all of the state and University's credential requirements. The school-site support provider must be teaching at the same school-site within the same subject area as the intern, and must hold the appropriate credential, has taught in the subject area for a minimum of three years, is EL proficient, and would be an exemplary teacher who can successfully mentor and monitor the supervised teacher.

Either the District or the University may remove the intern candidate for unsatisfactory performance.

## **EDUCATION SPECIALIST CREDENTIAL PROGRAM**

### **Fieldwork Requirements**

Education Specialist Credential program requires fieldwork experiences in appropriate special education classrooms, or mainstreamed classrooms, or included classrooms, that are not supervised by the university, but are approved by the course instructor and the placements must be approved by the individual school-sites and districts.

Each individual candidate will arrange cooperatively with the school-site administrator and/or the District for his/her own fieldwork placement and will present a letter of introduction from the course instructor, in which the fieldwork experience is required, outlining the requirements for the fieldwork assignment.

Each candidate seeking a fieldwork placement holds a Certificate of Clearance and a clear TB verification, has passed, or is completing, the University's writing requirement, and has passed or is completing the CBEST and CSET requirements.

### **Supervised Teaching**

Education Specialist supervised teaching assignments are set up by the university with the cooperating partner districts and are supervised by the university's supervisors every two weeks.

The university works solely with the cooperating partner school Districts to request placements for supervised teaching. Candidates are never permitted to seek to place themselves.

Placement assignment requests are for RSP, SDC classrooms, an included classroom, or a mainstream classroom.

SPED 409: Education specialist Mild-Moderate Supervised Teaching: ten-week supervised teaching experience.

Either the District or the University may remove the supervised teaching candidate for unsatisfactory performance.

### **Intern Teaching: Education Specialist Credential Program**

Intern special education teacher candidates have been accepted into the University of La Verne's Intern Program having successfully completed the pre-requisite requirements.

The maximum amount of time for a candidate to remain as an intern is two years. University of La Verne's educational specialist interns are supervised on a bi-weekly basis until they have completed all of the state and university's credential requirements.

Either the District or the University may remove the intern candidate for unsatisfactory performance.

## **PRACTICUM REQUIREMENTS**

### **SCHOOL COUNSELING CREDENTIAL PROGRAM**

School Counseling unsupervised fieldwork assignments and supervised practicum assignments are arranged by the University with the cooperating Districts. Supervised practicum assignments are supervised by the University on a regularly scheduled calendar.

All School Counseling candidates hold a Certificate of Clearance and a clear TB verification.

### **Graduate Level School Counselor Trainee**

Graduate Level School Counselor Trainees are University recommended master's degree candidates who have been approved to engage in unpaid educational observation or service for the purpose of gaining professional experience under the supervision of an appropriately trained or credentialed



professional of the district. Arrangements for this experience will be made cooperatively between the counselor trainee and the principal of the participating school.

### **School Counseling Fieldwork Candidate**

School Counseling Fieldwork candidates are University recommended master's degree candidates who have been approved to engage in unpaid counseling experiences under the supervision of a fully credentialed school counselor from the district and a University supervisor. Assignment of a University candidate to placement in a district school shall be at the discretion of the University working cooperatively with the District. The school-site supervisor and the school counseling fieldwork candidate will decide on the number of hours to be completed at the site in fulfillment of the requirements of the California Commission on Teacher Credentialing and the American School Counselor Association standards. This information will be noted in writing prior to beginning the fieldwork experience. The University reserves the right to issue or deny the PPS credential at the end of the fieldwork experience. Either the District or the University may remove the school counseling candidate for unsatisfactory performance.

### **School Counseling Intern**

School counseling interns are University recommended master's degree candidates who possess a Pupil Personnel Service (PPS) Internship Credential. School counseling interns have been approved to engage in paid counseling services under the supervision of a fully credentialed school counselor from the district and a university supervisor. The district supervisor and the school counseling fieldwork candidate will decide on the number of hours to be completed at the site in fulfillment of the requirements of the California Commission on Teacher Credentialing. This information will be noted in writing prior to beginning the internship. The University reserves the right to issue or deny the PPS credential at the end of the internship experience. Either the District or the University may remove the school counseling intern for unsatisfactory performance.

## **SCHOOL PSYCHOLOGY CREDENTIAL PROGRAM**

### **School Psychology Practicum Trainees**

School Psychology Practicum Trainees are candidates recommended by the University possessing a Certificate of Clearance or other appropriate certificate who have been approved to participate in unpaid school psychology experiences, that occur prior to the field experience. These experiences are conducted in laboratory field-based settings under the supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor.

The District supervisor or the on-site supervisor and the school psychology practicum trainee will decide how the 450 prescribed clock hours (spread over two years) will be accomplished in fulfillment of the National Association of School Psychology domains, to be completed at the site. These hours are prescribed by the School Psychology curriculum: the district supervisor is not necessarily involved. This information will be noted in writing, in the Planning Document, prior to beginning the practicum experience. Either the district or the university may remove the school psychology practicum trainee for unsatisfactory performance.

### **School Psychology Fieldwork Candidates**

School Psychology Fieldwork Candidates are candidates recommended by the University possessing a Certificate of Clearance or other appropriate certificate who have been approved to engage in unpaid school psychology experiences under supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor. An assignment of a candidate of the University to a placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The District supervisor and the school psychology candidate will decide how the 1,200 fieldwork hours will be accomplished in fulfillment of the National Association of School Psychology domains to be completed at the site. This information will be noted in writing, in the Planning Document, prior to beginning the fieldwork experience. The University reserves the right to issue or deny the Pupil Personnel Service Credential at the end of the fieldwork experience, based on passing the PRAXIS at the University of La Verne required level. Either the District or the University may remove the school psychology candidate for unsatisfactory performance.

### **School Psychology Interns**

School Psychology Interns are candidates recommended by the University, possessing a Certificate of Clearance and an Intern Credential, who have been approved to engage in paid school psychology services under the supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor. The district supervisor and the school psychology candidate will decide how the 1,200 fieldwork hours will be accomplished, in fulfillment of the National Association of School Psychology domains, to be completed at the site. This information will be noted in writing, in the Planning Document, prior to beginning the fieldwork experience. The University reserves the right to issue or deny the Pupil Personnel Service Credential at the end of the internship experience. Either the District or the University may remove the school psychology intern for unsatisfactory performance.



## **ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM**

### **Administrative Services Credentials**

The Administrative Services Preliminary and Professional Credential Programs require fieldwork experiences supervised by the University staff at the beginning of the placement. All administrative services placements must be approved by the individual school-sites and Districts prior to starting the program.

### **Administrative Fieldwork Candidates**

Administrative Fieldwork Candidates are candidates recommended by the University, who possess appropriate certification, and have been approved to engage in unpaid administrative services under the supervision of a fully credentialed administrative employee of the district. An assignment of a candidate of the University to a placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. Either the District or the University may remove the administrative fieldwork candidate for unsatisfactory performance.

### **Administrative Interns**

Administrative Interns are candidates recommended by the University, possess an Intern Credential issued by the California Teacher Credentialing Commission, who have been approved to engage in paid administrative duties under the supervision of a fully credentialed employee of the District, and a University supervisor. The University reserves the right to issue or deny the Preliminary Administrative Credential upon completion of the University program. Either the District or the University may remove the administrative Intern for unsatisfactory performance.

### **Professional Administrative Fieldwork Candidates**

Professional Fieldwork Candidates are candidates who hold a valid Preliminary Administrative Credential, have been hired by a District for a full time, paid administrative position, and are under the supervision of a fully credentialed administrative employee of the District and a University supervisor. Recommendation for the Professional Credential shall be at the discretion of the University, working cooperatively with the District.

## EXHIBIT B

### Intern Credential Program Eligibility

These programs permit the students to become eligible for the intern credential if the student has:

#### Multiple and Single Subject Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed the program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Subject matter competence: CSET
6. Passed CBEST
7. Been offered employment as a classroom teacher in the credential subject area.
8. U.S. Constitution
9. Speech

Internship must be completed within two years.

Interns are observed by the University weekly.

#### Education Specialist Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Subject matter competence: CSET
6. Passed CBEST
7. Been offered employment as an educational specialist-mild-moderate teacher
8. Complete previous experience in a special education classroom.

Internship must be completed within two years.

Interns are observed by the University bi-weekly.



### **School Counseling Intern Eligibility**

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Passed CBEST
6. Letters of recommendation
7. Personal statement
8. Been offered employment as a school counselor

Internship must be completed within two years.

Interns are supervised by the University.

### **School Psychology Intern Eligibility**

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Passed CBEST
6. Letters of recommendation
7. Personal statement
8. Been offered employment as a school psychologist

Internship must be completed within two years.

Interns are supervised by the University.

### **Administrative Services Intern Eligibility**

1. Preliminary or clear teaching credential or other appropriate credential
2. Admitted into program and completed program's prerequisite course requirements
3. Minimum three years teaching or other appropriate experience
4. Letters of recommendation
5. Personal statement
6. Been offered employment as a school administrator

Internship must be completed within two years.

Interns are supervised by the University.

## **EXHIBIT C**

### **INTERNSHIP PROGRAMS AGREEMENT**

#### **RESPONSIBILITIES OF PARTICIPATING PUBLIC SCHOOL DISTRICTS**

The participating public school district has the following responsibilities:

1. To assist in the screening of interns;
2. To screen and employ qualified interns;
3. To determine the salary of each intern in accordance with district policies;
4. To identify and assign an individual who holds a valid California teaching credential to provide on-site supervision of the internship teacher, counselor, psychologist, administrative services candidate throughout the internship experience
5. To assume appropriate responsibilities for preparing the intern for full credentialing, including advising, supervising, evaluating and recommending the intern for the credential.
6. District shall assign each intern a site supervisor who, along with the University, shall supervise the intern on a regular basis.

#### **EVALUATION**

The Multiple and Single Subject Teacher Internship Program, Special Education Level I - Mild/Moderate Internship Program, School Counseling Intern Program, School Psychology Intern Program, and the Administrative Services Intern Program Evaluation Plan will be conducted by the individual Departments of the College of Education and Organizational Leadership of the University in cooperation with approved participating public school districts. The evaluation plan will include the following components:

1. evaluation of candidates prior to admission to the program;
2. continuing evaluation during the period of internship counseling;
3. final evaluation prior to recommendation to CCTC;
4. follow-up of graduates; and
5. evaluation of the program.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

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

**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 including the transition of specific staff members with such topics as: hiring, promotions, transfers, resignations, retirements, and leaves.

Contained within the Personnel Calendar are 40 new hires for SAUSD, including:

- Activity Supervisor – 2
- After School Instructional Provider – 1
- Custodian - 6
- Licensed Vocational Nurse – 1
- Teacher - 30

**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 including the transition of specific staff members with such topics as: hiring, promotions, transfers, resignations, retirements, and leaves.



**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>NEW HIRES/RE-HIRES (Continued)</b>					
	Speech and Language Pathologist	Speech Department	August 11, 2017		Rehire - Waiver 44911
Bonilla, Evelyn	Teacher	Thorpe	August 11, 2017		Rehire - Permanent
Christensen, Matthew	NJROTC	Saddleback	August 11, 2017		Rehire - NJROTC 44912
Cota, Andrea	Teacher	Martin	August 11, 2017		New Hire - Probationary I
Elias, Andrea	Teacher	Lowell	August 11, 2017		Rehire - Intern
Espinilla, Maria Menerva Taculog	Teacher	Taft	August 11, 2017		New Hire - Probationary I
Garcia, Kathi B.	Teacher	Advanced Learning Academy	August 11, 2017		Rehire - Temporary 44909
Gonzalez, Angelica	Speech and Language Pathologist	Speech Department	August 11, 2017		New Hire - Probationary I
Gutierrez, Manuel	Teacher	Washington	August 11, 2017		Rehire - Intern
Hamilton, Vincent	NJROTC	Saddleback	August 11, 2017		Rehire - NJROTC 44912
Harvey-Hobson, Linda	Home Teacher	Special Education	August 11, 2017		Rehire - Probationary I
Hernandez, Laura	Teacher	Monroe	August 11, 2017		Rehire - Temporary 44920
Kinney, Alison	Teacher	Muir	August 11, 2017		Rehire - Intern

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>NEW HIRES/RE-HIRES (Continued)</b>					
Lecuna, Debra	Teacher	Thorpe	August 11, 2017		Rehire - Temporary 44909
Lopez, Diana M.	Psychologist	Psychological Services	August 9, 2017		New Hire - Probationary I
Lord, Jennifer	Teacher	Villa	August 11, 2017		Rehire - Probationary II
Mada, Geetha	Teacher	Jefferson	August 11, 2017		Rehire - Intern
Martinov, Elizabeth	Teacher	Sepulveda	August 11, 2017		Rehire - Probationary II
Murphy, Ellery	Teacher	Spurgeon	August 11, 2017		Rehire - Intern
Nemetz, Marisol	Teacher	Monte Vista	August 11, 2017		Rehire - Permanent
Nunez, Crystal	Teacher	Villa	August 11, 2017		Rehire - Probationary II
Orozco Robles, Rosie	Teacher	Monte Vista	August 11, 2017		Rehire - Permanent
Reyes Tenopala, Luis	Teacher	Esqueda	August 11, 2017		Rehire - Intern
Richtsmeier, Ethan	Speech and Language Pathologist	Speech Department	August 11, 2017		New Hire - Probationary I
Serrano, Annel	Psychologist	Psychological Services	August 9, 2017		New Hire - Probationary I
Tarver, Nicole	Special Education Teacher	Washington	August 11, 2017		New Hire - Probationary I
Truong, Lisa	Speech and Language Pathologist	Speech Department	August 11, 2017		New Hire - Probationary I

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>NEW HIRES/RE-HIRES (Continued)</b>					
Zambrano, Rachel	Psychologist	Psychological Services	August 9, 2017		New Hire - Temporary 44920
Zamora, Erica	Teacher	Santa Ana	August 11, 2017		Rehire - Probationary II
<b>SHARED CONTRACTS 2017-18</b>					
Brainard, Laurin	Teacher	Heninger	August 11, 2017		50% Contract
Ixmay, Jana	Teacher	Heninger	August 11, 2017		50% Contract
<b>CHANGE IN CONTRACT LENGTH</b>					
Nieto Miller, Paula	Teacher	Godinez	August 11, 2017		From 100% to 80% of everyday
<b>LEAVE (21 duty days or more) - Without Pay and Without Benefits</b>					
Alcaraz, Anastasia	Speech and Language Pathologist	Speech Department	August 11, 2017	June 1, 2018	Family Responsibilities
Bondoc, Maria	Teacher	Godinez	August 11, 2017	June 1, 2018	Family Responsibilities

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

LAST NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>APPROVAL TO REQUEST WAIVER FOR ENGLISH LANGUAGE LEARNER FOR THE 2017-18 SCHOOL YEAR</b>					
Hamilton, Vincent	ROTC Teacher	Saddleback			
<b>EXTRA DUTY 2017-18</b>					
Arredondo, Eliana	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Bruhl, Irene	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Chavez, Jaime	Teacher	McFadden	August 14, 2017	May 31, 2018	Extra Period
Contreras, Consuelo	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Contreras, Miriam	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Gipson, Nancy	Teacher	McFadden	August 14, 2017	May 31, 2018	Extra Period
Guthrie, Bryan	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Hammond, Jamie	Teacher	McFadden	August 14, 2017	May 31, 2018	Extra Period
Hernandez, Adriana	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Heslip, Veronica	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Kohut-Clements, Carrie	Teacher	Special Education	July 3, 2017	July 29, 2017	Regular Hourly Rate
Larragoiti, Nancy	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Loh, Brenda	Teacher	Segerstrom	August 14, 2017	May 31, 2018	Extra Period
MacLennan, Sara	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period



**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>EXTRA DUTY 2017-18 (Continued)</b>					
Miller, Amy	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Morales-Mandler, Elvia	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Morgan, Robert	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Napier, Rodney	Teacher	McFadden	August 14, 2017	May 31, 2018	Extra Period
Perez, Carlos	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Phan, Vivien	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Pola, Kevin	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Ponce, Mary	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Ross, Tajara	Psychologist	Pupil Support Services	July 1, 2017	August 14, 2017	Regular Hourly Rate
Smith, Jason	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Snyder, William	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Sterner-Hargrave, Christy	Teacher	Segerstrom	August 14, 2017	May 31, 2018	Extra Period
Tena, Daniel	Teacher	Godinez	August 14, 2017	May 31, 2018	Extra Period
Woods, Adam	Teacher	Segerstrom	August 14, 2017	May 31, 2018	Extra Period
<b>EXTRA DUTY 2016-17</b>					
Kohut-Clements, Carrie	Teacher	Special Education	June 23, 2017	June 30, 2017	Regular Hourly Rate

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>EXTENDED WORK YEAR 2017-18</b>					
Skibby, Alicia	Program Specialist	Human Resources	July 17, 2017	July 27, 2017	5 Additional Days
<b>SUMMER SCHOOL TEACHERS</b>					
Nguyen, Michael		Santa Ana			
Penaflor, Joe		Santa Ana			
Rodriguez, Michael III		Santa Ana			
Sanderoock, Adam		Santa Ana			
TeGantvoort, Charles		Santa Ana			
Walker, Kenneth		Santa Ana			
<b>SUMMER EXTENDED SCHOOL YEAR (ESY) TEACHERS</b>					
Contreras, Juan T.		Saddleback			
<b>ADMINISTRATIVE SUBSTITUTES</b>					
Almager, Stephanie	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Barden, Judith	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Bass, Donald	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Bratcher, Roger	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis

**CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>LAST NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>ADMINISTRATIVE SUBSTITUTES (Continued)</b>					
Bryan, Carol	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Byfield, Frances	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Champion, Melanie	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Flint, Claudia	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Hinshaw, Lisa	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Machado, Patricia	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Miller, Bruce	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Miller, Dawn	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Solomon, Stephen	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Weaver, Cheryl	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis
Williams, Johnny	Administrative Substitute	Various Sites	2017-18		As-Needed-Basis

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RETIREMENTS</b>						
Garcia, Jenny	Custodian	Godinez	September 26, 2017			19 years
Kirsch, Jeffrey	Custodian	Saddleback	June 21, 2017			33 years, 3 months
Miramontes, Jose	Plant Custodian Int.	Mendez	September 6, 2017			24 years, 8 months
Solares, Ramon	Custodian	Nutrition Svcs.	August 30, 2017			30 years, 6 months
<b>RESIGNATIONS</b>						
Aguirre, Maria S.	Activity Supervisor	Taft	June 21, 2017			Personal - 1 year, 9 months
Aguilar, Mauricio	Activity Supervisor	Santa Ana	June 21, 2017			Personal - 4 years, 8 months
Aguilar, Anais	Activity Supervisor	Harvey	June 21, 2017			Personal - 7 years, 6 months
Aranda, Yadira	Activity Supervisor	Adams	June 21, 2017			Personal - 2 years, 9 months
Brambila, Hector	Activity Supervisor	Saddleback	June 21, 2017			Personal - 2 years, 7 months
Caldera, Patricia	Autism Paraprofessional	Mitchell	August 25, 2017			Personal - 8 years, 5 months
Castorena, Diana	Teacher's Aide	ECE	June 21, 2017			Personal - 11 years, 3 months

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>RESIGNATIONS (Continuation)</b>						
Cerda, Grisel	Licensed Vocational Nurse	Davis	August 11, 2017			Personal - 6 months
Chamu-Lemus, Veronica	Headstart Teacher	Child Development	July 31, 2017			Personal - 12 years, 5 months
Flores, Maria	Activity Supervisor	Kennedy	June 21, 2017			Personal - 6 years, 8 months
Gallegos, Antonio	After School IP	Romero-Cruz	June 20, 2017			Personal - 2 years, 5 months
Gama, Karen	SSP Special Ed.	Esqueda	August 9, 2017			Personal - 9 months
Gomez, Ronald	Activity Supervisor	Santa Ana	June 21, 2017			Personal - 4 months
Gonzalez, Erica	Licensed Vocational Nurse	Saddleback	August 13, 2017			Personal - 1 year, 8 months
Gonzalez, Guillermo Jr.	After School IP	King	July 28, 2017			Personal - 2 years, 6 months
Guevara, Ana	Activity Supervisor	Muir	June 21, 2017			Personal - 6 years, 2 months
Harper, Jennifer	Licensed Vocational Nurse	McFadden	August 2, 2017			Personal - 3 years, 6 months
Hass, Lindsey	Autism Paraprofessional	Mitchell	July 28, 2017			3 years, 4 months - To teach at Mitchell
Ibarra, Brittany	SSP Special Ed.	McFadden	August 10, 2017			Personal - 2 years, 9 months

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>RESIGNATIONS (Continuation)</b>						
Irwin, Lubia	Fd. Svc. Wkr.	Valley	July 27, 2017			Personal - 2 years, 7 months
Jaimes, Alexis	After School IP	Lincoln	July 28, 2017			Personal - 1 year, 5 months
Krantz, Peter	School Police Officer	School Police	July 17, 2017			Personal - 3 years, 1 month
Leav, Daitrang	After School IP	Carver	July 28, 2017			Personal - 2 years, 6 months
Linares, Patricia	Activity Supervisor	Greenville	June 21, 2017			Personal - 3 years, 3 months
Magdaleno, Rosa	Activity Supervisor	Mendez	June 21, 2017			Personal - 10 years, 6 months
Maldonado Gomez, Edgar	After School IP	Edison	July 28, 2017			2 years, 6 months - To sub Instr. Asst. IP
Mendoza, Carmen	Activity Supervisor	Santiago	June 21, 2017			Personal - 2 years, 9 months
Olmedo, Irma	Activity Supervisor	Lowell	June 21, 2017			Personal - 5 years
Oviedo, Veronica	Activity Supervisor	Santa Ana	June 21, 2017			Personal - 5 years, 9 months
Penaloza, Katharine	Activity Supervisor	Sepulveda	June 21, 2017			Personal - 8 months
Piatek, Dawn	Dir. of Accounting & Payroll	Accounting Dept.	August 14, 2017			Personal - 1 year, 3 months

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RESIGNATIONS (Continuation)</b>						
Pulido, Analiz	Autism Paraprofessional	Mitchell	August 7, 2017			6 years, 11 months - To teach at Mitchell
Ramirez, Gabriel	Autism Paraprofessional	Mitchell	July 19, 2017			3 years, 10 months - To teach at Saddleback
Rodriguez, Eric	Instr. Asst. Sev. Dis.	Mitchell	July 31, 2017			Personal - 3 years, 6 months
Schlotter, Michael	Activity Supervisor	Santa Ana	June 21, 2017			Personal - 1 year, 8 months
Teneyck, Wyatt	Activity Supervisor	Santa Ana	June 21, 2017			Personal - 8 months
Tirado, Yolanda	Activity Supervisor	Thorpe	May 22, 2017			Personal - 7 years, 7 months
Trujillo de Torres, Margarita	Activity Supervisor	Sepulveda	June 21, 2017			Personal - 5 years, 3 months
Valenzuela, Luz	Site Clerk	Sierra Preparatory Academy	June 23, 2017			Personal - 6 months
Valenzuela Reyes, Rosa	Activity Supervisor	Davis	June 21, 2017			Personal - 1 years, 9 months
Zarate, Maribel	Activity Supervisor	Taft	June 21, 2017			Personal - 1 year, 4 months

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TERMINATION</b>						
ID# 31444	Activity Supervisor	Lowell	August 1, 2017			
<b>39 REEMPLOYMENT (100 Day Differential Ended)</b>						
Enciso, Rosa	Sr. Fd. Svc. Wrk.	Godinez	June 19, 2017			
<b>ABSENCES (3 to 20 duty days) - Without Pay</b>						
Jimenez, Vanessa	Licensed Vocational Nurse	Franklin	August 14, 2017	September 8, 2017		Personal
Lozano, Meliza	Community & Family Outreach Liaison	PSS	August 21, 2017	September 18, 2017		Personal
<b>RESCIND ABSENCE (3 to 20 duty days) - Without Pay</b>						
Clarke, Jilma	Speech & Lang. Path. Asst.	Mitchell	August 22, 2017	October 26, 2017		Personal
<b>LEAVE (21 duty days or more) - Without Pay</b>						
Macias, Ana	Autism Paraprofessional	Mitchell	August 14, 2017	May 31, 2018		Personal
Marroquin, Saydee	Migrant Ed. Comm. Asst.	Migrant Ed.	August 14, 2017	August 10, 2018		Personal



**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>PROBATIONARY APPOINTMENTS</b>						
Chilton, Jana	Activity Supervisor	Segerstrom Health/Home-Hospital Instr.	August 14, 2017		10/1	
De Santiago-Knuth, Angela	Licensed Vocational Nurse		August 14, 2017		24/1	Probationary
Garay, Maria	Custodian	Bldg. Svcs.	August 23, 2017		23/1 + Diff.	Probationary
Giron de Castro, Julia	Custodian	Bldg. Svcs.	July 19, 2017		23/1 + Diff.	Probationary
Gonzalez, John	Custodian	Bldg. Svcs.	August 14, 2017		23/1 + Diff.	Probationary
Martinez, Araceli	Custodian	Bldg. Svcs.	August 23, 2017		23/1 + Diff.	Probationary
Ochoa, Luis	Custodian	Bldg. Svcs.	July 21, 2017		23/1 + Diff.	Probationary
Patarroyo, Martha	Activity Supervisor	Madison	August 14, 2017		10/1	
Rojas, Jennifer	After School IP	After School Programs	August 21, 2017		16/1	Probationary
Soto, Marco	Custodian	Bldg. Svcs.	July 24, 2017		23/1 + Diff.	Probationary
<b>PROMOTIONAL APPOINTMENTS</b>						
Bahena, Aidee	From Site Clerk to Assessment & Data Specialist	Carr	August 7, 2017		28/1	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<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 APPOINTMENTS (Continuation)</b>						
Cordon, Avely	From Site Clerk to Assessment & Data Specialist	Spurgeon	August 7, 2017		28/5	
Escalante, Jason	From Instr. Asst. Computers to Computer Technician	Mendez	August 28, 2017		28/3	
Gil, Jesse	From Instr. Asst. Sev. Dis. to Custodian	Bldg. Svcs.	August 23, 2017		23/6 + Diff.	
Maon, Oseni	From Instr. Asst. Computer to Assessment & Data Specialist	McFadden	August 7, 2017		28/2	
Ortega, Yesenia	From Instr. Asst. Computers to Assessment & Data Specialist	Esqueda	August 9, 2017		28/3	
Ortiz, Jacquelyn	From Site Clerk to Assessment & Data Specialist	Willard	August 7, 2017		28/6	
Quinones, Nancy	From Admin. Clerk II to Assessment & Data Specialist	Lathrop	August 7, 2017		28/3	
Rios, Gabriella	From Sch. Acct. Clerk to Assessment & Data Specialist	Heninger	August 7, 2017		28/6	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>REAPPOINTMENT (Returned from Leave)</b>						
Morales, Brenda	Autism Paraprofessional	Jefferson	August 14, 2017		24/6	
<b>RESCISSION OF REASSIGNMENT</b>						
Ocampo, Fidel	Computer Technician	Spurgeon	August 7, 2017		28/6	
<b>TEMPORARY ASSIGNMENTS</b>						
Alvarez, Manuel	Plant Custodian Elem.	Greenville	August 2, 2017	August 4, 2017	28/4	
Arambula, Rosalina	Attendance Tech.	Godinez	August 1, 2017	August 31, 2017	28/5	
Benavidez, Jaime	Plant Cust. Elem.	Bldg. Svcs.	August 1, 2017	August 31, 2017	28/6	
Esparza, Juan	Plant Custodian Elem.	Bldg. Svcs.	July 28, 2017	August 18, 2017	28/5	
Espino, Hugo	Lead Custodian HS	Bldg. Svcs.	July 18, 2017	July 27, 2017	28/5	
Gallegos, Lisa	Personnel Technician	Human Resources	August 2, 2017	August 11, 2017	32/6 + Bil.	
Garcia, Elizabeth	Athletic Equip. Att. II	Saddleback	August 14, 2017	September 22, 2017	24/1	
Garcia, Gilbert	Plant Cust. Int.	Bldg. Svcs.	August 9, 2017	August 15, 2017	32/3	
Ginez, Vanessa	Personnel Assistant	Human Resources	July 26, 2017	August 11, 2017	29/3	
Guadarrama Valencia, Guadalupe	Plant Custodian HS	Saddleback	July 31, 2017	August 11, 2017	35/1	
Hernandez, Leonel	Rv. Ld. Custodian	Bldg. Svcs.	August 9, 2017	August 31, 2017	28/5	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TEMPORARY ASSIGNMENTS (Continuation)</b>						
Machado-Diaz, Luciana	Attendance Technician	Saddleback	August 1, 2017	September 30, 2017	24/6	
Rodriguez, Steven	Plant Custodian Elem.	Heninger	July 20, 2017	August 16, 2017	28/2	
Tapia Mendeoza, Ana	Sch. Off. Mgr. Elem.	Greenville	August 1, 2017	August 31, 2017	28/5	
Ugalde, Victor	Lead Custodian HS	Bldg. Svcs.	June 1, 2017	June 30, 2017	28/5	
<b>HOURLY APPOINTMENTS</b>						
Castellon Vasquez, Edras	Instr. Asst. Provider	Sierra	July 28, 2017		16/1	
Chairez, Brian	Instr. Asst. Provider	ROP	July 18, 2017		16/1	
Davis, Bryan	Instr. Asst. Provider	ROP	July 20, 2017		16/1	
Estrada, Geovanni	Instr. Asst. Provider	McFadden	August 1, 2017		16/1	
Estrada, Sarahi	Instr. Asst. Provider	Saddleback	August 1, 2017		16/1	
Gonzalez Lara, Juliana	Instr. Asst. Provider	McFadden	July 25, 2017		16/1	
Ho, Thao	Instr. Asst. Provider	Sierra	July 26, 2017		16/1	
Le, Fred	Instr. Asst. Provider	Sierra	August 1, 2017		16/1	
Mondragon, Lesley	Instr. Asst. Provider	McFadden	August 1, 2017		16/1	
Olaiz-Prawl, Selina	Instr. Asst. Provider	Godinez	August 3, 2017		16/1	
Rangel, Kevin	Instr. Asst. Provider	Villa	July 19, 2017		16/1	
Rivera, Jocelyn	Instr. Asst. Provider	Saddleback	August 3, 2017		16/1	
Rivera, Monica	Instr. Asst. Provider	Saddleback	August 3, 2017		16/1	
Roberts, Erin	Instr. Asst. Provider	ROP	July 18, 2017		16/1	

**CLASSIFIED PERSONNEL CALENDAR**

**Personnel Calendar**

**Board Meeting - August 23, 2017**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>SHIFT DIFFERENTIAL</b>						
Bourne, Clifford	School Police Officer	School Police	July 1, 2017	December 31, 2017	40/P2	
Chesmore, Brian	Sch. Police Spvr. Sergeant	School Police	July 18, 2017	December 31, 2017	56/6	
Harris, Brian	Sch. Police Spvr. Sergeant	School Police	July 1, 2017	December 31, 2017	56/6	
Rodriguez, Danny	School Police Officer	School Police	July 1, 2017	December 31, 2017	40/P7A	
Sogsti, Stephen	School Police Officer	School Police	July 1, 2017	December 31, 2017	40/P7A	
Solorio, Mary	Alarm Monitor Dispatcher	School Police	July 1, 2017	December 31, 2017	22/6	
Stewart, Kristy	Alarm Monitor Dispatcher	School Police	July 1, 2017	December 31, 2017	22/3	

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** SAUSD *Círculos* Grant Presentation

**ITEM:** Presentation

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Daniel Allen, Ed.D., Executive Director, School Renewal

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board an initial overview of the *Círculos* design concept.

**RATIONALE:**

As part of our efforts to design high-quality, engaging schools, and programs for our students, we have developed the *Círculos* program concept, which recently was awarded a \$2.5 million dollar grant for development. The presentation provides a brief conceptual overview of the project and outlines next steps for development.

LCAP goal 1.9: “Create course options by establishing a virtual school that promotes course choice at the high school level and enhances personalized learning options across all grade levels.”

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Presented for information.

<p style="text-align:center"><b><u>ITEM SUMMARY:</u></b></p> <ul style="list-style-type: none"><li>• \$2.5 million dollar grant (\$500,000 per year for five years) to support new program.</li><li>• Presented for discussion and informational purposes.</li></ul>
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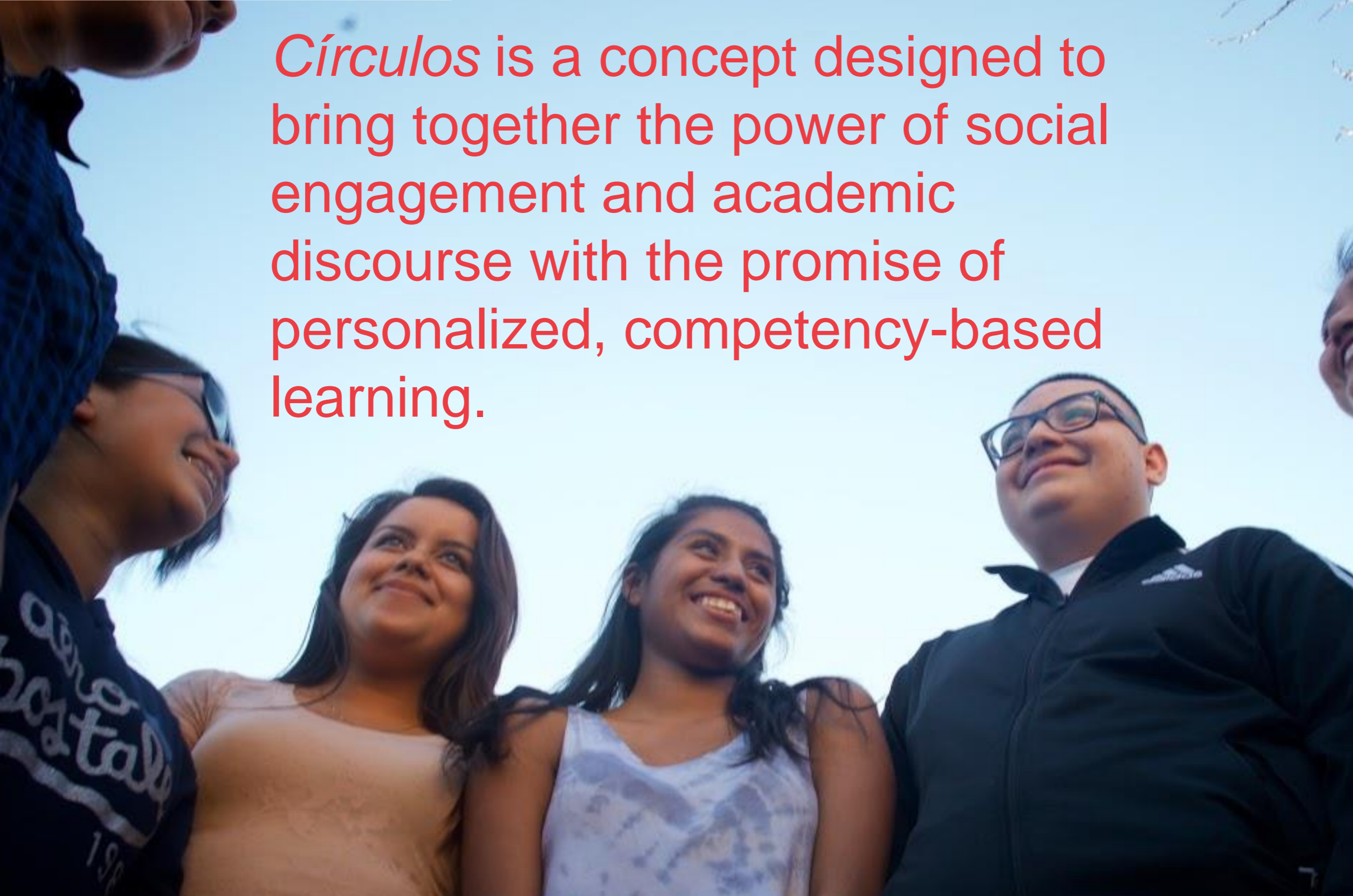





**Board Presentation &  
Overview**  
*August 2017*



*Círculos* is a concept designed to bring together the power of social engagement and academic discourse with the promise of personalized, competency-based learning.





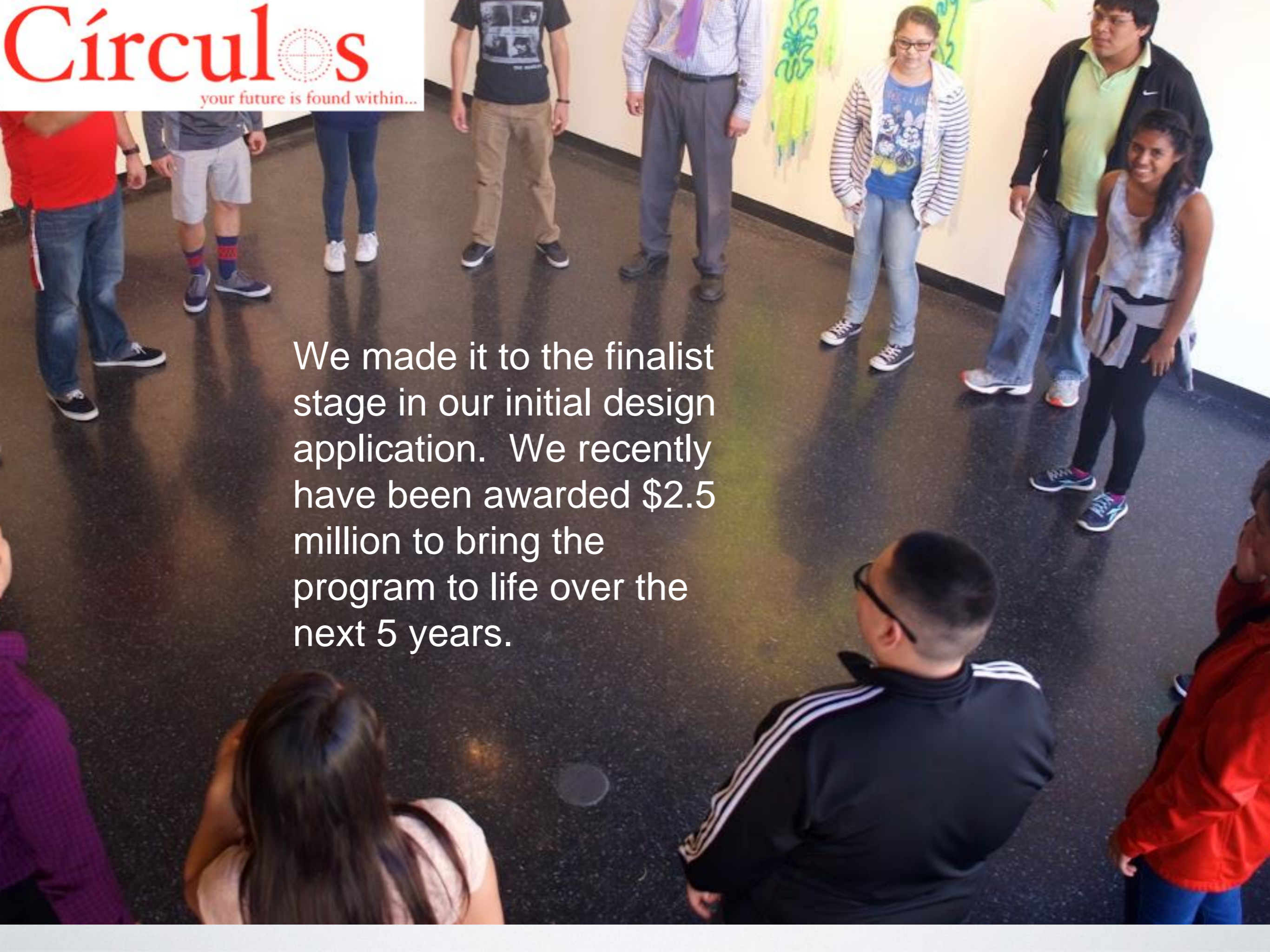
A group of people, including a skateboarder, standing on a brick-paved area in front of a building with a colorful mural. The skateboarder is in mid-air, performing a trick. The mural features abstract, colorful patterns and the text "EST. 1869".

**Personalized, flexible learning** - students need a place they can connect authentically with adults and student colleagues, and where they can progress through curriculum at a flexible pace.

**Place-based learning** - learning doesn't just happen within a building we call a school. We plan to have students all around the city, working with community and business partners on projects that give our students access to new opportunities and possibilities.



We made it to the finalist stage in our initial design application. We recently have been awarded \$2.5 million to bring the program to life over the next 5 years.







## What's next?

- Launch pilot programs at Century, ALA, and Chavez to develop and test our designs in the 2017-18 school year
- Curate set of strong community partnership projects for students to select from starting in Fall 2017
- Develop professional learning materials to prepare current and future staff to be successful in creating and managing more flexible, community-connected learning environments.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Family Engagement Program Overview

**ITEM:** Presentation

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent. K-12 Teaching and Learning

**PREPARED BY:** Susie López-Guerra, Ed.D., Director, Community Relations

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board an overview of the current family engagement workshops and programs offered throughout the District. School sites offer a wide range of programs to engage and educate families, which ultimately support student outcomes.

**ITEM SUMMARY:**

- Present an overview of current family engagement programs offered throughout the District.
- Funding: Various Site Funds.

**RATIONALE:**

To continue our breath of offerings as a District of Choice, our goal is to develop a comprehensive overview and menu of options for family engagement workshops and programs offered throughout the District. Current programs provide our community the opportunity to engage and learn through a wide range of options, which differ at each school site.

LCAP Goal 3.7: “Establish parenting programs that support student success including, but not limited to Parents Investing in Quality Education (PIQE) and other services; expand the use of school-based Parent and Community Liaisons, expanding structures recess at elementary schools, offering health fairs, and providing fingerprinting for parent volunteers. Support these efforts with transportation and childcare.”

**FUNDING:**

Various Site Funds

**RECOMMENDATION:**

Presented for information.

# SAUSD

## Family Engagement Program Overview

Susie Lopez-Guerra, Ed.D.

Patricia Gomez

August 23, 2017

## LCAP Goal 3.7

- Establish parenting programs that support student success by working with community partners and organizations and other family services (e.g. parent training, links to community social service resources, parenting workshops), expand the use of school-based Parent and Community Liaisons, expanding structured recess at elementary schools, offering health fairs, and providing finger printing for parent volunteers.

# Overview

- **Programs are selected by principals**
  - LCAP
  - Parent Request
  - School Site Council Approval
- **Reported data is based on attendance and program specific outcome tools**
- **Services are offered at all levels except those age/content specific**



# Current Program Offerings

- **Disciplina Positiva**
- **Grupo Crecer**
- **Kid Healthy and Padres en Acción**
- **OC Labor Federation**
- **Padres Promotores**
- **Padres Unidos**
- **PIQE**
- **Project2Inspire**
- **Raising Highly Capable Kids**
- **SAC Adult Education**



# Disciplina Positiva

- 9 Schools
- +250 parents
- Promote social, emotional & life skill development
- Various Funding Sources

## **6 Elementary**

- Harvey
- Jackson
- Lincoln
- Lowell
- Roosevelt
- Washington

## **1 Intermediate**

- Carr

## **2 High Schools**

- Saddleback
- Valley

# Grupo Crecer

- **1 School**
  - **Madison Elementary**
- **140 Participants**
- **Eight week course**
- **Parent education classes focused on academic success**
- **Title 1 Funding**

# Kid Healthy & Padres en Acción

- 12 Schools
- 9,000 + Students
- 6- two hour classes
- Health, Wellness & Nutrition
- Various Site Funds

## **12 Elementary**

- Diamond
- Fremont
- Greenville
- Jackson
- Kennedy
- King
- Lowell
- Monroe
- Sepulveda
- Walker
- Washington
- Wilson

# OC Labor Federation

- 2 Schools
- Civic Engagement and Leadership Development
- No Cost

## **2 Intermediate**

- McFadden
- Willard

# Padres Promotores Padre a Padre

- 5 Schools
- + 80 parents
- College Readiness – Academic Socialization
- No cost

## **2 Elementary**

- Martin
- Romero-Cruz

## **2 Intermediate**

- Villa
- Willard

## **1 High School**

- Century

# Padres Unidos

- 16 Elementary Schools
- 5 Educational Modules
- Competencies Metrics
- Servicing 3,270 Students and Parents

# Padres Unidos Educational Modules

- **Parents as Teachers/School Readiness**
  - 34 weeks
- **Transition 4<sup>th</sup> & 5<sup>th</sup>**
  - 30 weeks
- **Early Literacy**
  - 34 weeks
- **Basic/Intermediate/Advanced Parenting Level**
  - 28 weeks
- **Community Worker**
  - 34 weeks

## Padres Unidos

### 2017-2018 SAUSD/PADRES UNIDOS Parent Outreach, Support and Education Modules

	School	Parents as Teachers/School Readiness	Transition 4th and 5th	Early Literacy	Basic/Intermediate/Advanced	Community Worker	Total 2017-2018 contract cost	School Principal	Board Approval date	Comments
	<b>COST</b>	<b>\$22,200</b>	<b>\$12,000</b>	<b>\$11,400</b>	<b>\$10,079</b>	<b>\$6,400</b>				
1	<i>Adams</i>				\$10,079		\$10,079	Sara Shorey		
2	<i>Carl Harvey</i>				\$10,079	\$6,400	\$16,479	Robert McDonald		
3	<i>Davis</i>					\$12,800	\$12,800	Robert Anguiano		
4	<i>Franklin</i>				\$10,079	\$6,400	\$16,479	Rita Pereira		
5	<i>Fremont</i>			\$11,400		\$19,200	\$30,600	Maricela Roque		
6	<i>Garfield</i>		\$12,000			\$6,400	\$18,400	Kasey Klappenback		
7	<i>Glenn Martin</i>			\$11,400		\$6,400	\$17,800	Peter Richardson		
8	<i>Kennedy</i>					\$6,400	\$6,400	Steven Kotsubo		
9	<i>King</i>	\$22,200				\$12,800	\$35,000	Eleanor Rodriguez		
10	<i>Lowell</i>	\$22,200				\$6,400	\$28,600	Refugio Gracian		
11	<i>Madison</i>				\$10,079	\$19,200	\$29,279	Lisa Gonzalez-Solomon		
12	<i>Monroe</i>				\$10,079		\$10,079	Betty Tamara-Rios		<i>Has a subsidy from a funder for \$2,000</i>
13	<i>Monte Vista</i>				\$10,079	\$6,400	\$16,479	Meg Greene		
14	<i>Pio Pico</i>					\$6,400	\$6,400	Dr. Lupe Gomez		
15	<i>Sepulveda</i>					\$6,400	\$6,400	Ana L. Gonzalez		
16	<i>Walker</i>					\$6,400	\$6,400	Mariana Garate		
	<b>Total</b>	<b>\$44,400</b>	<b>\$12,000</b>	<b>\$22,800</b>	<b>\$60,474</b>	<b>\$128,000</b>	<b>\$267,674</b>			



# PIQE

- 4 Schools
- +200 parents
- Experiential activities
  - support in addressing challenges and responsibilities at home and school
- Various Funding Sources

**2 Elementary**

**1 Intermediate**

**1 High School**

- Washington
- Wilson

- Carr

- Santa Ana

# CABE Project 2Inspire

- 4 Schools
- +80 participants
- Education resources and leadership development
- No Cost (CABE I3 Grant since 2006)
- Parent Survey & Graduation Rates

## **4 Elementary**

- King
- Lincoln
- Lowell
- Martin

# Raising Highly Capable Kids

- 29 Schools
- +800 Participants
- 40 Developmental Assets
- Various Funding Sources

## 13 Elementary

- Carver
- Davis
- Diamond
- Franklin
- Fremont
- Heroes
- Kennedy
- Lincoln
- Martin
- Santiago
- Thorpe
- Walker
- Wilson

## 10 Intermediate

- Carr
- Heninger
- Lathrop
- MacArthur
- McFadden
- Mendez
- Sierra
- Spurgeon
- Villa
- Willard

## 6 High School

- Chavez
- Godinez
- Lorin Griset
- Middle College
- Santa Ana
- Valley

# SAC Adult Education

- 13 Schools
- +250 Participants
- Computer, Leadership, Literacy & English Language Development
- No Cost

## **7 Elementary**

- Davis
- Jefferson
- Kennedy
- Lincoln
- Madison
- Monte Vista
- Romero-Cruz

## **3 Intermediate**

- Lathrop
- McFadden
- Sierra

## **3 High School**

- Century
- Saddleback
- Santa Ana

# Family Engagement at a Glance

- **All Schools Sites**
- **+10 Programs**
- **+15,000 families**

## SAUSD's Family and Community Engagement Plan

- **Family and Community Engagement Framework**
- **Engagement Metrics**
- **District Family Engagement Center**
- **District Family Engagement Curriculum**
  - **Dual Capacity Framework**
  - **Professional Development**
- **Site Support in Developing Family & Community Centers**
- **Develop a Comprehensive Menu of Parent, Family, and Community Engagement Offerings**



Questions?

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Restorative Practice Implementation Update

**ITEM:** Presentation

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Sonia Llamas, Ed.D., L.C.S.W., Director, School Climate

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**BACKGROUND INFORMATION:**

The purpose of this presentation is to provide the Board with an update on the implementation of restorative practices within our schools.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"><li>Restorative Practices presentation facilitated by SAUSD School Climate, Neutral Ground, Orange County Department of Education, and Project Kinship.</li></ul>



**RATIONALE:**

In June 2016, the Board approved RFP finalists Neutral Ground, Orange County Asian and Pacific Islander Community Alliance (OCAPICA), the Orange County Department of Education (OCDE), and Project Kinship to provide restorative practices and violence prevention activities for the 2016-17 school year. This presentation will highlight the year-to-date results aggregated by SAUSD and each partner agency Neutral Ground, Orange County Department of Education, and Project Kinship. The presentation will address an overview of trainings, students served, interventions provided, and other impact data both quantitative and qualitative.

LCAP goal 3.4: “Support school and District operations to create welcoming and productive school environments.”

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

For informational purposes.



# SAUSD

# Restorative Practices



*“Creating a climate of care by building, strengthening and repairing relationships within our schools.”*

**Sonia Llamas Ed.D., L.C.S.W**  
Director of School Climate

# Restorative Practices Overview

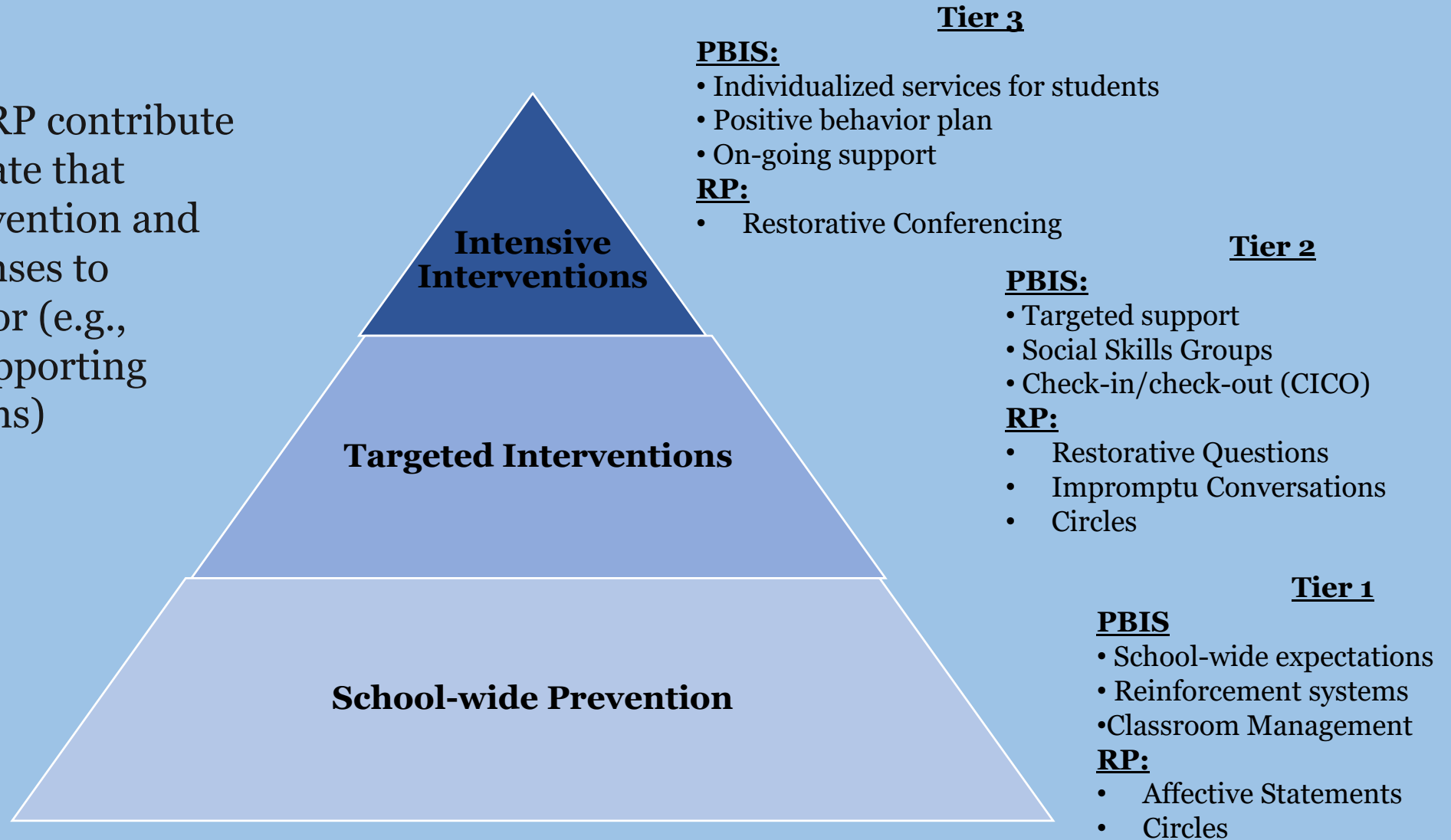
Restorative Practice is a framework that inspires individuals to build, repair, and strengthen relationships through meaningful interactions. Santa Ana Unified School District believes the Restorative Practice framework will have a major impact on the culture of each of our schools as we move forward with this proactive approach.

Relationships are central to building community



# Restorative Practices and PBIS

- ❖ Both PBIS and RP contribute to a school climate that emphasizes prevention and proactive responses to problem behavior (e.g., teaching and supporting reparative actions)



# RP Implementation Progress

- **2014-2015**

- Program Specialist position created
- 5 Pilot schools identified : RP training
- Director, Program Specialist, and pilot site staff participate in RP training
- Extensive research

- **2015-2016**

- Expansion of RPIS from 5 sites to 11
- Canvas training module created

- **2016-2017**

- Expansion of RPIS from 11 sites to 17
- Youth Convening: In Lak'ech
- Monthly trainings
- 2 District Level RP Liaisons
- RP Parent workshop June 2017
- RP Presentations and Circle Exposure

50 Students



1,341 Students



7,653 Students



\*numbers represent individual student meetings and follow ups

# Schools serviced by Restorative Practices Intervention Specialist (RPIS) 2016-2017

## One Day of RPIS Services

- Adams Elementary
- Esqueda Elementary
- Heroes Elementary
- Monte Vista Elementary

## Two Days of RPIS Services

- Chavez High School
- Lorin Grisct Academy
- Sierra Preparatory Academy
- Willard Intermediate

## Five Days of RPIS Services

- Carr Intermediate
- Century High School
- McFadden Intermediate
- REACH Academy
- Saddleback High School
- Spurgeon Intermediate
- Valley High School

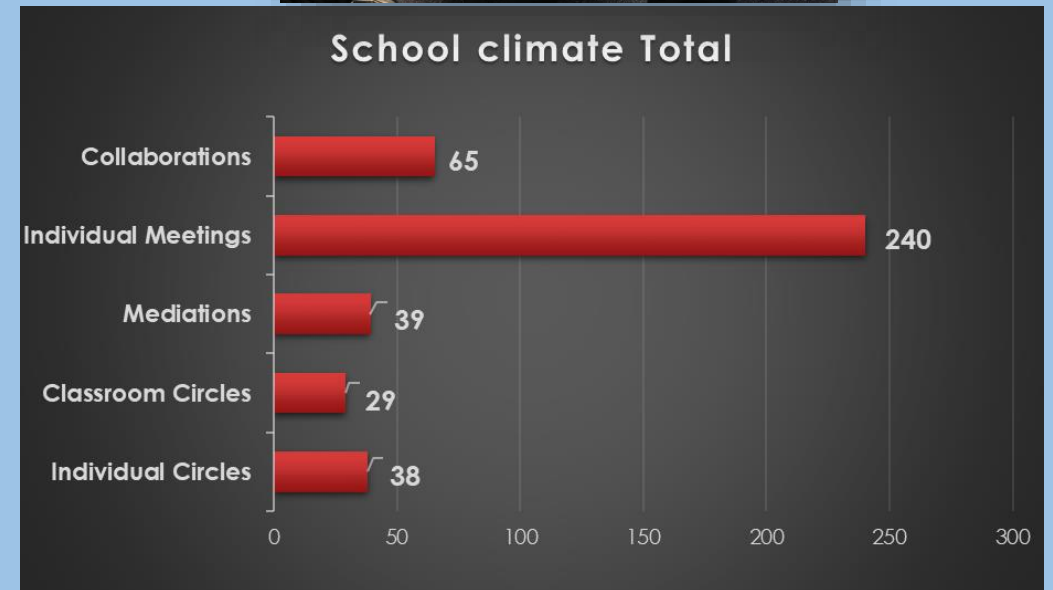
## Three Days of RPIS Services

- Godinez Fundamental
- Lathrop Intermediate



# Schools assisted by School Climate RPIS 2016-2017

- ❖ Adams Elementary
- ❖ Carr Intermediate
- ❖ Chavez High School
- ❖ Edison Elementary
- ❖ Franklin Elementary
- ❖ Garfield Elementary
- ❖ Godinez High School
- ❖ Greenville Fundamental
- ❖ Heninger Elementary
- ❖ Hoover Elementary
- ❖ Jefferson Elementary
- ❖ King Elementary
- ❖ Lathrop Intermediate
- ❖ Lincoln Elementary
- ❖ Lowell Elementary
- ❖ Martin Elementary
- ❖ Mendez Fundamental
- ❖ Monte Vista Elementary
- ❖ Muir Fundamental
- ❖ Pio Pico Elementary
- ❖ Saddleback High School
- ❖ Santa Ana High School
- ❖ Santiago Elementary
- ❖ Spurgeon Intermediate
- ❖ Taft/DHH Elementary
- ❖ Thorpe Fundamental
- ❖ Valley High School
- ❖ Walker Elementary
- ❖ Washington Elementary
- ❖ Wilson Elementary



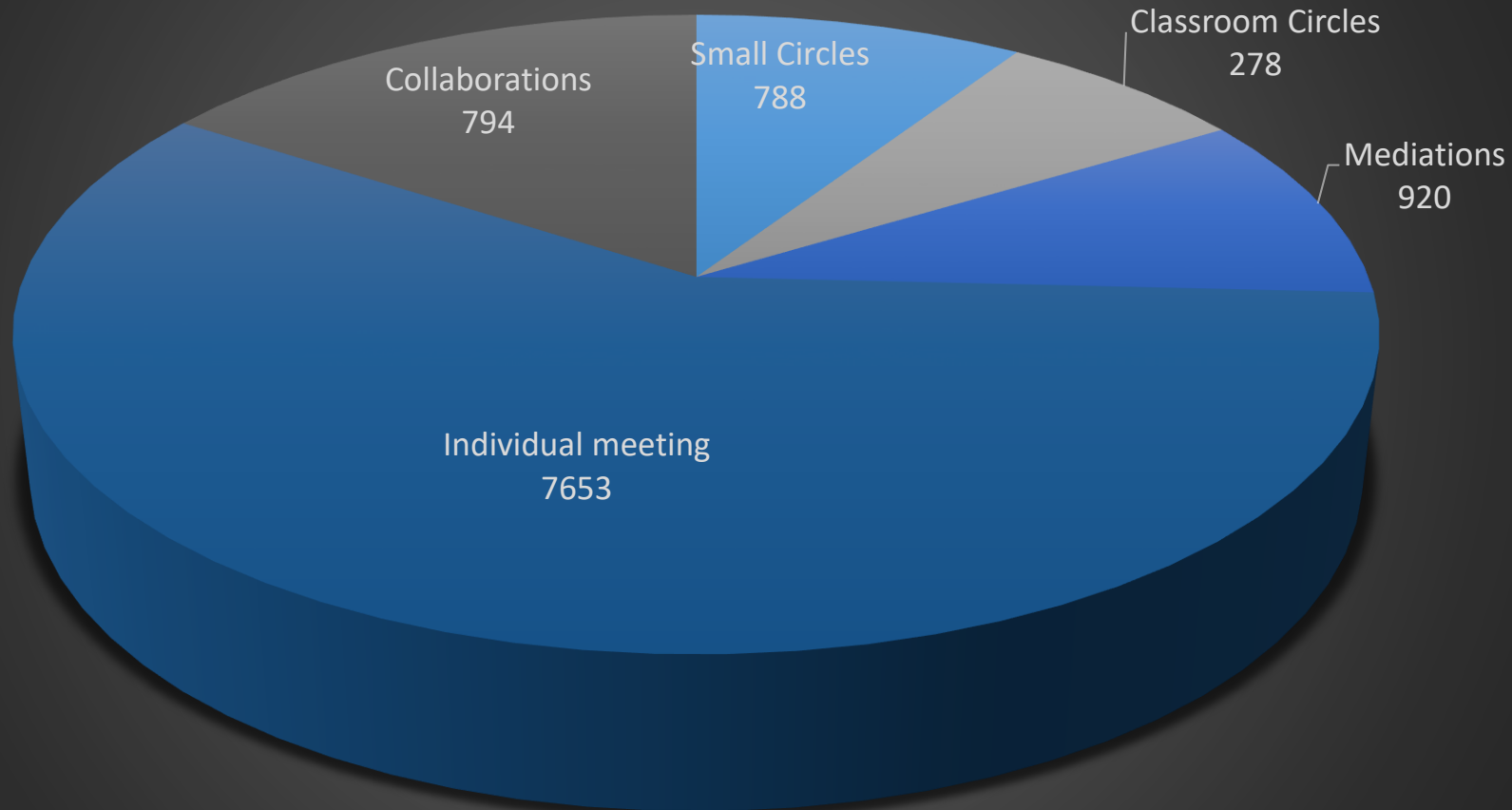
\*numbers represent the RP services provided to the listed sites on a as needed basis



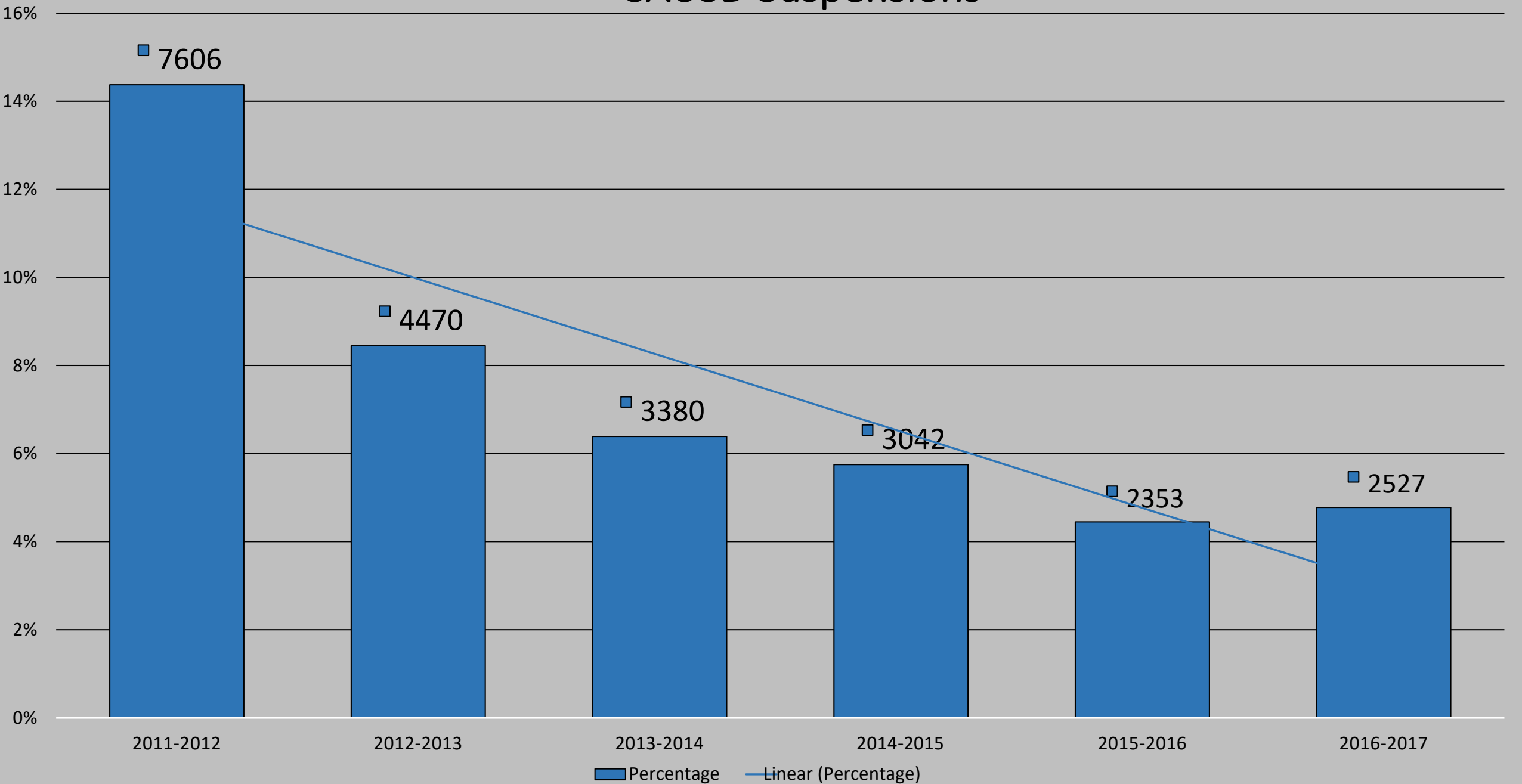
# Restorative Practices Services

2016-2017

School Climate & Community Partners RP Services Total  
for 2016-2017

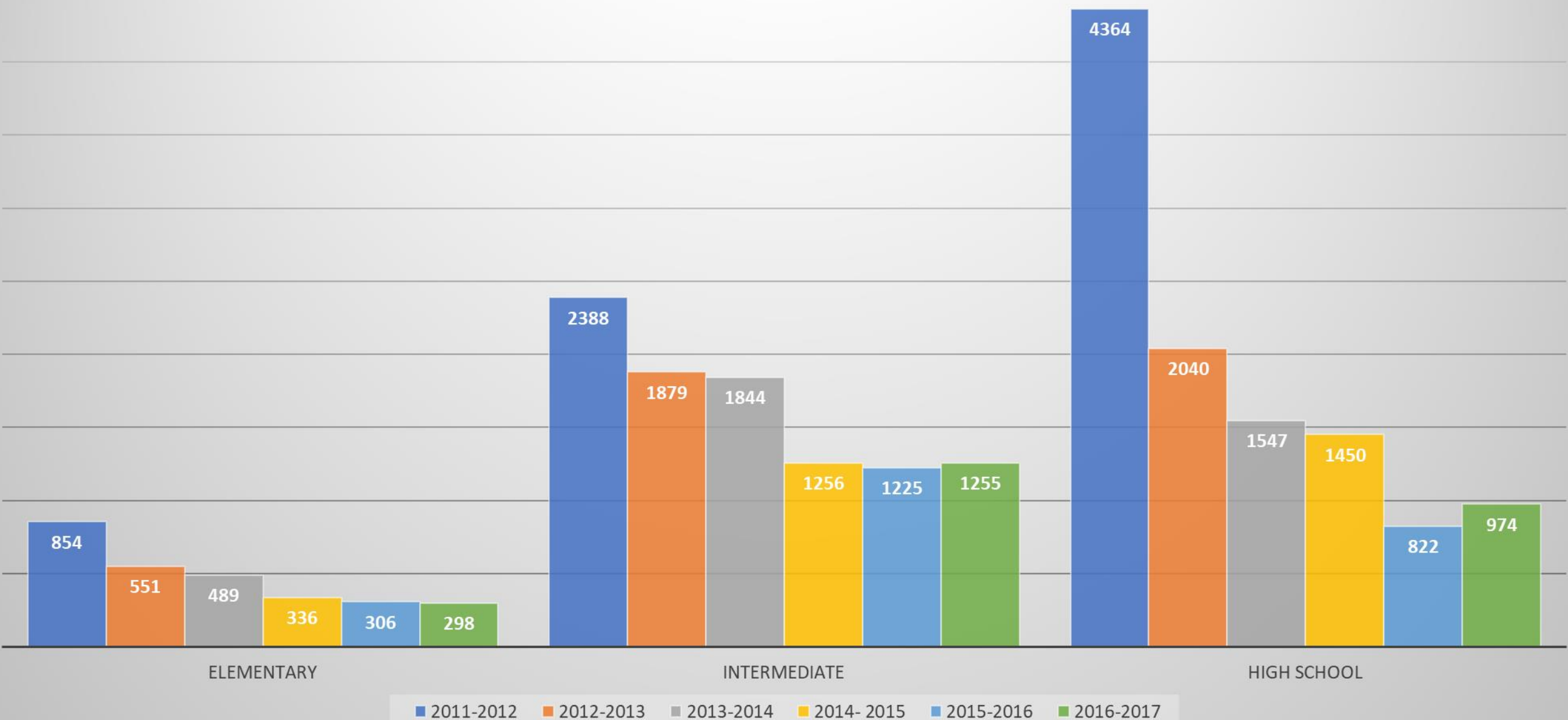


# SAUSD Suspensions





# SAUSD Suspensions

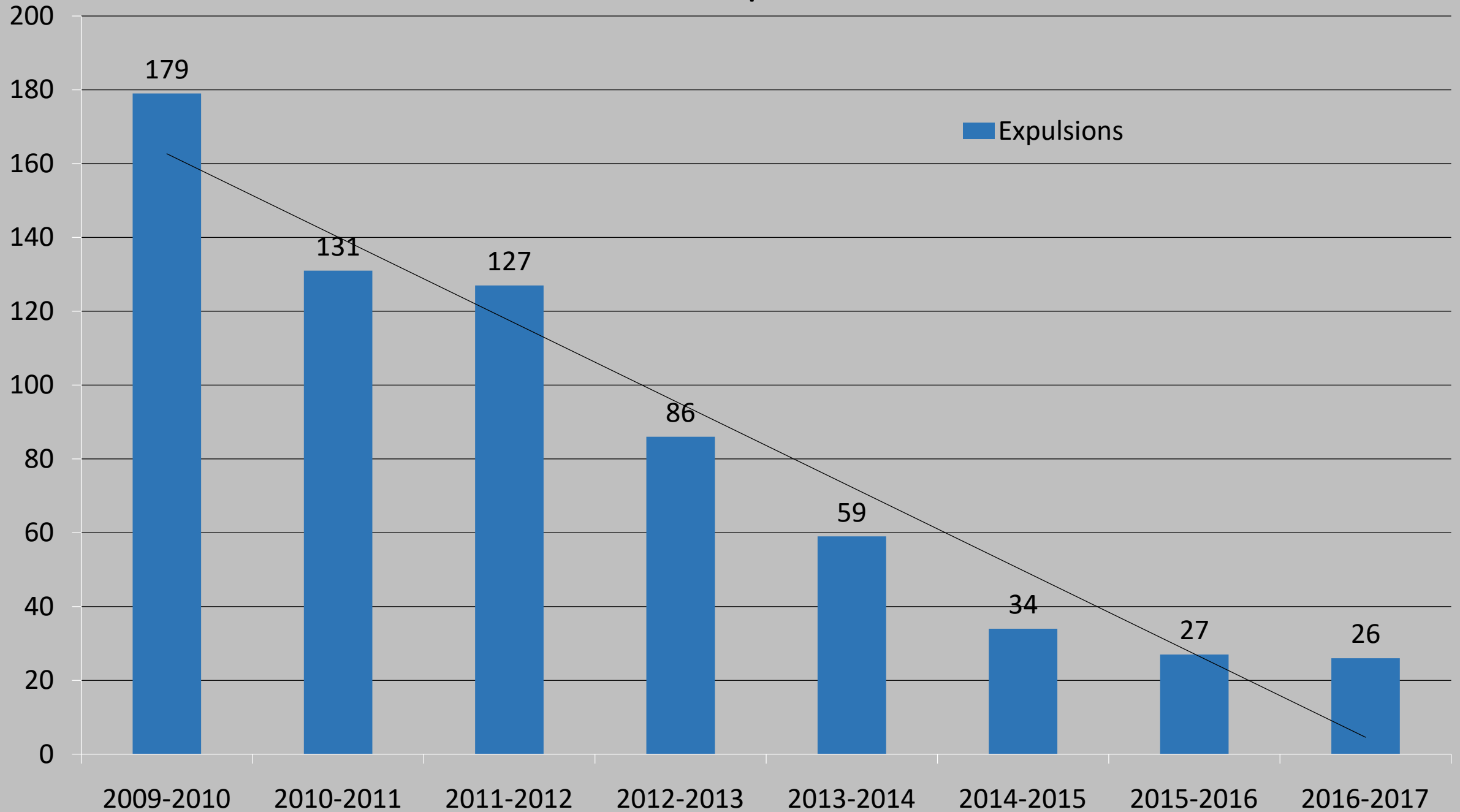


## More Instruction For Students: YTD June 2013 to YTD June 2017 Suspensions

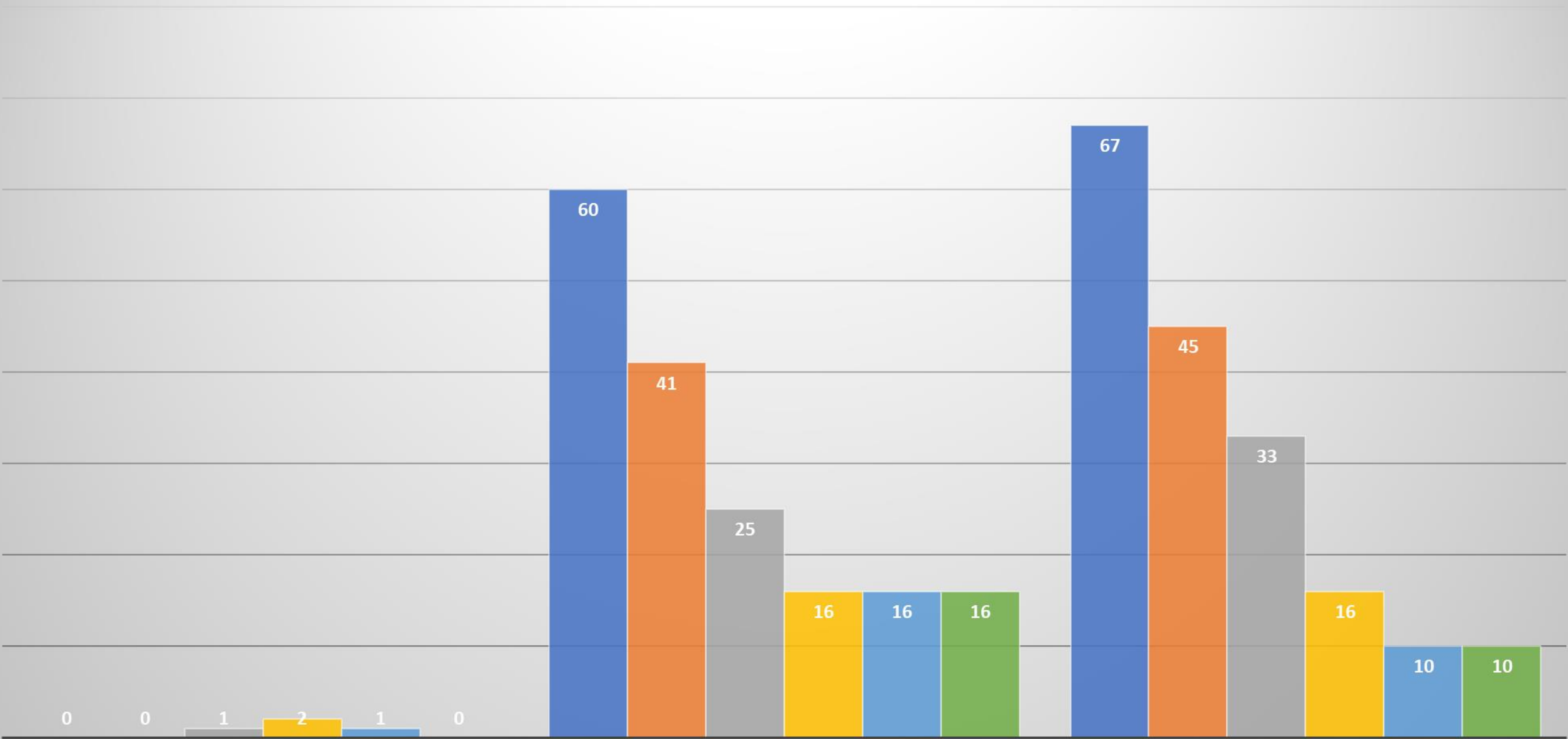
School Level	School Year	# of Students	# of Suspensions	Total days of suspension
Elementary	2012-2013	421	551	837
	2013-2014	351	441	807
	2014-2015	248	336	565
	2015-2016	219	306	476
	2016-2017	228	298	529
Intermediate	2012-2013	1056	1879	3748
	2013-2014	1043	1610	2986
	2014-2015	753	1256	2231
	2015-2016	692	1225	2488
	2016-2017	767	1255	2411
High School	2012-2013	1242	2040	4533
	2013-2014	1107	1423	3027
	2014-2015	851	1450	3341
	2015-2016	606	822	1808
	2016-2017	636	974	2011
<b>Difference</b>		1606 less students suspended	2871 less suspensions	6037 instructional days gained

**6037 additional days of instruction gained by reducing suspensions to 1599**

# SAUSD Expulsions



# SAUSD Expulsions



■ 2011-2012 ■ 2012-2013 ■ 2013-2014 ■ 2014-2015 ■ 2015-2016 ■ 2016-2017

# Restorative Practices within SAUSD

## Events coordinated by the School Climate Department

- Principals Meeting Circles
- 8 RP trainings with a total of 91 staff members trained
- 4 noon supervisor RP Trainings with a total of 45 noon supervisors trained
- 5 circles for Carr Intermediate staff
- 3 circles for Monte Vista Elementary staff
- 2 Parent RP presentations at Valley High School
- 10 circles for Santa Ana HS staff
- School Climate Parent Institute pilot: 4-hour workshop for Valley parents on RP, PBIS, and Attendance



The 2016-2017 academic school year was a successful year in the growth of Restorative Practices within the Santa Ana Unified School District. We were able to provide 540+ SAUSD staff members and SAUSD parents with the opportunity to either experience a restorative circle, learn about RP through our presentations, or be trained in RP through our monthly trainings.

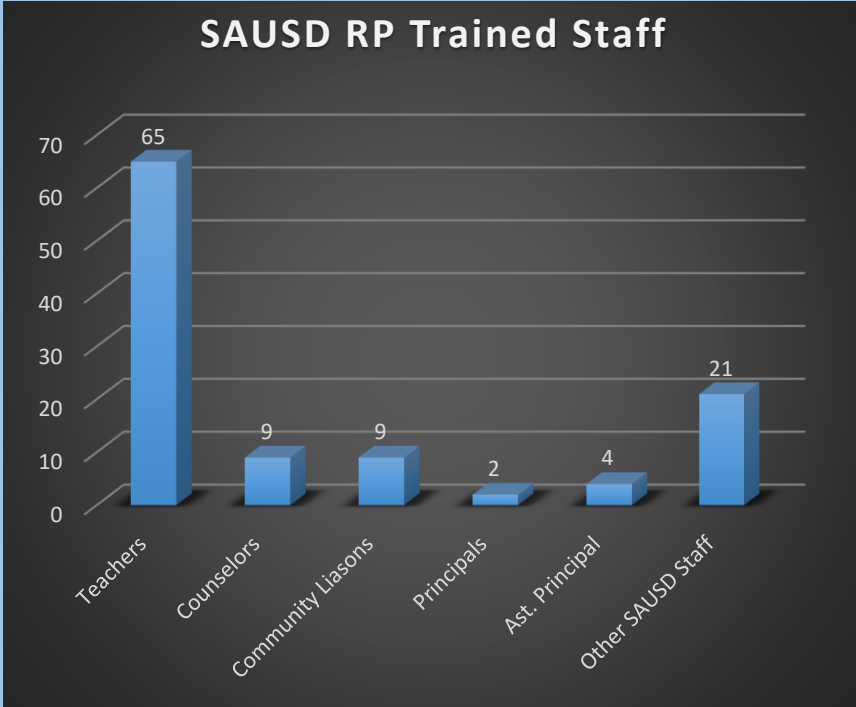
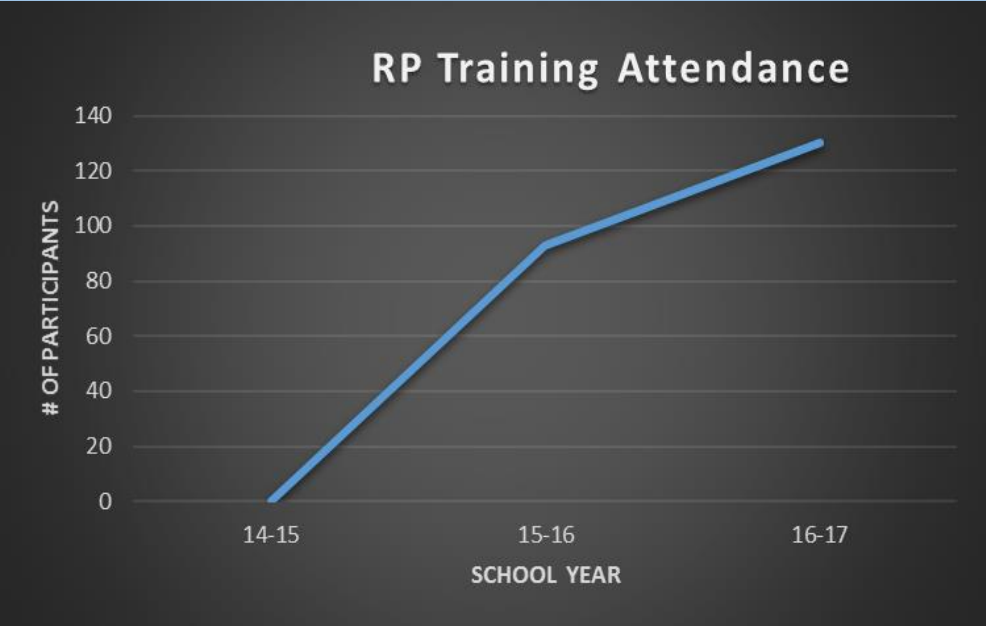
# Restorative Practice 2-Day Trainings

## Day 1: Introduction of Restorative Practices

- Attendees learn about the foundation of restorative practices along with strategies that can be used on a daily basis.

## Day 2: Circles

- Attendees learn how to facilitate circles, build community, restore relationships, and address concerns with students and staff.





# Restorative Practices 2017-2018



# Role of Restorative Practice Intervention Specialist assigned to School Sites

## 2017-2018 Sites

Elementary & K-8	Intermediate	High School
<ul style="list-style-type: none"><li>• Esqueda</li><li>• Heroes</li></ul>	<ul style="list-style-type: none"><li>• Carr</li><li>• Lathrop</li><li>• McFadden</li><li>• Sierra Prep.</li><li>• Spurgeon</li><li>• Willard</li></ul>	<ul style="list-style-type: none"><li>• Century</li><li>• Chavez</li><li>• Godinez Fund.</li><li>• Loren Griset</li><li>• REACH</li><li>• Saddleback</li><li>• Santa Ana</li><li>• Valley</li></ul>

- Establish collaborative relationships with school site staff, community organizations and other entities designated to the school
- Facilitate and co-facilitate classroom circles
- Facilitate small support circles among students and/or staff
- Plan and coordinate logistics of site based restorative circles
- Provide follow up with students and staff to recognize incidents related to the purpose of circles/mediations
- Offer interventions for adolescent students needing support, mentoring, life skills development and coaching

District Level School Climate Liaisons are available to assist School Sites on an as needed basis





# Research and Outcomes

- Increase instructional time of students
- Reduce suspensions
- Reduce referrals to expulsion
- Reduce discipline transfers
- Reduction in discipline referrals
- Increased student involvement in school activities
- Increased perception of school safety per CHKS
- Increase of SAUSD staff using restorative practices in the classroom



# i3 Grant: Connecting and Empowering Our School Sites

## Goals:

- Increase staff knowledge, skills, and practice of PBIS and RP
- Improve PBIS implementation fidelity
- Improve attendance
- Reduce ODRs
- Reduce suspensions



## 26 Randomly Selected Schools



### High School

- Chavez
- REACH
- Saddleback
- Segerstrom
- Valley



### Intermediate

- Carr
- Lathrop
- MacArthur
- Villa
  
- **K-8:**
- Esqueda
- Santiago



### Elementary

- Adams
- Diamond
- Garfield
- Greenville
- Franklin
- Harvey
- Heroes
- Kennedy
- King
- Lincoln
- Lowell
- Martin
- Roosevelt
- Walker
- Wilson

# Role of i3 Community Liaisons

- Coach PBIS Tier 1 Team
- Coach PBIS Tier 1 Class implementation
- Coach Tier 2 Team (PBIS/COST)
- Assist in facilitating classroom circles
- Assist in building school-site sustainability for RP & PBIS
- Restorative practice case consults

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Santa Ana Unified School District Strategic Public Relations Plan

**ITEM:** Presentation

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda is to present the Board the District's Strategic Public Relations Plan.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"><li>• Presented for discussion and informational purposes.</li></ul>



**RATIONALE:**

The District Strategic Public Relations Plan includes a variety of timely and engaging communication and marketing tools that will help the District's efforts in publicizing and branding the District as a top tier school district that successfully educates all students in a safe environment with unique programs and resources exclusive to the District. Additionally, the plan is designed to attract the attention of parents with the message that Santa Ana Unified School District is an excellent school district to educate their students and successfully prepare them for college and thriving careers.

LCAP Goal 3.4: "Support school and district operations to create welcoming and productive school environments. Conduct campaigns that include outreach efforts to staff, parents, and students."

**FUNDING:**

No Financial Impact

**RECOMMENDATION:**

Presented for information.

/DP:ja



# **SANTA ANA UNIFIED SCHOOL DISTRICT STRATEGIC PUBLIC RELATIONS PLAN**

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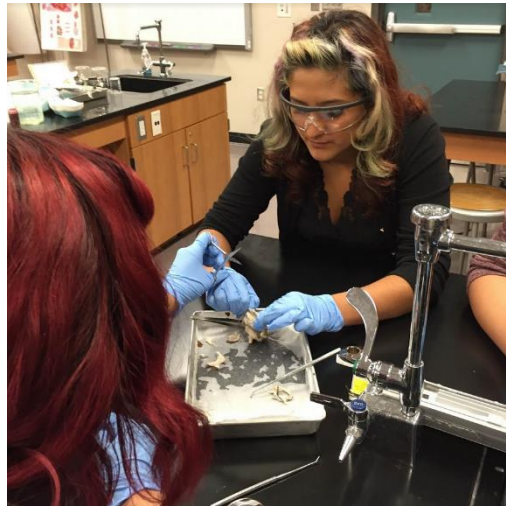
**Deidra Powell**  
**Chief Communications Officer**  
**Communications Office**

**8/23/17**  
**Board of Education Meeting**

# Purpose

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- To implement strategic communication with multifaceted marketing tools to effectively and successfully highlight the programs, successes, and students of the Santa Ana Unified School to community.





# Goal

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- To widely distribute information and gain the interest of current and potential families to access the variety of academic and extracurricular options and resources available to Santa Ana Unified School District students.



# Existing and Continuing

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- Weekly News E-Blast Distributed to **6,500** Staff and Community members
- Dozens of articles, photographs, and videos weekly shared with media
- Bi-Weekly News E-Blast to Parents in *Great Things Happening in SAUSD*



**SANTA ANA UNIFIED SCHOOL DISTRICT E-BLAST**

**CLASSROOM • COMMUNITY • CONNECTEDNESS**



# Existing and Continuing

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78, 921 Parent  
Phone Numbers

26, 571  
Parent Emails



8,500+ Downloads

# Blackboard

# Existing and Continuing



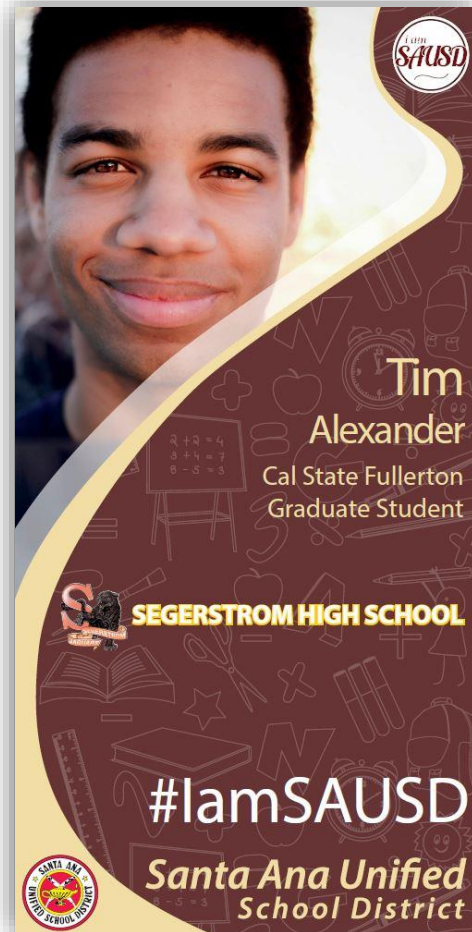
SANTA ANA UNIFIED SCHOOL DISTRICT

Now Accepting & Enrolling  
**NEW STUDENTS**  
for 2017-2018 school year

**OUR GUARANTEE**

- » Focus on Reading
- » Dual Language Programs
- » Computers for ALL Students
- » Free Afterschool Programs
- » Free Breakfast and Lunch
- » Safe and Modern Schools
- » Free College Tuition at Santa Ana College

(714) 433-3481 • [www.sausd.us/enroll](http://www.sausd.us/enroll)

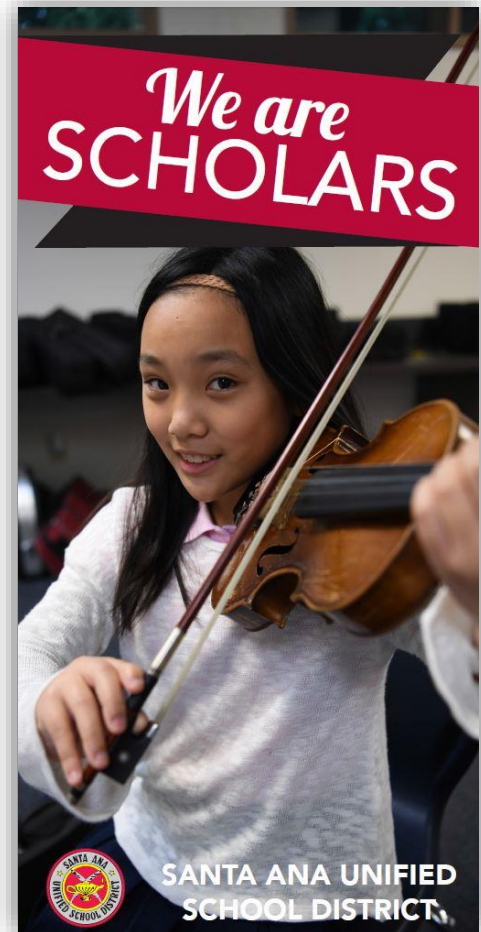


**Tim Alexander**  
Cal State Fullerton  
Graduate Student

**SEGERSTROM HIGH SCHOOL**

**#IamSAUSD**

**Santa Ana Unified School District**



**We are SCHOLARS**

**SANTA ANA UNIFIED SCHOOL DISTRICT**

# Existing and Continuing

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- **20,000+** Fans on District Facebook Accounts
  - SAUSD, SAUSD Superintendent Teaching and Learning and School Police

- **2,000** Followers on Twitter and **1,000 +** Instagram

- Support all **57** schools to have social media presence with a minimum of Facebook

- Utilize sponsor ad feature and ad boosts to extend messaging to non followers.



# Existing and Continuing

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- Districtwide Neighborhood Canvassing for all schools
- School Choice Fair in **DOWNTOWN** with all schools and programs represented  
DOWNTOWN-SANTAANA.COM
- New in **2017** - Celebration of SAUSD

**Westfield**  
MainPlace



# Existing and Continuing

- Advertisements in local publications such as OC Register, Excelsior and Mindiondas, and OC Parenting
- Increase frequency of commercials and live interviews with **La Ranchera 850 AM** to highlight programs, enrollment, and events
- Complete Feature School Videos for all **57** schools
- Continue Parent, Staff, and Student Alumni testimonials to share widely

*Congratulations*



Saddleback  
High School

International  
Baccalaureate (IB)  
World School!

Limited Space Available

for Incoming

Accepting Enrollment  
**NOW!**  
for 2017-18  
School Year

9th - 11th  
grade students  
and  
7th and 8th  
grade students  
for Pre-IB program

Call  
**(714) 569-6300**

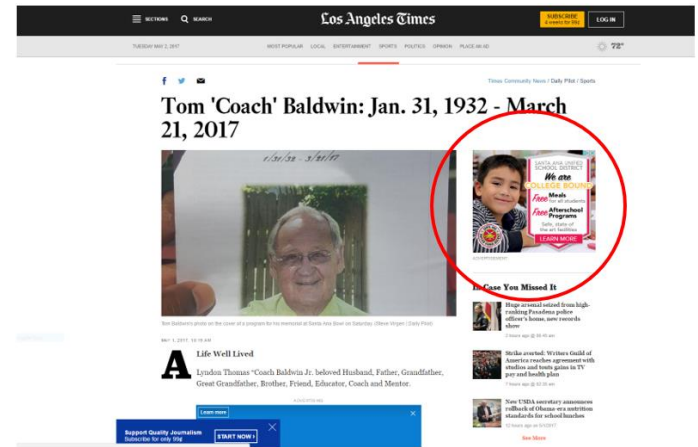
or visit  
[www.sausd.us/saddleback](http://www.sausd.us/saddleback)  
for more information

Saddleback High School | 2802 South Flower Street | Santa Ana, CA 92707

The advertisement features a vertical layout with a photo of a student on the left. On the right, it includes the school name, IB World School designation, enrollment information for incoming students, contact details, and a series of small circular photos of students and staff.

# Existing and Continuing

- Continue utilizing Community E-Blasts such as Stay Connected, City of Santa Ana, and other local organizations
- Increase to monthly Opinion Editorials to local, state, and national publications
- Redirect marketing on Google



VOICE of OC

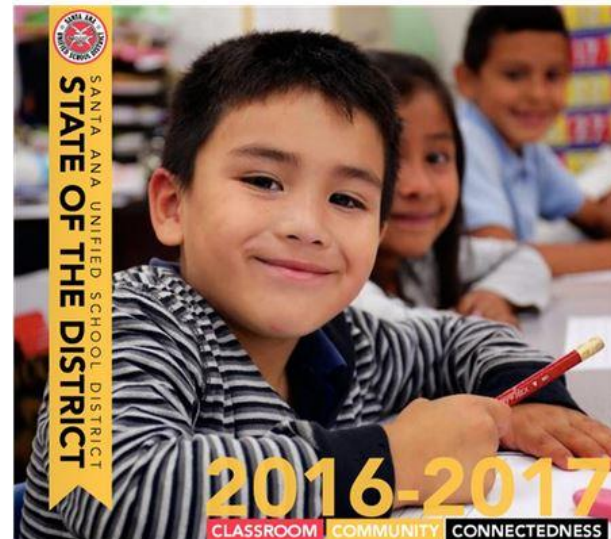
OPINION

THE ORANGE COUNTY REGISTER

Great things are happening at Santa Ana Unified

# Existing and Continuing

- Hard copy and electronic flyers through Peach Jar to parents
- Print Collateral in lobbies and community events
- School marquees
- Jumbotrons with the City and New in 2017 at Westfield Mainplace Mall
- Advertise SAUSD programming on Channel 31 to Parents and Community



# New for 2017-18

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- First Day of School staff took a pledge to prepare students for success and to graduate from high school and beyond
- Staff wore college apparel to symbolize pledge
- Students pledged to do their best
- Parents and Community members are encouraged to take pledge
- Decals, yard signs, etc. will promote Pledge throughout the Year



**Continue to Promote 93% Graduation Rates**



# New for 2017-18

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- Wrapped **8** Delivery Trucks with **4** Key Messages to be viewed by anyone walking or driving in Santa Ana.
  - Give your Child a Competitive Edge and Enroll them in SAUSD Dual Language Programs
  - Learn the Skills of Tomorrow, Today
  - From SAUSD to College... Enroll in one of our **32** Pathways Today



# New for 2017-18



Reached 170,000 households

**2017-2018**  
**SANTA ANA UNIFIED SCHOOL DISTRICT**  
**BACK TO SCHOOL Bash**

Santa Ana Public Schools Sports Complex  
Off Raitt between Edinger and Glenwood  
1801 S. Greenville Street, Santa Ana, CA 92701

**SATURDAY, AUGUST 5, 2017**  
**10:00 am - 2:00 pm**

Exclusively for Santa Ana Unified School District Students!  
**FREE Backpacks, School Supplies, Food, Health Screenings, Dental Cleanings, Fun Activities and so much more...while supplies last!**

Live Music 96.7 FM La Ranchera!!  
REGISTRATION - GAMES  
FREE ENTERTAINMENT - FREE GIVEAWAYS

facebook.com/SAUSD  
@santaanausd  
@santaanausd

SANTA ANA UNIFIED SCHOOL DISTRICT  
1691 East Chestnut Avenue  
Santa Ana, CA 92701-6322  
(714) 558-5555  
[www.sausd.us/enroll](http://www.sausd.us/enroll)

Distributed 2,200 backpacks  
Supported by 80 Community  
Partners

# Infographics

## DISTRICT GOALS

- 01** Our students need the knowledge, skills, and values to become productive citizens in the 21st Century.
- 02** Our students need equitable access to a high-quality curricular and instructional program that is accessible from school and home.
- 03** Our students and staff need healthy, safe, and secure environments in which to learn.

## STAYING ON TRACK

- Free first year tuition and laptop for SAUSD graduates when they enroll full-time at Santa Ana College
- Increased college courses offered at all of our traditional high school campuses as part of the College Now program
- 93% of 2017 graduates attending college

**54** SAUSD High School graduates received an A.A. degree in 2017.

**25%** of graduating seniors received the Seal of Biliteracy, demonstrating their competency in two or more languages

4890 English Learner students were redesignated in 2017, no longer classified as English learners, an increase of 2,055 from the previous year

**SANTA ANA UNIFIED SCHOOL DISTRICT**  
1601 East Chestnut Avenue  
Santa Ana, CA 92701-6322  
(714) 433-3481  
www.sausd.us/enroll



Facebook: facebook.com/SAUSD  
Twitter: @santaanausd  
Instagram: @santaanausd  
Para más información, visítenos  
www.sausd.us/enroll.

## STEP INTO YOUR FUTURE WITH 21ST CENTURY LEARNING

### College and Career Readiness

- Science, Technology, Engineering, and Mathematics (STEM)
- Visual and Performing Arts
- Dual Language Immersion
- Seal of Biliteracy Representing Fluency in 2 or More Languages

- Career and Technical Pathways
- Dual Enrollment in High School and College Courses
- Advanced Placement Courses
- Advancement via Individual Determination
- Film and Screenwriting Academy
- Pre-International Baccalaureate (IB) Program
- Legal Studies Academy
- CIF Leading Sports Programs

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## FACTS AND FIGURES

- 92% student graduation rate. 32 Pathways offered to students, including Engineering, Law, BioMed/BioTech and Digital Media
- 900+ INDUSTRY Certifications Earned
- 400 Internships

### VARIETY OF CAREER & TECHNICAL EDUCATION OPTIONS AT ALL HIGH SCHOOLS, INCLUDING:

- Culinary Arts & Hospitality
- Healthcare Bio-Medical
- Automotive Logistics & Transportation
- New Media
- Global Business
- Engineering & Computer Technology

**24 ADVANCED PLACEMENT**  
(AP) classes with 242 sections offered at secondary campuses to support rigorous course work similar to college-level classes

**39 SECONDARY**  
and 20 Elementary schools implementing AVID school-wide on their campuses to develop students' organizational and study skills to prepare them to be successful

**97% Student Attendance Rate**

**9% increase** in Graduation Rate over last 6 years, surpassing the State Average Rate

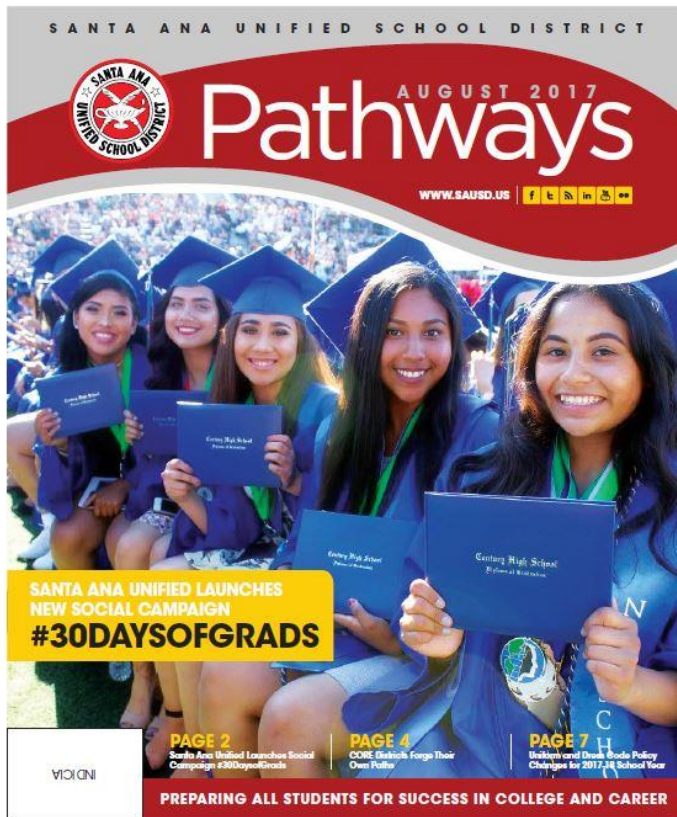
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Twitter: @santaanausd  
Instagram: @santaanausd  
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# Bi-monthly SAUSD Magazine



- Launching in September an electronic and print magazine to highlight SAUSD.
- Produced bi-monthly.
- Electronic copies will be widely distributed.
- Print copies will be limited to lobbies, events, and partners.

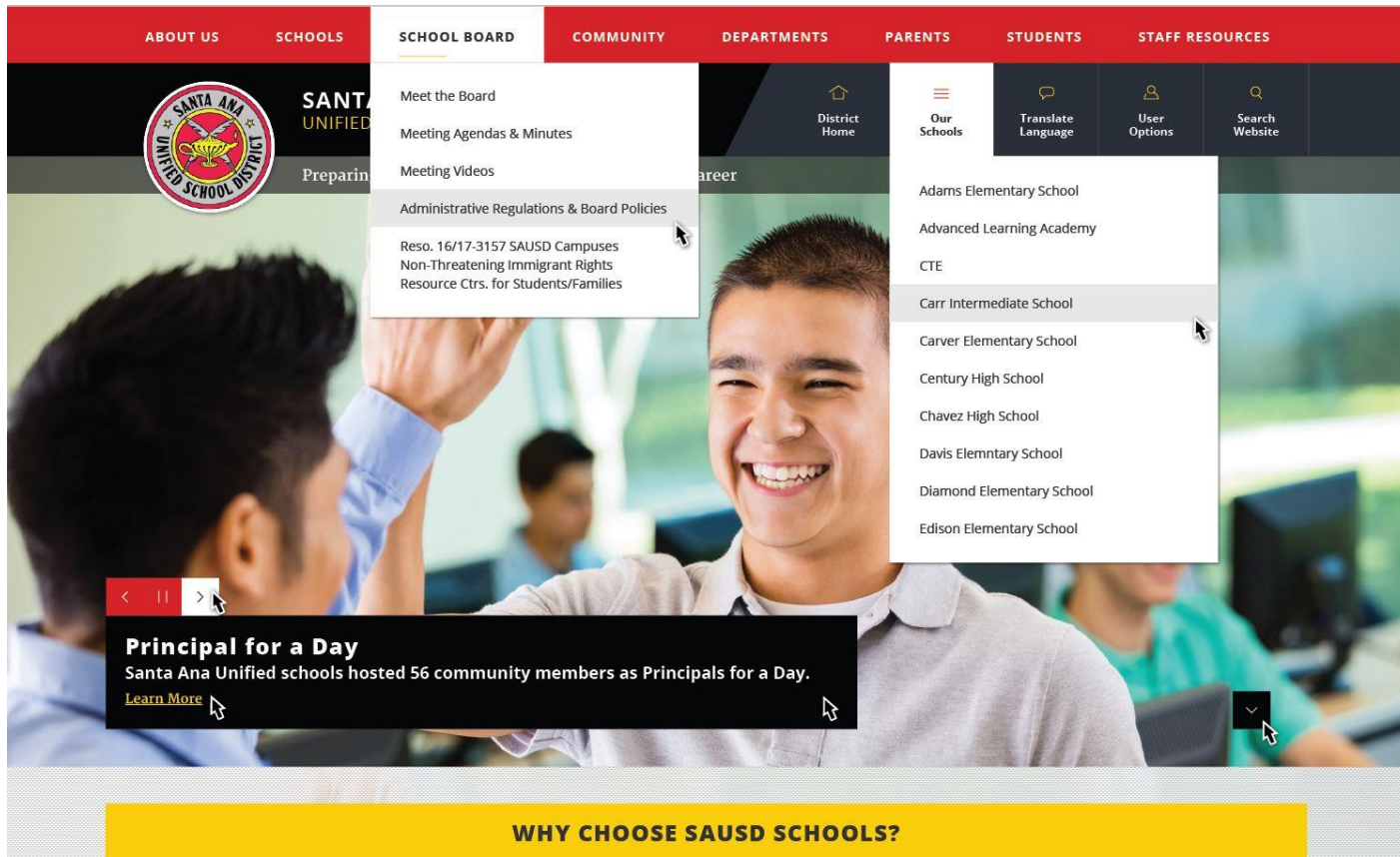
# Alumni Network

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- Launched Alumni Network to stay connected, keep them informed, and consider SAUSD for their children



# New Website Launched



**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 17/18-3201 - Proclaiming September, 2017 as Attendance Awareness Month

**ITEM:** Action

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Sonia Llamas, Ed.D., L.C.S.W., Director, School Climate

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board adoption of Resolution No. 17/18-3201 proclaiming September, 2017 as Attendance Awareness month.

**RATIONALE:**

This resolution sets forth the importance of good attendance. It highlights that good attendance is essential to student achievement and graduation. As a District, we are committed to dedicating our resources and attention to reducing chronic absenteeism with a focus on prevention and early intervention. The District understands that chronic absences can be significantly reduced when schools, parents, and communities work together to monitor and promote good attendance and address hurdles that prevent children from attending school regularly. The District recognizes September as “Attendance Awareness Month,” and commits to focusing on reducing chronic absenteeism to give all children an equitable opportunity to learn, grow, and thrive academically, emotionally, and socially.

LCAP goal 3.4: “Support school and district operations to create welcoming and productive school environments.”

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Adopt Resolution No. 17/18-3201 proclaiming September, 2017 as Attendance Awareness Month.





1 as it is difficult to measure improvement in classroom instruction if students are  
2 not in class to benefit from them; and

3 WHEREAS, schools and community partners are encouraged to reach out more  
4 frequently to absent students to determine why they are missing school and what  
5 would help them attend more regularly; and

6 WHEREAS, schools and districts must do more to track, calculate and share the  
7 data on how many students are chronically absent so that we can deliver the right  
8 interventions to the right students; and

9 WHEREAS, all students - even those who show up regularly - are affected by  
10 chronic absence because teachers must spend time reviewing for students who missed  
11 lessons; and

12 WHEREAS, chronic absence can be significantly reduced when schools, parents  
13 and communities work together to monitor and promote good attendance and address  
14 hurdles that prevent children from attending school.

15 NOW, THEREFORE, BE IT RESOLVED: That the Santa Ana Unified School District's  
16 Board of Education declares September, 2017, as "Attendance Awareness Month". We  
17 hereby commit to focusing on reducing chronic absenteeism to give all children an  
18 equitable opportunity to learn, grow and thrive academically, emotional and  
19 socially.

20 The foregoing Resolution was considered, passed, and adopted by this Board at  
21 its regular meeting of August 23, 2017.

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1 BOARD OF EDUCATION  
2 SANTA ANA UNIFIED SCHOOL DISTRICT

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9

By: \_\_\_\_\_  
John Palacio  
President of the Board of Education

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approve Santa Ana Unified School District’s Initial Bargaining Proposal to Classified School Employees Association, Chapter 41 for 2017-18 School Year**

**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 Santa Ana Unified School District’s (SAUSD) Initial Bargaining Proposal to the Classified School Employees Association, Chapter 41 (CSEA) for the 2017-18 school year in accordance with Government Code Section 3547.

**RATIONALE:**

Under provision of the Government Code referenced above, the proposal must be “sunshined” for public comment followed by the approval of the Bargaining proposal. The proposal was “sunshined” for public comment at a Board of Education meeting on July 25, 2017.

**FUNDING:**

No fiscal impact.

**RECOMMENDATION:**

Approve the Santa Ana Unified School District’s (SAUSD) Initial Bargaining Proposal to the Classified School Employees Association, Chapter 41 (CSEA) for the 2017-18 school year.



## NEGOTIATIONS PREAMBLE

It is undeniable that there is a wide gap between the educational outcomes achieved by students of color and/or students from disadvantaged backgrounds and the results achieved by students who are from non-minority or more affluent backgrounds. Statewide economically disadvantaged students show an 11.5% gap in English Language Arts and 9.2% in Mathematics. English learners show an even greater gap.

Eliminating the "achievement gap" is a *moral* imperative which the State of California has now *legally* obligated the Santa Ana Unified School District to eliminate. The legislation and regulations establishing the Local Control and Accountability Plans (LCAP) system specify the funding and accountability mechanisms to accomplish this goal. Simply put, the law requires that the District use its State funding, especially the additional funding it receives on account of the disadvantaged backgrounds of its students, to directly address achievement gap issues. Public school districts, through their LCAPs are given great flexibility so that each community can address its particular needs – and each school district is accountable for the effectiveness of its plans and the use of the extra monies the State provides.

This is a new paradigm/model of State funding and accountability. It requires the District to think, plan and act differently to achieve better educational outcomes on an immediate and ongoing basis.

Accordingly, the District has prepared this initial proposal to commence a discussion with the California School Employees Association and its Chapter 41 on changes to the collective bargaining agreement needed for the Santa Ana educational community to collaboratively eliminate the achievement gap at the Santa Ana Unified School District. The particular areas the District proposes for discussion at this time are set forth below:

### BOARD OF EDUCATION

**Initial  
Proposal of  
Santa Ana Unified School  
District's  
Reopeners to CSEA for 2017-2018  
To  
California School Employee Association (CSEA)  
and its Chapter 41**

**July 25, 2017**

**Article 3.0    HOURS OF WORK**

- The District has an interest in clarifying language and practice with regard to work year.
- The District has an interest in establishing equalized pay for less than twelve (12) month employees.

**Article 4.0    WAGES AND WAGE PROVISIONS**

- The District has an interest in ensuring fair employee compensation in alignment with the LCAP priorities of enhancing services to students.
- The District has an interest in improving and clarifying the reclassification procedures.

**Article 7.0    ABSENCE/LEAVES**

- The District has an interest in improving and clarifying language

**Article 11.0    EMPLOYEE BENEFITS**

- The District has an interest in clarifying the Health Benefits Authority (HBA) language within the contract.

**Article 17.0    ASSOCIATIONAL RIGHTS**

- The District has an interest in reviewing the release time of classified employees for Associational business.

The District has an interest in updating contract language to remove outdated terms.

**The District reserves the right to add, delete, or modify these proposals as determined through the negotiations process.**

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approve Santa Ana Unified School District’s Initial Bargaining Proposal to Communications Workers of America for 2017-18 School Year**

**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 Santa Ana Unified School District’s (SAUSD) Initial Bargaining Proposal to the Communications Workers of America (CWA) for the 2017-18 school year in accordance with Government Code Section 3547.

**RATIONALE:**

Under provision of the Government Code referenced above, the proposal must be “sunshined” for public comment followed by the approval of the Bargaining proposal. The proposal was “sunshined” for public comment at a Board of Education meeting on July 25, 2017.

**FUNDING:**

No fiscal impact.

**RECOMMENDATION:**

Approve the Santa Ana Unified School District’s (SAUSD) Initial Bargaining Proposal to the Communications Workers of America (CWA) for the 2017-18 school year.



## NEGOTIATIONS PREAMBLE

It is undeniable that there is a wide gap between the educational outcomes achieved by students of color and/or students from disadvantaged backgrounds and the results achieved by students who are from non-minority or more affluent backgrounds. Statewide economically disadvantaged students show an 11.5% gap in English Language Arts and 9.2% in Mathematics. English learners show an even greater gap.

Eliminating the "achievement gap" is a *moral* imperative which the State of California has now *legally* obligated the Santa Ana Unified School District to eliminate. The legislation and regulations establishing the Local Control and Accountability Plans (LCAP) system specify the funding and accountability mechanisms to accomplish this goal. Simply put, the law requires that the District use its State funding, especially the additional funding it receives on account of the disadvantaged backgrounds of its students, to directly address achievement gap issues. Public school districts, through their LCAPs are given great flexibility so that each community can address its particular needs – and each school district is accountable for the effectiveness of its plans and the use of the extra monies the State provides.

This is a new paradigm/model of State funding and accountability. It requires the District to think, plan and act differently to achieve better educational outcomes on an immediate and ongoing basis.

Accordingly, the District has prepared this initial proposal to commence a discussion with the Communications Workers of America (CWA) on changes to the collective bargaining agreement needed for the Santa Ana educational community to collaboratively eliminate the achievement gap at the Santa Ana Unified School District. The particular areas the District proposes for discussion at this time are set forth below:

### BOARD OF EDUCATION

**Santa Ana Unified School District's  
(SAUSD)  
Initial Proposal  
To  
Communications Workers of America  
(CWA)  
2017-2018**

**July 25, 2017**

**Article 5: HEALTH AND SAFETY**

The District has an interest in developing language consistent with the provisions provided in AB 1522 (sick leave).

**Article 8: GRIEVANCE PROCEDURES**

The District has an interest in clarifying the Grievance procedures language within the contract by developing a standardized grievance form.

**Article 10: WAGES AND WAGE PROVISIONS**

The District has an interest in ensuring fair employee compensation in alignment with the LCAP priorities of enhancing services to students.

**Article 14: TERMS OF AGREEMENT**

The District has an interest in reviewing and adopting a successor agreement for years July 1, 2017 to June 30, 2020.

The District has an interest in updating contract language to remove outdated terms.

**The District reserves the right to add, delete, or modify these proposals as determined through the negotiations process.**



## AGENDA ITEM BACKUP SHEET

August 23, 2017

### Board Meeting

**TITLE:**                    **Approval of Memorandum of Understanding with North America’s Building Trades Unions for Curriculum and Licensing for 2018-19 School Year**

**ITEM:**                    **Action**

**SUBMITTED BY:**    **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**PREPARED BY:**    **Don Isbell, Director, Career Technical Education**

#### **BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the Memorandum of Understanding (MOU) with North America’s Building Trades Unions for curriculum and licensing for the 2018-19 school year.

#### **RATIONALE:**

This MOU supports the use of the MC3 pre-apprenticeship training program. The MC3 on-line curriculum consists of nine sections that include the following: Construction Industry Orientation, Tools and Materials, Construction Health and Safety (including OSHA 10 and CPR), Blueprint Reading, Basic Math for Construction, Heritage of the American Worker, Diversity in the Construction Industry, Green Construction Industry, Green Construction and Financial Literacy.

This MOU outlines the proper use of the MC3 on-line curriculum that has already been approved for use by the University of California (UC) to meet the UC a-g requirements.

The software license is for the District only and will renew on an annual basis.

The MC3 curriculum will be used for instruction as part of a new apprenticeship class being written for Century High School’s Engineering/Design Academy.

LCAP Goal 1.8: “Increase availability of Career, Technical, and Education courses and academies.”

#### **ITEM SUMMARY:**

- MOU Starts: July 1, 2018
- MOU Ends: June 30, 2019
- The MC3 curriculum meets the U-C a-g eligibility requirements.
- The MC3 new apprentice class will serve Century High School’s Engineering/Design Academy.
- 60 students per year to be served.
- Provides apprenticeship opportunities via a separate agreement.

**FUNDING:**

Career Technical Education Discretionary Funds: \$4,500

**RECOMMENDATION:**

Approve the Memorandum of Understanding with North America's Building Trades Unions for curriculum and licensing for the 2018-19 school year.

AJ:DI:mo

MULTI-CRAFT CORE CURRICULUM ONLINE FORMAT  
LICENSING AGREEMENT

THIS AGREEMENT (the "Agreement") is made and entered into effective as of July 1, 2018 (the "Effective Date"), by and between North America's Building Trades Unions (the "Licensor"), and Santa Ana Unified School District (the "Licensee").

RECITALS:

A. Licensor owns all proprietary rights in and to the copyrightable and/or copyrighted material known as the Multi-Craft Core Curriculum ("MC3"), including, but not limited to all text, editorial content, images, graphics, logos, illustrations, photographs, video, audio and other materials, as well as the designs, icons, layout, "look and feel," and all other graphical elements and all related code and software, hereinafter collectively known as the "Work", and has the exclusive right to license to others the right to produce, copy, make, sublicense or sell the Work.

B. Licensor owns all rights in and to the Work and retains all rights to the Work, which are not transferred herein, and retains all common law copyrights and all federal copyrights which have been, or which may be, granted.

C. Licensee desires to obtain, and Licensor has agreed to grant, a license authorizing the use of the Work by Licensee in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration as set forth herein, Licensor and Licensee agree as follows:

1. Grant of License.

A. Licensor hereby grants to Licensee, in accordance with the terms and conditions of this Agreement, a non-exclusive, non-transferrable license to use the Work in the course of teaching the MC3 and for no other purpose whatsoever without the express written permission of the Licensor.

B. No part of the MC3 may be sold, sub-licensed, reproduced or distributed in any form or by any means, or stored in a database or retrieval system by the Licensee without the prior written permission of the Licensor.

C. Licensee will respect the Licensor's copyright protections of the Work by utilizing only original MC3 materials and will not reproduce or digitize the MC3 materials for distribution or classroom use without the prior written permission of the Licensor.

D. Licensee hereby accepts such license and agrees that Licensee shall not use the Work except in accordance with the terms and conditions of this Agreement.

Licensee acknowledges and agrees that the license granted herein is non-exclusive and that Licensor may license others to use the Work.

## 2. Ownership of the Work.

A. Licensee acknowledges that Licensor is the sole and exclusive owner of the Work and of all associated federal intellectual property rights and Licensee shall do nothing inconsistent with such ownership. Licensee further agrees that it will not claim ownership rights to the Work, or any derivative, compilation, sequel or series, or related Work owned by or used by Licensor. Licensee agrees that nothing in this Agreement shall give Licensee any right, title, or interest in the Work other than the right to use the same in accordance with the terms of this Agreement. Licensee agrees not to make similar derivatives of the Work. Licensee admits the validity of all copyrights for the Work and all associated intellectual property rights and acknowledges that any and all rights that might be acquired by Licensee because of its use of the Work shall inure to the sole benefit of Licensor.

B. Licensee expressly acknowledges Licensor's ownership of all rights, title and interest, including copyrights, in the Work, except where the copyright of another party is expressly noted. All materials, including but not limited to all text, editorial content, images, graphics, logos, illustrations, photographs, video, audio, and other materials, as well as the designs, icons, layout, "look and feel," and all other graphical elements and all related code and software, and all copyrights, trademarks, service marks, tradenames, patents and other intellectual property rights in any of the foregoing are the sole and exclusive property of Licensor and are protected by U.S. laws and international treaties.

## 3. Term and Termination.

A. This Agreement shall commence as of the Effective Date and shall continue in full force and effect for a period of one year, and shall automatically renew for additional one-year periods, unless either party provides written notice of non-renewal to the other party, not less than sixty days prior to the expiration of any one year term.

B. In the event that Licensee fails to pay when due the fees provided for in this Agreement, Licensor, at its discretion, may immediately terminate this Agreement.

C. In the event that Licensee sells all of its assets to a third party, or otherwise ceases to exist in its current form, Licensor, at its discretion, may immediately terminate this Agreement.

D. Upon termination or expiration of the license granted under this Agreement by operation of law, the terms of this Agreement or otherwise, all rights, including the right to use the Work, privileges and obligations arising from this Agreement shall cease to exist and all copies of the Work shall be destroyed or promptly returned to Licensor.

E. The following provisions shall survive any termination or expiration of this Agreement: Section 2 (Ownership of the Work); Section 6 (Indemnification) ; Section 9 (Dispute Resolution); and Section 10 (Governing Law, Jurisdiction, Venue)

#### 4. Fees.

Licensee agrees to pay Licensor a fee of seventy-five dollars (\$75.00) for each student utilizing the Work. The per student fee shall be due and payable no later than ten (10) business days from the start of each class in which the Work is to be used. If a student attends more than one class, a new licensing fee must be paid for each class students attend. Renewals or extensions of this Agreement are subject to increases in the fee and/or additional fees, to be agreed upon by the Parties prior to renewal or extension. Once a class begins and a student is registered, Licensee shall be responsible for payment of the student fee and no refunds will be made regardless of whether a student completes the course.

#### 5. Use of the Work.

A. Licensor shall have control over the quality of use of the Work. At the option of Licensor, Licensor will provide to Licensee an approved End User License Agreement that must be accepted prior to Licensor allowing students online access to the Work. For any portion of the Work that Licensee is authorized to download and distribute to students, Licensee agrees to mark such parts of the Work with any reasonable copyright and/or trademark notices provided by Licensor and comply with any reasonable standards promulgated by Licensor that relate to the intellectual property protection and use of the Work by Licensee and its instructors and students.

B. Licensee shall provide Licensor, upon Licensor's request, with representative samples of how Licensee is using the Work. If, at any time, any use of the Work fails to conform to Licensor's standards, Licensor may provide to Licensee notice of said failure. Licensee shall cure said failure within fifteen days from the date of such notice. In the event that said failure is not cured within the period described in the preceding sentence, Licensor may then terminate this Agreement immediately and all non-conforming copies of the Work destroyed or promptly submitted to Licensor.

C. Licensee shall be solely responsible for all logistical details in connection with presenting the Work, including, but not limited to, classroom facilities, hiring and compensation of instructors, audio-visual equipment, computers and internet access.

#### 6. Indemnification.

A. Licensee shall fully indemnify, defend, and hold harmless Licensor, its officers, employees, agents and affiliated organizations from and against any and all claims, losses, damages, expenses, and liability, other than those for infringement, including without limitation, suits arising from offering, promoting, advertising, sale, or use by Licensee, or any of its authorized sublicenses, of the Work, whether or not such use

conforms to standards set by Licensor, provided that such claim, loss, damage, expense, or liability does not arise from the negligence of Licensor.

B. In the event that Licensee becomes aware of any claimed or alleged infringement of the Work by a third party, Licensee shall promptly advise Licensor in writing of the nature and extent of such infringement or dilution. Licensor has no obligation to take any action whatsoever in the event that any infringement or dilution occurs with respect to the Work, but Licensor shall have the sole right to determine whether any action shall be taken. In the event Licensor sues or takes other action, legal, equitable, administrative, or otherwise, to stop an infringement or dilution of the Work, Licensee shall cooperate fully with Licensor. Licensee has no right to enforce the Work through litigation without prior written authorization of Licensor. In any legal action arising from use, or ownership rights of the Work, where both Licensor and Licensee are co-parties, Licensor retains the right to control the litigation, including any and all settlement negotiations.

#### 7. Assignment.

This Agreement (including, without limitation, the license granted hereunder) is personal to Licensee and shall not be assigned or transferred by Licensee, including, without limitation, by operation of law except upon written approval by the Licensor. Any attempt on the part of Licensee to assign, sub-license, or transfer Licensee's rights under this Agreement, except as provided herein, shall be invalid and void. Licensor shall have the right to assign and/or license its rights and obligations under this Agreement and all its right, title and interest in the Work without the consent of Licensee.

#### 8. Notices.

Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and delivered by courier, reputable overnight delivery service or by registered or certified mail, return receipt requested, with postage prepaid and addressed to the following persons and addresses, or to such other addresses or persons as any party may subsequently request by notice in writing to the other party:

Licensor:

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Tom Kriger  
North America's Building Trades Unions  
815 16th Street, NW, Suite 600, Washington, DC  
20006 202-756-4672  
tkriger@buildingtrades.org

Licensee:

Stefanie P. Phillips, Ed.D.  
Superintendent of Schools  
Santa Ana Unified School District  
1601 East Chestnut Avenue  
(714) 558-5512  
stefanie.phillips@sausd.us

Any such notice shall be effective when received.

9. Dispute Resolution.

Prior to initiating a lawsuit involving a dispute arising out of or relating to this Agreement, the initiating party shall deliver such party's disputed position(s) in a written notice to the other party, and the parties shall attempt in a good faith effort to arrive at a mutual resolution of any such dispute, *provided, however*, that if no resolution is reached within ten (10) business days of delivery of such notice, then neither party shall be restricted from initiating legal proceedings.

10. Governing Law; Jurisdiction; Venue.

The validity, interpretation, construction and performance of this Agreement will be governed by the laws of the District of Columbia without regard to its conflict or choice of law principles. Each party hereby irrevocably consents and submits to the personal jurisdiction of, and to the exclusive venue for any legal proceedings or actions arising out of this Agreement in the local and federal courts located in the District of Columbia. The parties agree that this Agreement is deemed to have been made in the District of Columbia. Each party waives a jury trial in any matter arising out of or relating to this Agreement.

11. Independent Business Relationship.

Licensor and Licensee are independent entities and are not and shall not be construed as joint venturers, partners, employer/employee, or agents of the other, and neither shall have the power to bind or obligate the other, except as set forth in this Agreement.

12. Miscellaneous.

A. The waiver by either party of any provision of this Agreement on any occasion and under any particular circumstances will not operate as a waiver of such provision on any other occasion or under any other circumstances.

B. This Agreement constitutes the entire agreement and understanding of the Licensor and Licensee with respect to the subject matter hereof, superseding any and





**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Memorandum of Understanding with Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO for Use of the Multi-Craft Core Curriculum for 2018-19 School Year**

**ITEM:**                   **Action**

**SUBMITTED BY:**   **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**PREPARED BY:**   **Don Isbell, Director, Career Technical Education**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the Memorandum of Understanding (MOU) with the Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO for the use of the Multi-Craft Core Curriculum for the 2018-19 school year.

**RATIONALE:**

This MOU will allow SAUSD to partner with the Building and Construction Trades to provide the opportunity to expand student options in the Engineering/Design Pathway at Century High School. This agreement will also allow training for instructors in the online Multi-Craft Core Curriculum (MC3) and providing the modules in pre-apprenticeship training curriculum for the students.

This agreement supports the use of the Multi-Craft Core Curriculum (MC3) pre-apprenticeship training program. The MC3 on-line curriculum consists of nine sections that include the following: Construction Industry Orientation, Tools and Materials, Construction Health and Safety (including OSHA 10 and CPR), Blueprint Reading, Basic Math for Construction, Heritage of the American Worker, Diversity in the Construction Industry, Green Construction Industry, Green Construction and Financial Literacy.

LCAP Goal 2.11: “Establishing partnerships that ensure student success.”

**FUNDING:**

No Fiscal Impact

**ITEM SUMMARY:**

- MOU Starts: July 1, 2018
- MOU Ends: June 30, 2019
- Train instructors in the online Multi-Craft Core Curriculum (MC3).
- Providing modules in pre-apprenticeship training curriculum.
- Program is an apprenticeship-readiness program to exam the opportunities in the building and construction trades.
- Engineer/Design Pathway at Century High School.

**RECOMMENDATION:**

Approve the Memorandum of Understanding with Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO for Use of the Multi-Craft Core Curriculum for 2018-19 School Year.

AJ:DI:mo

### **Memorandum of Understanding for Use of the Multi-Craft Core Curriculum (MC3)**

By signing this MOU, **Santa Ana Unified School District** is committed to partnering with the **Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO ("Partners")**, and will train instructors in the Multi-Craft Core Curriculum (MC3), providing the following modules in pre-apprenticeship training curriculum:

1. *Safety Training.* Safety training on all aspects of the job- from tool use, to hazard recognition, fall protection and personal protective equipment - is critical both in the preparatory program and on a jobsite. Most students will need to learn more specific skills once they enter an apprenticeship, but they should be taught the basics of workplace safety and health.
2. *Focus on employability* - Incorporate basic workplace skills such as showing up on time, wearing the right clothes, bringing a lunch, working on a team and being responsive to a supervisor. Show evidence of communication with the registered apprenticeship program(s) about expectations and practices on the job site or within a given occupation, and how these practices are incorporated into the preparatory program.
3. *Physical fitness* - Incorporate into the preparatory program physical work that will be done in the apprenticeship career path, so students will be physically prepared. May include stretching, strength, flexibility and cardiovascular conditioning to the extent necessary for the trade or occupation the student is pursuing.
4. *Math skills* - Evidence of applied mathematical concepts relevant to the level of math the student will need to meet or exceed minimum qualifications and be a successful candidate in the apprenticeship program. Applied math concepts should identify common scenarios involving math for the trade or occupation to use in the classroom.
5. *Heritage of the American Worker-* Incorporate into curriculum, so students can show a solid foundation in understanding the history of the building and construction trades unions, apprenticeship programs, and workplace safety and construction industry standards, and the rights of the American worker.

In order to ensure that students successfully learn the MC3, labor apprenticeship partners agree to:

1. Serve an advisory role, to evaluate student success through awarding the Certificate of Completion.
2. Joint Apprenticeship and Training Committee (JATC) representatives to sit on Advisory Committees, including contractor representatives, for real industry input.
3. Give trade-related presentations to students; apprentices, journey-persons, and contractors.

Consistent with the Values contained in the MC3 Program, Heritage of the American Worker, and consistent with maximizing opportunities for Apprenticeship, partners further agree to follow the Policy below with regards to the Districts Facilities:

To the extent lawful, when construction, alteration, demolition, installation, repair work, rehabilitation work, maintenance and testing work or any other work performed by workers who's wages are listed by the Department of Industrial Relations Prevailing Wage Determinations for the County of Orange is to be subcontracted out, and the project value exceeds \$200,000.00 for prime multi-trade contracts and \$25,000.00 for specialty contracts including all subcontracts arising from these prime contracts, such work shall be covered under a Community Workforce Agreement negotiated and entered into between the **Santa Ana Unified School District**, the Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO, and the signatory Craft Councils and Unions part of such agreement. Subcontractors shall sign a Letter of Assent to such agreement prior to commencing work.

Partner training organizations will include the following language on student documents:

NOTICE: THIS PROGRAM IS AN APPRENTICESHIP-READINESS PROGRAM ONLY. PARTICIPATION IN AND/OR COMPLETION OF THE PROGRAM DOES NOT GUARANTEE ADMISSION INTO AN APPRENTICESHIP PROGRAM, ADMISSION INTO A UNION OR EMPLOYMENT IN THE CONSTRUCTION INDUSTRY. DECISIONS ON SUCH ADMISSIONS OR EMPLOYMENT ARE MADE BY THE INDIVIDUAL APPRENTICESHIP PROGRAM, UNION OR EMPLOYER AND NOT BY THIS PROGRAM. BY SIGNING THIS APPLICATION AND PARTICIPATING IN THIS PROGRAM, YOU INDICATE YOUR AGREEMENT AND UNDERSTANDING THAT NO PROMISES OR GUARANTEES OF ADMISSION TO AN APPRENTICESHIP PROGRAM OR A UNION OR EMPLOYMENT IN THE CONSTRUCTION INDUSTRY HAVE BEEN MADE TO YOU AND THAT NO ONE REPRESENTING THIS PROGRAM HAS THE AUTHORITY TO MAKE SUCH PROMISES OR GUARANTEES.

In order to ensure that training does not occur in excess of job opportunities in the region, training organizations will be in constant communication with the local Building Trades Council and apprenticeship community to ensure that the numbers of individuals being trained is consistent with existing employment opportunities. The MC3 Curriculum will only be used and taught on District Property. This Agreement shall become effective on July 1, 2018, and shall remain in full force and effect until cancelled by either Santa Ana Unified School District or the Council upon the giving of ninety (90) days written notice to the other party.

Santa Ana Unified School District

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

Los Angeles/Orange Counties Building and Construction Trades Council AFL-CIO



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

6-19-17

**AGENDA ITEM BACK UP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Community Workforce Agreement Between Santa Ana Unified School District and Los Angeles/Orange Counties Building and Construction Trades Council**

**ITEM:**                   **Action**

**SUBMITTED BY:** **Orin L. Williams, Assistant Superintendent, Facilities and Governmental Relations**

**PREPARED BY:** **Orin L. Williams, Assistant Superintendent, Facilities and Governmental Relations**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to enter into a Community Workforce Agreement with Los Angeles/Orange Counties Building and Construction Trades Council.

**RATIONALE:**

A Community Workforce Agreement with the Counties Building and Construction Trades Council AFL-CIO will provide SAUSD with many advantages, such as: promotes hiring of local trades workers, provides internship opportunities, promotes a more skilled workforce, and ensures fair and equitable wages.

In conjunction, the Los Angeles/Orange Counties Building and Construction Trades Council will provide apprenticeship opportunities for students completing the Council’s Multi-Craft Core Curriculum and graduating from Santa Ana Unified School District. The Multi-Craft Core Curriculum pre-apprenticeship class includes new construction, alteration, demolition, installation, repair work, rehabilitation, maintenance and testing, or any other work performed by workers whose wages are listed by the Department of Industrial Relations Prevailing wage determinations for the County of Orange.

**LCAP Goal 3.10:** All students and staff will work in a healthy, safe, and secure environment that supports learning.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Approve the agreement with Los Angeles/Orange Counties Building and Construction Trades Council</li> <li>• Agreement begins: August 24, 2017 and terminates in 5 years</li> <li>• Provides apprenticeship opportunities via a separate agreement.</li> <li>• Promotes “local hire” of construction staff</li> <li>• Promotes a more skilled workforce</li> <li>• Promotes fair and equitable wages</li> </ul>

**FUNDING:**

No impact to the General Fund.

**RECOMMENDATION:**

Approve the five-year Community Workforce Agreement with Los Angeles/Orange Counties Building and Construction Trades Council.

COMMUNITY WORKFORCE AGREEMENT

BY AND BETWEEN THE

SANTA ANA UNIFIED SCHOOL DISTRICT

AND

LOS ANGELES AND ORANGE COUNTIES  
BUILDING AND CONSTRUCTION TRADES COUNCIL

AND

THE SIGNATORY CRAFT COUNCILS AND UNIONS

FOR

CONSTRUCTION, REPAIR, UPGRADE, RENOVATION,  
MODERNIZATION, EXPANSION, REHABILITATION AND IMPROVEMENT WORK

TABLE OF CONTENTS		Page
ARTICLE 1	INTENT AND PURPOSE	4
ARTICLE 2	SCOPE OF AGREEMENT	6
ARTICLE 3	UNION RECOGNITION AND EMPLOYMENT	10
ARTICLE 4	UNION ACCESS AND STEWARDS	15
ARTICLE 5	WAGES AND BENEFITS	16
ARTICLE 6	WORK STOPPAGES AND LOCKOUTS	17
ARTICLE 7	WORK ASSIGNMENTS AND JURISDICTIONAL DISPUTES	20
ARTICLE 8	MANAGEMENT RIGHTS	21
ARTICLE 9	SETTLEMENT OF GRIEVANCES AND DISPUTES	23
ARTICLE 10	REGULATORY COMPLIANCE	25
ARTICLE 11	SAFETY AND PROTECTION OF PERSON AND PROPERTY	26
ARTICLE 12	TRAVEL AND SUBSISTENCE	27
ARTICLE 13	APPRENTICES	27
ARTICLE 14	WORK OPPORTUNITIES PROGRAM	28
ARTICLE 15	WORKING CONDITIONS	29
ARTICLE 16	PRE-JOB CONFERENCES	29
ARTICLE 17	LABOR/MANAGEMENT COOPERATION	30
ARTICLE 18	SAVINGS AND SEPARABILITY	30
ARTICLE 19	WAIVER	31
ARTICLE 20	AMENDMENTS	31
ARTICLE 21	DURATION OF THE AGREEMENT	31
ATTACHMENT A	– LETTER OF ASSENT	34
ATTACHMENT B	– LOCAL RESIDENT ZIP CODES	35
ATTACHMENT C	– CRAFT EMPLOYEE REQUEST FORM	36
ATTACHMENT D	– DRUG AND ALCOHOL TESTING POLICY	38



**SANTA ANA UNIFIED SCHOOL DISTRICT  
COMMUNITY WORKFORCE AGREEMENT  
FOR CONSTRUCTION, REPAIR, UPGRADE, RENOVATION,  
MODERNIZATION, EXPANSION, REHABILITATION AND IMPROVEMENT WORK**

This Community Workforce Agreement (“Agreement”) is entered into by and among the Board of Education of the Santa Ana Unified School District (“District”), the Los Angeles/Orange Counties Building and Construction Trades Council (“Council”), and the signatory Craft Councils and Unions signing this Agreement (hereinafter together with the Council, collectively, the “Union” or “Unions”). This Agreement establishes the labor relations guidelines and procedures for the District and for the Contractors and craft employees represented by the Unions and engaged in Project Work. The District, Council and Unions are hereinafter referred to herein, as the context may require, as “Party” or “Parties.”

The Parties to this Agreement understand that if this Agreement is acceptable to the District, the policy of the District will be for Project Work to be contracted exclusively to Contractors who agree to execute and be bound by the terms of this Agreement, directly or through the Letter of Assent (a form of which is attached as “**Attachment A**”), and to require each of its subcontractors, of whatever tier, to become bound. The District shall include, directly or by incorporation by reference, the requirements of this Agreement in the advertisement of and/or specifications for each and every contract for Project Work to be awarded by the District.

The District shall actively administer and enforce the obligations of this Agreement to ensure that the benefits envisioned from it flow to all signatory Parties, the Contractors and crafts persons working under it, and the residents and students of the District. The District shall therefore designate a “Community Workforce Coordinator,” either from its own staff or an independent entity acting on behalf of the District, to monitor compliance with this Agreement; assist, as the authorized representative of the District, in developing and implementing the programs referenced herein, all of which are critical to fulfilling the intent and purposes of the Parties and this Agreement; and to otherwise implement and administer this Agreement.

The term “Apprentice” as used in this Agreement shall mean those employees registered and participating in Joint Labor/Management Apprenticeship Programs approved by the Division of Apprenticeship Standards, Department of Industrial Relations of the State of California.

The term “Contractor” as used in this Agreement includes any individual, firm, partnership, or corporation, or combination thereof, including joint ventures, which as an independent Contractor has entered into a contract with the District with respect to the Project Work, or with another Contractor as a subcontractor of whatever tier utilized by such Contractors for Project Work.

The term “Joint Labor/Management Apprenticeship Program” as used in this Agreement means a joint Union and Contractor administered apprenticeship program certified by the Division of Apprenticeship Standards, Department of Industrial Relations of the State of California.

The term “Letter of Assent” as used in this Agreement means the document that each Contractor (of any tier) must sign and submit to the Community Workforce Coordinator and the

Council, before beginning any Project Work, which formally binds them to adhere to all the forms, requirements and conditions of this Agreement, in the letter attached hereto as Attachment A.

The term “Project” or “Project Work” as used in this Agreement means the District’s Construction, Repair, Upgrade, Renovation, Modernization, Expansion, Rehabilitation and Improvement work and new construction projects which exceed the thresholds set forth in Section 2.2 of this Agreement and are contracted out by the District.

The term “Master Labor Agreements” as used in this Agreement, means the local collective bargaining agreements of the signatory Unions having jurisdiction over the Project Work and which have signed this Agreement.

The term “Subscription Agreement” means the contract between a Contractor and a Union’s Labor/Management Trust Fund(s) that allows the Contractor to make the appropriate fringe benefit contributions in accordance with the terms of MLA.

The Union and all Contractors agree to abide by the terms and conditions of this Agreement and agree that this Agreement represents the complete understanding of the Parties. No Contractor is or will be required to sign or otherwise become a party to any other collective bargaining agreement with a signatory Union as a condition of performing work within the scope of this Agreement, except as may be required under Section 2.7(b).

The Parties agree that this Agreement will be made available to, and will fully apply to, any successful bidder for Project Work, without regard to whether that successful bidder performs work at other sites on either a union or non-union basis. This Agreement shall not apply to any work of any Contractor other than that on Project Work specifically covered by this Agreement.

The use of masculine or feminine gender or titles in this Agreement should be construed as including both genders and not as gender limitations unless the Agreement clearly requires a different construction. Further, the use of Article titles and/or Section headings are for information only, and carry no legal significance.

## **ARTICLE 1 INTENT AND PURPOSE**

Section 1.1 Background: The District's new construction and major rehabilitation projects will affect the school buildings and offices that are owned, leased or controlled by the District. The goal of this Project is to provide new construction and major rehabilitation of the District's facilities so as to provide sufficient facilities and technologies to educate properly the children within the District's boundaries. The District, therefore, wishing to utilize the most modern, efficient and effective procedures for construction, including assurances of a sufficient supply of skilled craftsperson's, and the elimination of disruptions or interference with Project Work, adopts this Agreement in the best interests of the students, parents, District staff, and the taxpayers of the District to meet the District’s goal that Project Work be completed on time and within budget.

**Section 1.2 Identification and Retention of Skilled Labor and Employment of District Residents:** The vast amount of new school construction, substantial rehabilitation, and capital improvement work scheduled to be performed by the District will require large numbers of craft personnel and other supporting workers. The parties understand and intend to use the opportunities provided by the extensive amount of work to be covered by this Agreement to identify and promote, through cooperative efforts, programs and procedures (which may include, for example, programs to prepare persons for entrance into formal apprenticeship programs, or outreach programs to the community describing opportunities available as a result of the Project), the interest and involvement of District residents in the construction industry; assist them in entering the construction trades, and through utilization of the joint labor/management sponsored apprenticeship programs, provide training opportunities for those District residents and other individuals wishing to pursue a career in construction. Further, with assistance of the Community Workforce Coordinator, the District, the contractors, the Unions and their affiliated regional and national organizations, will work jointly to develop and implement procedures promptly for the identification of craft needs, the scheduling of work to facilitate the utilization of available craft workers, and to secure the services of craft workers in sufficient numbers to meet the high demands of the Project Work to be undertaken.

**Section 1.3 Encouragement of Local and Small Business:** The Project will provide many opportunities for local and small business enterprises to participate as contractors or suppliers, and the parties therefore agree that they will cooperate with all efforts of the District, the Community Workforce Coordinator, and other organizations retained by the District for the purpose of encouraging and assisting the participation of local and small businesses in Project Work. Specifically, all parties understand that the District has established and quantified goals which place a strong emphasis on the utilization of local and small businesses on the Project. Each party agrees that it shall employ demonstrable efforts to encourage utilization in an effort to achieve such goals. This may include, for example, participation in outreach programs, education and assistance to businesses not familiar with working on a project of this scope, and the encouragement of local residents to participate in Project Work through programs and procedures jointly developed to prepare and encourage such local residents for apprenticeship programs and formal employment on the Project through the referral programs sponsored and/or supported by the parties to this Agreement. Further, the parties shall ensure that the provisions of this Agreement do not inadvertently establish impediments to the participation of local and small businesses, and residents of the District.

**Section 1.4 Project Cooperation:** The parties recognize that the construction to take place under this Agreement involves unique and special circumstances which dictate the need for the parties to develop specific procedures to promote high quality, rapid and uninterrupted construction methods and practices. The smooth operation and successful and timely completion of the work is vitally important to the parents and the students of the District. The parties therefore agree that maximum cooperation among all parties involved is required; and that with construction work of this magnitude, with multiple contractors and crafts performing work on multiple sites of over an extended period of time, all parties agree to work in a spirit of harmony and cooperation, and with an overriding commitment to maintain the continuity of Project Work. Further, the parties recognize that an Act of God or on Act of War could require the District to partially or fully suspend Project Work. The parties shall fully cooperate with any request by the

District to redirect their equipment, skills and expertise to support the District's efforts necessitated by such events.

Section 1.5 Workers' Compensation Carve-out: Further, the parties recognize the potential which the Project may provide for the implementation of a cost effective workers' compensation system as permitted by California Labor Code, Section 3201.5, as revised. Should the District request, the Union parties agree to meet and negotiate in good faith with representatives of the District for the development, and subsequent implementation, of an effective program involving improved and revised dispute resolution and medical care procedures for the delivery of workers' compensation benefits and medical coverage as permitted by the Code.

Section 1.6 Peaceful Resolution of All Disputes: In recognition of the special needs of the Project and to maintain a spirit of harmony, labor-management peace and stability during the term of this Community Workforce Agreement, the parties agree to establish effective and binding methods for the settlement of all misunderstandings, disputes and grievances; and in recognition of such methods and procedures, the unions agree not to engage in any strike, slowdowns or interruptions or disruption of Project Work, and the contractors agree not to engage in any lockout, or any other action impairing or impeding the Project Work.

Section 1.7 Binding Agreement on Parties and Inclusion of District Residents and Businesses: By executing this Agreement, the District, Council, Unions and Contractors agree to be bound by each and all of the provisions of this Agreement, and pledge that they will work together to adopt, develop and implement processes and procedures which are inclusive of the residents and businesses of the District.

## **ARTICLE 2 SCOPE OF AGREEMENT**

Section 2.1 General: This Agreement shall only apply to work which is contracted out by the District. This Agreement shall apply and is limited to all of the District's Project Work, as specified in Section 2.2 of this Article, performed by those Contractor(s) of whatever tier that have contracts awarded for such work, for the development of the District's facilities which, jointly, constitute the Project, and have been designated by the District for construction or rehabilitation.

Section 2.2 Specific: The Project is defined and limited to:

2.2.1 All Project work pursuant to prime multi-trade construction contracts that exceed two hundred thousand dollars (\$ 200,000.00) and all subcontracts flowing from these prime multi-trade contracts; and

2.2.2 All prime specialty contracts for Project Work that exceed twenty-five thousand (\$25,000), and all subcontracts flowing from these specialty contracts.

2.2.3 The Parties understand that the District may at any time, and at its sole discretion, determine to build segments of the Project under this Agreement which were not currently proposed, or to modify or not to build any one or more particular segments proposed to be

covered and that the District may at any time, and at its sole discretion, add additional projects under this Agreement not otherwise covered by this Agreement.

Section 2.3 Bundling of Contracts: The Parties understand that, to the maximum extent feasible, and consistent with goals of the District to (i) utilize this Agreement as the Labor Relations Policy for its construction and rehabilitation program, and (ii) fully utilize the services of small and local business enterprises for such construction and rehabilitation work:

2.3.1 The District, in its sole discretion, will seek to group (or “bundle”) for bidding, contracts not meeting the thresholds of Section 2.2.1 or 2.2.2 above. (Small contracts for like types of work, scheduled to be undertaken at the same school, in the same District or on the same project site, and within the same timeframe, will be considered for such bundling, consistent with economies of scale, and the purposes of this Agreement); and

2.3.2 Project Work will not be split, divided or otherwise separated for contract award purposes to avoid application of this Agreement.

Section 2.4 Exclusions: Items specifically excluded from the Scope of this Agreement include the following:

2.4.1 Work of non-manual employees, including but not limited to: superintendents; administrators; teachers; supervisors; time keepers, mail carriers, clerks, office workers, messengers; guards, safety personnel, emergency medical and first aid technicians; and other professional, engineering, administrative, supervisory and management employees;

2.4.2 Equipment and machinery owned or controlled and operated by the District;

2.4.3 All off-site manufacture and handling of materials, equipment or machinery; provided, however, that lay down or storage areas for equipment or material and manufacturing (prefabrication) sites, dedicated solely to the Project or Project Work, and the movement of materials or goods between locations on a Project site are within the scope of this Agreement;

2.4.4 All employees of the District, Community Workforce Coordinator, design teams (including, but not limited to architects engineers and master planners), or any other consultants for the District (including, but not limited to, project managers and construction managers and their employees not engaged in Project Work) and their sub-consultants, and other employees of professional service organizations, not performing manual labor within the scope of this Agreement; provided, however, that it is understood and agreed that Building/Construction Inspector and Field Soils and Materials Testers (Inspectors) are a covered craft under the CWA. This inclusion applies to the scope of work defined in the State of California Wage Determination for said Craft. This shall also specifically include such work where it is referred to by utilization of such terms as "quality control" or "quality assurance." Every Inspector performing under the Wage classification of Building/Construction Inspector and Field Soils and Material Testers under a professional services agreement of a construction contract shall be bound to all applicable requirements of the CWA. Project Work as defined by this Agreement shall be performed pursuant to the terms and conditions of this Agreement regardless of the manner in which the work was awarded;

2.4.5 Any work performed on or near or leading to or into a site of work covered by this Agreement and undertaken by state, county, city or other governmental bodies, or their Contractors; or by public utilities, or their Contractors; and/or by the District or its Contractors (for work for which is not within the scope of this Agreement);

2.4.6 Off-site maintenance of leased equipment and on-site supervision of such work;

2.4.7 It is recognized that certain materials, equipment and systems of a highly technical and specialized nature will have to be installed at the Project. The nature of the materials, equipment and systems, together with requirements of manufacturer's or vendor's warranty, may dictate that it be prefabricated, pre-piped, and/or pre-wired and that it be installed under the supervision and direction of Owner's and/or manufacturer's personnel. The Unions agree to install such material, equipment and systems without incident;

2.4.8 Non-construction support services contracted by the District, Community Workforce Coordinator, or Contractor in connection with this Project;

2.4.9 Laboratory work for testing.

## Section 2.5 Awarding of Contracts:

2.5.1 The District and/or the Contractors, as appropriate, have the absolute right to award contracts or subcontracts on this Project to any Contractor notwithstanding the existence or non-existence of any agreements between such Contractor and any Union parties, provided only that such Contractor is ready, willing and able to execute and comply with this Community Workforce Agreement should such Contractor be awarded work covered by this Agreement.

2.5.2 It is agreed that all Contractors and subcontractors of whatever tier, who have been awarded contracts for work covered by this Agreement, shall be required to accept and be bound to the terms and conditions of this Community Workforce Agreement, and shall evidence their acceptance by the execution of the Letter of Assent set forth in **Attachment "A"** hereto, prior to the commencement of work. At the time that any Contractor enters into a subcontract with any subcontractor of any tier providing for the performance on the construction contract, the Contractor shall provide a copy of this Agreement to said subcontractor and shall require the subcontractor, as a part of accepting the award of a construction subcontract, to agree in writing in the form of a Letter of Assent to be bound by each and every provision of this Agreement prior to the commencement of work on the Project. No Contractor or subcontractor shall commence Project Work without having first provided a copy of the Letter of Assent as executed by it to the Community Workforce Coordinator and to the Council forty-eight (48) hours before the commencement of Project Work, or within forty-eight (48) hours after the award of Project Work to that Contractor (or subcontractor), whichever occurs later.

2.5.3 The District agrees that to the extent permitted by law and consistent with the economy and efficiency of construction and operation, it will use its best efforts to purchase materials, equipment and supplies which will not create labor strife. Under all circumstances,

however, the District shall retain the absolute right to select the lowest reliable and responsible bidder for the award of contracts on all projects.

Section 2.6 Coverage Exception: This Agreement shall not apply if the District receives funding or assistance from any Federal, State, local or other public entity for the Construction Contract if a requirement, condition or other term of receiving that funding or assistance, at the time of the awarding of the contract, is that the District not require, bidders, contractors, subcontractors or other persons or entities to enter into an agreement with one or more labor organizations or enter into an agreement that contains any of the terms set forth herein. The District agrees that it will make every effort to establish the enforcement of this Agreement with any governmental agency or granting authority.

Section 2.7 Master Labor Agreements:

2.7.1 The provisions of this Agreement, including the Master Labor Agreements (which are the local collective bargaining agreements of the signatory Unions having jurisdiction over the work on the Project, as such may be changed from time-to-time and which are incorporated herein by reference) shall apply to the work covered by this Agreement, notwithstanding the provisions of any other local, area and/or national agreement which may conflict with or differ from the terms of this Agreement. However, such does not apply to work performed under the National Cooling Tower Agreement, the National Stack Agreement, the National Transit Division Agreement (NTD), or within the jurisdiction of the International Union of Elevator Constructors and all instrument calibration and loop checking work performed under the terms of the UA/IBEW Joint National Agreement for Instrument and Control Systems Technicians except that Articles dealing with Work Stoppages and Lock-Outs, Work Assignments and Jurisdictional Disputes, and Settlement of Grievances and Disputes shall apply to such work. It is specifically agreed that no later agreement shall be deemed to have precedence over this Agreement unless signed by all Parties signatory hereto who are then currently employed or represented at the Project. Where a subject covered by the provisions of this Agreement is also covered by a Master Labor Agreements, the provisions of this Agreement shall apply. Where a subject is covered by a provision of a Master Labor Agreements and not covered by this Agreement, the provisions of the Master Labor Agreements shall prevail. Any dispute as to the applicable source between this Agreement and any Master Labor Agreements for determining the wages, hours of working conditions of employees on this Project shall be resolved under the procedures established in Article 9.

2.7.2 It is understood that this Agreement, together with the referenced Master Labor Agreements, constitutes a self-contained, stand-alone agreement and by virtue of having become bound to this Community Workforce Agreement, the Contractor will not be obligated to sign any other local, area or national collective bargaining agreement as a condition of performing work within the scope of this Agreement (provided, however, that the Contractor may be required to sign an uniformly applied, non-discriminatory "Subscription Agreement" or "Participation Agreement" at the request of the trustees or administrator of a trust fund established pursuant to Section 302 of the Labor Management Relations Act, and to which such Contractor is bound to make contributions under this Agreement, provided that such Participation Agreement does not purport to bind the Contractor beyond the terms and conditions of this Agreement and/or expand its obligation to make contributions pursuant thereto). It shall be the responsibility of the prime

Contractor to have each of its subcontractors sign such Agreement with the appropriate Craft Union prior to the subcontractor beginning Project Work.

Section 2.8 Binding Signatories Only: This Agreement shall only be binding on the signatory Parties hereto, and shall not apply to the parents, affiliates, subsidiaries, or other ventures of any such Party.

Section 2.9 Other District Work: This Agreement shall be limited to the construction work within the Scope of this Agreement including, specifically, site preparation and related demolition work, and new construction and major rehabilitation work for new or existing facilities referenced in Section 2.2 above. Nothing contained herein shall be interpreted to prohibit, restrict, or interfere with the performance of any other operation, work or function not covered by this Agreement, which may be performed by District employees or contracted for by the District for its own account, on its property or in and around a Project site.

Section 2.10 Separate Liability: It is understood that the liability of the Contractor(s) and the liability of the separate Unions under this Agreement shall be several and not joint. The Unions agree that this Agreement does not have the effect of creating any joint employment status between or among the District or Community Workforce Coordinator and/or any Contractor.

Section 2.11 Completed Project Work: As areas of Project Work are accepted by the District, this Agreement shall have no further force or effect on such items or areas except where the Contractor is directed by the District or its representatives to engage in repairs, modification, check-out and/or warranties functions required by its contract(s) with the District.

### **ARTICLE 3 UNION RECOGNITION AND EMPLOYMENT**

Section 3.1 Recognition: The Contractor recognizes the Council and the Unions as the exclusive bargaining representative for the employees engaged in Project Work.

Section 3.2 Contractor Selection of Employees: The Contractor shall have the right to determine the competency of all employees, the number of employees required, the duties of such employees within their craft jurisdiction, and shall have the sole responsibility for selecting employees to be laid off, consistent with Section 3.3 and Section 4.3, below. The Contractor shall also have the right to reject any applicant referred by a Union for any reason, subject to any reporting pay required by Section 6.6; provided, however, that such right is exercised in good faith and not for the purpose of avoiding the Contractor's commitment to employ qualified workers through the procedures endorsed in this Agreement.

Section 3.3 Referral Procedures:

3.3.1 For signatory Unions now having a job referral system contained in a Master Labor Agreements, the Contractor agrees to comply with such system and it shall be used exclusively by such Contractor, except as modified by this Agreement. Such job referral system will be operated in a nondiscriminatory manner and in full compliance with federal, state, and local laws and regulations which require equal employment opportunities and non-



discrimination. All of the foregoing hiring procedures, including related practices affecting apprenticeship, shall be operated so as to consider the goals of the District to encourage employment of District residents and utilization of small local businesses on the Project, and to facilitate the ability of all Contractors to meet their employment needs.

3.3.2 The Unions will exert their best efforts to recruit and refer sufficient numbers of skilled craft workers to fulfill the labor requirements of the Contractor, including specific employment obligations to which the Contractor may be legally and/or contractually obligated; and to refer apprentices as requested to develop a larger, skilled workforce. The Unions will work with their affiliated regional and national unions, and jointly with the Community Workforce Coordinator and others designated by the District, to identify and refer competent craft persons as needed for Project Work, and to identify and hire individuals, particularly residents of the District, for entrance into joint labor/management apprenticeship programs, or to participation in other identified programs and procedures to assist individuals in qualifying and becoming eligible for such apprenticeship programs, all maintained to increase the available supply of skilled craft personnel for Project Work and future construction of maintenance work to be undertaken by the District.

3.3.3 The Union shall not knowingly refer an employee currently employed by a Contractor on Project Work to any other Contractor.

3.3.4 The Parties are aware of the District's policy that Contractors and other employers shall not employ, on Project Work when minors may be present on or around the site of such Project Work during working hours, a person who would not be eligible for employment by the District under California Educational Code, Section 45123. The Parties shall endeavor to employ persons under this Article in compliance with this policy, and the Contractors agree to remove such an individual in their employ from the particular Project site at the request of the District or the Community Workforce Coordinator.

Section 3.4 Non-Discrimination in Referral, Employment, and Contracting: The Unions and Contractors agree that they will not discriminate against any employee or applicant for employment in hiring and dispatching on the basis of race, color, religion, sex, gender, national origin, age, membership in a labor organization, sexual orientation, political affiliation, marital status or disability. Further, it is recognized that the District has certain policies, programs, and goals for the utilization of local small business enterprises. The Parties shall jointly endeavor to assure that these commitments are fully met, and that any provisions of this Agreement which may appear to interfere within a local and small business enterprises successfully bidding for work within the scope of this Agreement shall be carefully reviewed, and adjustments made as may be appropriate and agreed upon among the Parties, to ensure full compliance with the spirit and letter of the District's policies and commitment to its goals for the significant utilization of local and small businesses as direct Contractors or suppliers for Project Work.

Section 3.5 Employment of District Area Residents:

3.5.1 The Unions and Employers agree that, to the extent allowed by law, and as long as they possess the requisite skills and qualifications, the Unions will exert their best efforts to refer and/or recruit sufficient numbers of qualified area residents, as well as Veterans, regardless

of their place of residence, to fulfill the requirements of the Employers. In recognition of the fact that the District and the communities surrounding Project Work will be impacted by the construction of the Project Work, the parties agree to support the hiring of workers from the residents of these surrounding areas (“Area Residents”), as well as Veterans and students which have graduated from the District, regardless of where they reside. Towards that end, the Unions agree that they will exert their best efforts to encourage and provide referrals and utilization of qualified workers:

(i) First, Area Residents residing in those first tier zip codes which cover the District service area, as reflected on the attached list of zip codes on Attachment B, as well as Veterans and students which have graduated from the District, regardless of where they reside;

(ii) If the Unions cannot provide the Employers in the attainment of a sufficient number of qualified workers from paragraph (i), above, the Unions will exert their best efforts to then recruit and identify for referral qualified workers residing within a ten ( 10) mile radius from the District’s headquarters, as reflected on the attached list of zip codes on “Attachment B.”

(iii) If the Unions still have not provided the Employers in the attainment of a sufficient number of qualified workers from paragraphs (i) and (ii), above, the Unions will then exert their best efforts to recruit and identify for referral qualified workers residing within the remainder of the County of Orange.

Qualified workers residing within any of these three (3) areas described above, as well as Veterans and student graduates, regardless of where they reside, shall be referred to as “Local Residents.”

3.5.2 A goal of 30% of all of the labor and craft positions shall be from Local Residents described in 3.5.1, above. To facilitate the dispatch of Local Residents, all Contractors will be required to utilize the Craft Employee Request Form whenever they are requesting the referral of any employee from a Union referral list for any Project Work, a sample of which is attached as **Attachment “C.”** When Local Residents are requested by the Contractors, the Unions will refer such workers regardless of their place in the Unions’ hiring halls’ list and normal referral procedures. Work performed by residents of states other than California shall not be included in the calculation of the labor and craft positions for purposes of the percentage requirements set forth above.

3.5.3 The Community Workforce Coordinator shall work with the Unions and Contractors in the administration of this Local Resident preference; and the Contractors and Unions shall cooperate by maintaining adequate records to demonstrate to the Community Workforce Coordinator that such preferences have been pursued.

3.5.4 Hours worked by residents of states other than California shall not be included in the calculation of total hours of Project Work for purposes of the percentage requirements set forth above.

Section 3.6 Helmets to Hardhats: The Employers and the Unions recognize a desire to facilitate the entry into the building and construction trades of veterans who are interested in careers in the building and construction industry. The employers and Unions agree to utilize the services of the Center for Military Recruitment, Assessment and Veterans Employment (hereinafter “Center”) and the Center’s “Helmets to Hardhats” program to serve as a resource for preliminary orientation, assessment of construction aptitude, referral to apprenticeship programs or hiring halls, counseling and mentoring, support network, employment opportunities and other needs as identified by the Parties. For purposes of this Agreement, the term “Eligible Veteran” shall have the same meaning as the term “veteran” as defined under Title 5, Section 2108(1) of the United States Code as the same may be amended or re-codified from time to time. It shall be the responsibility of each qualified District resident to provide the Unions with proof of his/her status as an Eligible Veteran.

The Unions and Employers agree to coordinate with the Center to create and maintain an integrated database of veterans interested in working on this Project and of apprenticeship and employment opportunities for this Project. To the extent permitted by law, the Unions will give credit to such veterans for bona fide, provable past experience.

Section 3.7 Core Employees:

3.7.1 Except as otherwise provided in separate collective bargaining agreement(s) to which the Contractor is signatory, Contractors may employ, as needed, first, a member of his core workforce, then an employee through a referral from the appropriate Union hiring hall, then a second core employee, then a second employee through the referral system, and so on until a maximum of five (5) core employees are employed, thereafter, all additional employees in the affected trade or craft shall be requisitioned from the craft hiring hall in accordance with Section 3.3. In the laying off of employees, the number of core employees shall not exceed one-half plus one of the workforce for an employer with ten (10) or fewer employees, assuming the remaining employees are qualified to undertake the work available. This provision applies only to Contractors who are not directly signatory to a current Master Labor Agreement for the craft worker in its employ and is not intended to limit the transfer provisions of the Master Labor Agreement of any trade. As part of this process, and in order to facilitate the contract administration procedures, as well as appropriate fringe benefit fund coverage, all Contractors shall require their core employees and any other persons employed other than through the referral process, to register with the appropriate Union hiring hall, if any, prior to their first day of employment at a project site.

3.7.2 The core work force is comprised of those employees whose names appeared on the Contractor’s active payroll for sixty (60) of the one hundred (100) working days immediately before award of Project Work to the Contractor; who possess any license required by state or federal law for the Project Work to be performed; who have the ability to safely perform the basic functions of the applicable trade; have worked a total of at least two thousand (2,000) hours in the specific construction craft during the prior four (4) years; and who have been residing within the zip codes within the geographic area serviced by the District for the one hundred (100) working days immediately prior to the award of Project Work to the Contractor.

3.7.3 Prior to each Contractor performing any work on the Project, each Contractor shall provide a list of his core employees to the Community Workforce Coordinator and the Council. Failure to do so will prohibit the Contractor from using any core employees. Upon request by any Party to this Agreement, the Contractor hiring any core employee shall provide satisfactory proof (i.e., payroll records, quarterly tax records, driver's license, voter registration, postal address and such other documentation) evidencing the core employee's qualification as a core employee to the Community Workforce Coordinator and the Council.

Section 3.8 Time for Referral: If any Union's registration and referral system does not fulfill the requirements for specific classifications requested by any Contractor within forty-eight (48) hours (excluding Saturdays, Sundays and holidays), that Contractor may use employment sources other than the Union registration and referral services, and may employ applicants meeting such standards from any other available source. The Contractors shall inform the Union of any applicants hired from other sources within forty-eight (48) hours of such applicant being hired, and such applicants shall register with the appropriate hiring hall, if any.

Section 3.9 Lack of Referral Procedure: If a signatory Union does not have a job referral system as set forth in Section 3.3 above, the Contractors shall give the Union equal opportunity to refer applicants. The Contractors shall notify the Union of employees so hired, as set forth in Section 3.5.

Section 3.10 Union Membership: No employee covered by this Agreement shall be required to join any Union as a condition of being employed, or remaining employed, for the completion of Project Work; provided, however, that any employee who is a member of the referring Union at the time of referral shall maintain that membership in good standing while employed under this Agreement. All employees shall, however, be required to comply with the union security provisions of the applicable Master Labor Agreement for the period during which they are performing on-site Project Work to the extent, as permitted by law, of rendering payment of an amount equal to the applicable monthly window and working dues uniformly required for membership in the Union.

Section 3.11 Individual Seniority: Except as provided in Section 4.3, individual seniority shall not be recognized or applied to employees working on the Project; provided, however, that group and/or classification seniority in a Union's Master Labor Agreement as of the effective date of this Agreement shall be recognized for purposes of layoffs.

Section 3.12 Foremen: The selection and number of craft foreman and/or general foreman shall be the responsibility of the Contractor. All foremen shall take orders exclusively from the designated Contractor representatives. Craft foreman shall be designated as working foreman at the request of the Contractors.

Section 3.13 District Security Requirements: The Parties are aware of the District's policy that Contractors and other employers shall not employ a person who would not be eligible for employment by the District under California Education Code, Section 45123. All persons working on Project Work, including all employees hired by a Contractor (or referred by a Signatory Union) to work on Project Work, shall be required to comply with all criminal background check certification requirements and policies of District for those persons who may

come in contact with, or work in close proximity to, minors in the course of performing work on a Project. Contractors may refuse to employ any person who declines to comply with District's background check requirements or who is otherwise determined to be disqualified from participating in Project Work because of a disqualifying conviction. Similarly, District may ban or order the immediate removal of any person disqualified from working in the presence of, or in close proximity to, minors.

#### **ARTICLE 4 UNION ACCESS AND STEWARDS**

Section 4.1 Access to Project Sites: Authorized representatives of the Union shall have access to Project Work, provided that they do not interfere with the work of employees and further provided that such representatives fully comply with posted visitor, security and safety rules.

Section 4.2 Stewards:

4.2.1 Each signatory Union shall have the right to dispatch a working journey person as a steward for each shift, and shall notify the Contractor in writing of the identity of the designated steward or stewards prior to the assumption of such person's duties as steward. Such designated steward or stewards shall not exercise any supervisory functions. There will be no non-working stewards. Stewards will receive the regular rate of pay for their respective crafts.

4.2.2 In addition to his/her work as an employee, the steward should have the right to receive, but not to solicit, complaints or grievances and to discuss and assist in the adjustment of the same with the employee's appropriate supervisor. Each steward should be concerned only with the employees of the steward's Contractor and, if applicable, subcontractor(s), and not with the employees of any other Contractor. A Contractor will not discriminate against the steward in the proper performance of his/her Union duties.

4.2.3 When a Contractor has multiple, non-contiguous work locations at one site, the Contractor may request and the Union shall appoint such additional working stewards as the Contractor requests to provide independent coverage of one or more such locations. In such cases, a steward may not service more than one work location without the approval of the Contractor.

4.2.4 The stewards shall not have the right to determine when overtime shall be worked or who shall work overtime.

Section 4.3 Steward Layoff/Discharge: The relevant Contractor agrees to notify the appropriate Union twenty-four (24) hours before the layoff of a steward, except in the case of disciplinary discharge for just cause. If the steward is protected against such layoff by the provisions of the applicable Master Labor Agreement, such provisions shall be recognized when the steward possesses the necessary qualifications to perform the remaining work. In any case in which the steward is discharged or disciplined for just cause, the appropriate Union will be notified immediately by the Contractor, and such discharge or discipline shall not become final

(subject to any later filed grievance) until twenty-four (24) hours after such notice has been given.

Section 4.4 Employees on Non-Project Work: On work where the personnel of the District may be working in close proximity to the construction activities covered by this Agreement, the Union agrees that the Union representatives, stewards, and individual workers will not interfere with the District personnel, or with personnel employed by the any other employer not a Party to this Agreement.

## **ARTICLE 5 WAGES AND BENEFITS**

Section 5.1 Wages: All employees covered by this Agreement shall be classified in accordance with work performed and paid by the Contractors the hourly wage rates for those classifications in compliance with the applicable prevailing wage rate determination established pursuant to applicable law. If a prevailing rate increases under law, the Contractor shall pay that rate as of its effective date under the law. Notwithstanding any other provision of this Agreement, this Agreement does not relieve Contractors directly signatory to one or more of the Master Labor Agreements from paying all wages set forth in such Agreements.

Section 5.2 Benefits:

5.2.1 Contractors shall pay contributions to the established employee benefit funds in the amounts designated in the appropriate Master Labor Agreement and make all employee authorized deductions in the amounts designated in the appropriate Master Labor Agreement; provided, however, that such contributions shall not exceed the contribution amounts set forth in the applicable prevailing wage determination. Notwithstanding any other provision of this Agreement, Contractors directly signatory to one or more of the Master Labor Agreements are required to make all contributions set forth in those Master Labor Agreements without reference to the forgoing. Bona fide benefit plans with joint trustees or authorized employee deduction programs established or negotiated under the applicable Master Labor Agreement or by the Parties to this Agreement during the life of this Agreement may be added.

5.2.2 The Contractor adopts and agrees to be bound by the written terms of the applicable, legally established, trust agreement(s) specifying the detailed basis on which payments are to be made into, and benefits paid out of, such trust funds for its employees. The Contractor authorizes the Parties to such trust funds to appoint trustees and successor trustees to administer the trust funds and hereby ratifies and accepts the trustees so appointed as if made by the Contractor.

5.2.3 Each Contractor and subcontractor is required to certify to the Community Workforce Coordinator that it has paid all benefit contributions due and owing to the appropriate Trust(s) prior to the receipt of its final payment and/or retention. Further, upon timely notification by a Union to the Community Workforce Coordinator, the Community Workforce Coordinator shall work with any prime Contractor or subcontractor who is delinquent in payments to assure that proper benefit contributions are made, to the extent of requesting the

District or the prime Contractor to withhold payments otherwise due such Contractor, until such contributions have been made or otherwise guaranteed.

Section 5.3 Wage Premiums: Wage premiums, including but not limited to pay based on height of work, hazard pay, scaffold pay and special skills shall not be applicable to work under this Agreement, except to the extent provided for in any applicable prevailing wage determination.

Section 5.4 Compliance with Prevailing Wage Laws: The Parties agree that the Community Workforce Coordinator shall monitor the compliance by all Contractors and subcontractors with all applicable federal and state prevailing wage laws and regulations, and that such monitoring shall include Contractors engaged in what would otherwise be Project Work but for the exceptions to Agreement coverage in Section 2.2. All complaints regarding possible prevailing wage violations shall be referred to the Community Workforce Coordinator for processing, investigation and resolution, and if not resolved within thirty (30) calendar days, may be referred by any party to the state labor commissioner.

## **ARTICLE 6 WORK STOPPAGES AND LOCK-OUTS**

Section 6.1 No Work Stoppages or Disruptive Activity: The Council and the Unions agree that neither they, and each of them, nor their respective officers or agents or representatives, shall incite or encourage, condone or participate in any strike, walk-out, slow-down, picketing, observing picket lines or other activity of any nature or kind whatsoever, for any cause or dispute whatsoever with respect to or in any way related to Project Work, or which interferes with or otherwise disrupts Project Work, or with respect to or related to the District or Contractors or subcontractors, including, but not limited to economic strikes, unfair labor practice strikes, safety strikes, sympathy strikes and jurisdictional strikes whether or not the underlying dispute is subject to arbitration. Any such actions by the Council, or Unions, or their members, agents, representatives or the employees they represent shall constitute a violation of this Agreement. The Council and the Union shall take all steps necessary to obtain compliance with this Article and neither should be held liable for conduct for which it is not responsible.

Section 6.2 Employee Violations: The Contractor may discharge any employee violating Section 6.1 above and any such employee will not be eligible for rehire under this Agreement.

Section 6.3 Standing to Enforce: The District, the Community Workforce Coordinator, or any Contractor affected by an alleged violation of Section 6.1 shall have standing and the right to enforce the obligations established therein.

Section 6.4 Expiration of Master Labor Agreements: If the Master Labor Agreement, or any local, regional, and other applicable collective bargaining agreements expire during the term of the Project, the Union(s) agree that there shall be no work disruption of any kind as described in Section 6.1 above as a result of the expiration of any such agreement(s) having application on this Project and/or failure of the involved Parties to that agreement to reach a new contract. Terms and conditions of employment established and set at the time of bid shall remain established and set. Otherwise to the extent that such agreement does expire and the Parties to

that agreement have failed to reach concurrence on a new contract, work will continue on the Project on one of the following two (2) options, both of which will be offered by the Unions involved to the Contractors affected:

6.4.1 Each of the Unions with a contract expiring must offer to continue working on the Project under interim agreements that retain all the terms of the expiring contract, except that the Unions involved in such expiring contract may each propose wage rates and employer contribution rates to employee benefit funds under the prior contract different from what those wage rates and employer contributions rates were under the expiring contracts. The terms of the Union's interim agreement offered to Contractors will be no less favorable than the terms offered by the Union to any other employer or group of employers covering the same type of construction work in Orange County.

6.4.2 Each of the Unions with a contract expiring must offer to continue working on the Project under all the terms of the expiring contract, including the wage rates and employer contribution rates to the employee benefit funds, if the Contractor affected by that expiring contract agrees to the following retroactive provisions: if a new Master Labor Agreement, local, regional or other applicable labor agreement for the industry having application at the Project is ratified and signed during the term of this Agreement and if such new labor agreement provides for retroactive wage increases, then each affected Contractor shall pay to its employees who performed work covered by this Agreement at the Project during the hiatus between the effective dates of such expired and new labor agreements, an amount equal to any such retroactive wage increase established by such new labor agreement, retroactive to whatever date is provided by the new labor agreement for such increase to go into effect, for each employee's hours worked on the Project during the retroactive period. All Parties agree that such affected Contractors shall be solely responsible for any retroactive payment to its employees.

6.4.3 Some Contractors may elect to continue to work on the Project under the terms of the interim agreement option offered under paragraph 6.4.1, above and other Contractors may elect to continue to work on the Project under the retroactivity option offered under paragraph 6.4.2, above. To decide between the two options, Contractors will be given one week after the particular labor agreement has expired or one week after the Union has personally delivered to the Contractors in writing its specific offer of terms of the interim agreement pursuant to paragraph 6.4.1 above, whichever is the later date. If the Contractor fails to timely select one of the two options, the Contractor shall be deemed to have selected option 6.4.2.

Section 6.5 No Lockouts: Contractors shall not cause, incite, encourage, condone or participate in any lock-out of employees with respect to Project Work during the term of this Agreement. The term "lock-out" refers only to a Contractor's exclusion of employees in order to secure collective bargaining advantage, and does not refer to the discharge, termination or layoff of employees by the Contractor for any reason in the exercise of rights pursuant to any provision of this Agreement, or any other agreement, nor does "lock-out" include the District's decision to stop, suspend or discontinue any Project Work or any portion thereof for any reason.



Section 6.6 Best Efforts to End Violations:

6.6.1 If a Contractor contends that there is any violation of this Article or Section 7.3, it shall notify, in writing, the Executive Secretary of the Council, the Senior Executive of the involved Union(s) and the Community Workforce Coordinator. The Executive Secretary and the leadership of the involved Union(s) will immediately instruct, order and use their best efforts to cause the cessation of any violation of the relevant Article.

6.6.2 If the Union contends that any Contractor has violated this Article, it will notify the Contractor and the Community Workforce Coordinator, setting forth the facts which the Union contends violate the Agreement, at least twenty-four (24) hours prior to invoking the procedures of Section 7.8. The Community Workforce Coordinator shall promptly order the involved Contractor(s) to cease any violation of the Article.

Section 6.7 Withholding of services for failure to pay wages and fringe benefits:

Notwithstanding any provision of this Agreement to the contrary, it shall not be a violation of this Agreement for any Union to withhold the services of its members (but not the right to picket) from a particular Contractor who:

6.7.1 fails to timely pay its weekly payroll; or

6.7.2 fails to make timely payments to the Union's Joint Labor/Management Trust Funds in accordance with the provisions of the applicable Master Labor Agreements. Prior to withholding its members' services for the Contractor's failure to make timely payments to the Union's Joint Labor/Management Trust Funds, the Union shall give at least ten (10) days (unless a lesser period of time is provided in the Union's Master Labor Agreement, but in no event less than forty-eight (48) hours) written notice of such failure to pay by registered or certified mail, return receipt requested, and by facsimile transmission to the involved Contractor and the District. Union will meet within the ten (10) day period to attempt to resolve the dispute.

6.7.3 Upon the payment of the delinquent Contractor of all monies due and then owing for wages and/or fringe benefit contributions, the Union shall direct its members to return to work and the Contractor shall return all such members back to work.

Section 6.8 Expedited Enforcement Procedure: Any party, including the District, which is an intended beneficiary of this Article, or the Community Workforce Coordinator, may institute the following procedures, in lieu of or in addition to any other action at law or equity, when a breach of Section 6.1, 6.5 or Section 7.3 is alleged.

6.8.1 The party invoking this procedure shall notify Lou Zigman, who has been selected by the negotiating Parties, and whom the Parties agree shall be the permanent arbitrator under this procedure. If the permanent arbitrator is unavailable at any time, the party invoking this procedure shall notify one of the alternates selected by the Parties, in that order on an alternating basis. Notice to the arbitrator shall be by the most expeditious means available, with notices to the Parties alleged to be in violation, and to the Council if it is a Union alleged to be in violation. For purposes of this Article, written notice may be given by telegram, facsimile, hand-delivery or overnight mail and will be deemed effective upon receipt.

6.8.2 Upon receipt of said notice, the arbitrator named above or his/her alternate shall sit and hold a hearing within twenty-four (24) hours if it is contended that the violation still exists, but not sooner than twenty-four (24) hours after notice has been dispatched to the Council of the involved Union(s) and/or Contractor as required by Section 8.6, above.

6.8.3 The arbitrator shall notify the Parties of the place and time chosen for this hearing. Said hearing shall be completed in one session, which, with appropriate recesses at the arbitrator's discretion, shall not exceed twenty-four (24) hours unless otherwise agreed upon by all Parties. A failure of any Party or Parties to attend said hearings shall not delay the hearing of evidence or the issuance of any award by the arbitrator.

6.8.4 The sole issue at the hearing shall be whether or not a violation of Sections 6.1, 6.5 or Section 7.3 has in fact occurred. The arbitrator shall have no authority to consider any matter in justification, explanation or mitigation of such violation or to award damages. The Award shall be issued in writing within three (3) hours after the close of the hearing, and may be issued without an opinion. If any party desires a written opinion, one shall be issued within fifteen (15) days, but its issuance shall not delay compliance with, or enforcement of, the Award. The arbitrator may order cessation of the violation of the Article and other appropriate relief, and such Award, upon issuance, shall be served on all Parties by hand or registered mail.

6.8.5 Such Award shall be final and binding on all Parties and may be enforced by any court of competent jurisdiction upon the filing of this Agreement and all other relevant documents referred to herein above in the following manner. Written notice of the filing of such enforcement proceedings shall be given to the other party. In any judicial proceeding to obtain a temporary order enforcing the arbitrator's Award as issued under Section 6.8(d) of this Article, all Parties waive the right to a hearing and agree that such proceedings may be ex parte. Such agreement does not waive any Party's right to participate in a hearing for a final order of enforcement. The court's order or orders enforcing the arbitrator's award shall be served on all Parties by hand or by delivery to their address as shown on this Agreement (for a Union), as shown in their business contract for work under this Agreement (for a Contractor) and to the representing Union (for an employee), by certified mail by the Party or Parties first alleging the violation.

6.8.6 Any rights created by statute or law governing arbitration proceedings inconsistent with the above procedure or which interfere with compliance hereto are hereby waived by the Parties to whom they accrue.

6.8.7 The fees and expenses of the arbitrator shall be equally divided between the party or Parties initiating this procedure and the respondent Party or Parties.

## **ARTICLE 7 WORK ASSIGNMENTS AND JURISDICTIONAL DISPUTES**

Section 7.1 Assignment of Work: The assignment of Project Work will be solely the responsibility of the Employer performing the work involved; and such work assignments will be

in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the “Plan”) or any successor Plan.

Section 7.2 The Plan: All jurisdictional disputes on this Project between or among the building and construction trades Unions and the Employers parties to this Agreement, shall be settled and adjusted according to the present Plan established by the Building and Construction Trades Department or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department. Decisions rendered shall be final, binding and conclusive on the Employers and Unions parties to this Agreement.

Section 7.3 If a dispute arising under this Article involves the Southwest Regional Council of Carpenters or any of its subordinate bodies, an Arbitrator shall be chosen by the procedures specified in Article V, Section 5, of the Plan from a list composed of John Kagel, Thomas Angelo, Robert Hirsch, and Thomas Pagan, and the Arbitrator’s hearing on the dispute shall be held at the offices of the applicable Building and Construction Trades Council within fourteen (14) days of the selection of the Arbitrator. All other procedures shall be as specified in the Plan.

Section 7.4 No Work Disruption Over Jurisdiction: All jurisdictional disputes shall be resolved without the occurrence of any strike, work stoppage, or slow-down of any nature, and the Employer’s assignment shall be adhered to until the dispute is resolved. Individuals violating this section shall be subject to immediate discharge.

Section 7.5 Pre-Job Conferences: As provided in Article 16, each Employer will conduct a pre-job conference with the Council prior to commencing work. The Primary Employer and the Owner will be advised in advance of all such conferences and may participate if they wish. Pre-job conferences for different Employers may be held together.

Section 7.6 Resolution of Jurisdictional Disputes: If any actual or threatened strike, sympathy strike, work stoppage, slow down, picketing, hand-billing or otherwise advising the public that a labor dispute exists, or interference with the progress of Project Work by reason of a jurisdictional dispute or disputes occurs, the Parties shall exhaust the expedited procedures set forth in the Plan, if such procedures are in the plan then currently in effect, or otherwise as in Article 6 above.

## **ARTICLE 8 MANAGEMENT RIGHTS**

Section 8.1 Contractor Rights: The Contractors retain the full and exclusive authority for the management of their operations, as set forth in this Article, unless expressly limited or required by a specific provision of this Agreement or an applicable Master Labor Agreement. The Contractor’s rights include, but are not limited to, the right to:

8.1.1 Plan, direct and control operations of all work;

8.1.2 Hire, promote, transfer and layoff their own employees, respectively, as deemed appropriate to satisfy work and/or skill requirements;

8.1.3 Promulgate and require all employees to observe reasonable job rules and security and safety regulations;

8.1.4 Discharge, suspend or discipline their own employees for just cause;

8.1.5 Utilize, in accordance with District approval, any work methods, procedures or techniques, and select, use and install any types or kinds of materials, apparatus or equipment, regardless of source of manufacture or construction; assign and schedule work at their discretion; and

8.1.6 Assign overtime, determine when it will be worked and the number and identity of employees engaged in such work, subject to such provisions in the applicable Master Labor Agreement(s) requiring such assignments be equalized or otherwise made in a nondiscriminatory manner.

Section 8.2 Specific District Rights: In addition to the following and other rights of the District enumerated in this Agreement, the District expressly reserves its management rights and all the rights conferred on it by law. The District's rights (and those of the Contractor Administrator on its behalf) include but are not limited to the right to:

8.2.1 Inspect any construction site or facility to ensure that the Contractor follows the applicable safety and other work requirements;

8.2.2 Require Contractors to establish a different work week or shift schedule for particular employees as required to meet the operational needs of the Project Work at particular locations;

8.2.3 At its sole option, terminate, delay and/or suspend any and all portions of the Project Work at any time; prohibit some or all work on certain days or during certain hours of the day to accommodate the ongoing operations of the District's educational facilities and/or to mitigate the effect of ongoing Project Work on businesses and residents in the neighborhood of the Project site; and/or require such other operational or schedule changes it deems necessary, in its sole judgment, to effectively maintain its primary mission and remain a good neighbor to those in the area of its facilities. (In order to permit the Contractors and Unions to make appropriate scheduling plans, the District will provide the Community Workforce Coordinator, and the affected Contractor(s) and Union(s) with reasonable notice of any changes it requires pursuant to this section; provided, however, that if notice is not provided in time to advise employees not to report for work, show-up pay shall be due pursuant to the provisions of the applicable Master Labor Agreement);

8.2.4 Approve any work methods, procedures and techniques used by Contractors whether or not these methods, procedures or techniques are part of industry practices or customs; and

8.2.5 Investigate and process complaints, through its Community Workforce Coordinator, in the matters set forth in Articles 6 and 9.

Section 8.3 Use of Materials: There should be no limitations or restriction by Union upon a Contractor's choice of materials or design, nor, regardless of source or location, upon the full use and utilization, of equipment, machinery, packaging, precast, prefabricated, prefinished, or preassembled materials, tools or other labor saving devices, subject to the application of the State Public Contracts and Labor Codes as required by law in reference to offsite construction. Generally, the onsite installation or application of such items shall be performed by the craft having jurisdiction over such work. The District and its Community Workforce Coordinator shall advise all Contractors of, and enforce as appropriate, the off-site application of the prevailing wage law as it affects Project Work.

Section 8.4 Special Equipment, Warranties and Guaranties:

8.4.1 It is recognized that certain equipment of a highly technical and specialized nature may be installed at Project Work sites. The nature of the equipment, together with the requirements for manufacturer's warranties, may dictate that it be prefabricated, pre-piped and/or pre-wired and that it be installed under the supervision and direction of the District's and/or manufacturer's personnel. The Unions agree to install such equipment without incident.

8.4.2 The Parties recognize that the Contractor will initiate from time to time the use of new technology, equipment, machinery, tools, and other labor-savings devices and methods of performing Project Work. The Union agrees that they will not restrict the implementation of such devices or work methods. The Unions will accept and will not refuse to handle, install or work with any standardized and/or catalogue: parts, assemblies, accessories, prefabricated items, preassembled items, partially assembled items, or materials whatever their source of manufacture or construction.

8.4.3 If any disagreement between the Contractor and the Unions concerning the methods of implementation or installation of any equipment, or device or item, or method of work, arises, or whether a particular part or pre-assembled item is a standardized or catalog part or item, the work will precede as directed by the Contractor and the Parties shall immediately consult over the matter. If the disagreement is not resolved, the affected Union(s) shall have the right to proceed through the procedures set forth in Article 9.

**ARTICLE 9  
SETTLEMENT OF GRIEVANCES AND DISPUTES**

Section 9.1 Cooperation and Harmony on Site:

9.1.1 This Agreement is intended to establish and foster continued close cooperation between management and labor. The Council shall assign a representative to this Project for the purpose of assisting the Unions, and working with the Community Workforce Coordinator, together with the Contractors, to complete the construction of the Project economically, efficiency, continuously and without any interruption, delays or work stoppages.

9.1.2 The Community Workforce Coordinator, the Contractors, Unions, and employees collectively and individually, realize the importance to all Parties of maintaining continuous and

uninterrupted performance Project Work, and agree to resolve disputes in accordance with the grievance provisions set forth in this Article or, as appropriate, those of Article 7 or 8.

9.1.3 The Community Workforce Coordinator shall oversee the processing of grievances under this Article and Articles 6 and 7, including the scheduling and arrangements of facilities for meetings, selection of the arbitrator from the agreed-upon panel to hear the case, and any other administrative matters necessary to facilitate the timely resolution of any dispute; provided, however, it is the responsibility of the principal parties to any pending grievance to insure the time limits and deadlines are met.

Section 9.2 Processing Grievances: Any questions arising out of and during the term of this Agreement involving its interpretation and application, which includes applicable provisions of the Master Labor Agreements, but not jurisdictional disputes or alleged violations of Section 6.1 and 6.5 and similar provisions, shall be considered a grievance and subject to resolution under the following procedures.

Step 1. Employee Grievances: When any employee subject to the provisions of this Agreement feels aggrieved by an alleged violation of this Agreement, the employee shall, through his Union business representative or, job steward, within ten (10) working days after the occurrence of the violation, give notice to the work site representative of the involved Contractor stating the provision(s) alleged to have been violated. A business representative of the Union or the job steward and the work site representative of the involved Contractor shall meet and endeavor to adjust the matter within ten (10) working days after timely notice has been given. If they fail to resolve the matter within the prescribed period, the grieving party may, within ten (10) working days thereafter, pursue Step 2 of this grievance procedure provided the grievance is reduced to writing, setting forth the relevant information, including a short description thereof, the date on which the alleged violation occurred, and the provision(s) of the Agreement alleged to have been violated. Grievances and disputes settled at Step 1 shall be non-precedential except as to the parties directly involved.

Union or Contractor Grievances: Should the Union(s) or any Contractor have a dispute with the other Party(ies) and, if after conferring within ten (10) working days after the disputing Party knew or should have known of the facts or occurrence giving rise to the dispute, a settlement is not reached within five (5) working days, the dispute shall be reduced to writing and processed to Step 2 in the same manner as outlined in 1(a) above for the adjustment of an employee complaint.

Step 2. The business manager of the involved Union or his designee, together with the site representative of the involved Contractor, and the labor relations representative of the Community Workforce Coordinator, shall meet within seven (7) working days of the referral of the dispute to this second step to arrive at a satisfactory settlement thereof. If the Parties fail to reach an agreement, the dispute may be appealed in writing in accordance with the provisions of Step 3 within seven (7) calendar days after the initial meeting at Step 2.

Step 3. (a) If the grievance shall have been submitted but not resolved under Step 2, either the Union or Contractor Party may request in writing to the Community Workforce Coordinator (with copy (ies) to the other Party (ies)) within seven (7) calendar days after the

initial Step 2 meeting, that the grievance be submitted to an arbitrator selected from the agreed upon list below, on a rotational basis in the order listed. Those arbitrators are: (1) Louis Zigman; (2) Walt Daugherty; (3) Fredric Horowitz; (4) Edna Francis; and (5) William Rule. The decision of the arbitrator shall be final and binding on all Parties and the fee and expenses of such arbitrations shall be borne equally by the involved Contractor(s) and the involved Union(s).

(b) Failure of the grieving Party to adhere to the time limits established herein shall render the grievance null and void. The time limits established herein may be extended only by written consent of the Parties involved at the particular step where the extension is agreed upon. The arbitrator shall have the authority to make decisions only on issues presented and shall not have the authority to change, amend, add to or detract from any of the provisions of this Agreement.

(c) The fees and expenses incurred by the arbitrator, as well as those jointly utilized by the Parties (i.e., conference room, court reporter, etc.) in arbitration, shall be divided equally by the Parties to the arbitration, including Union(s) and Contractor(s) involved.

Section 9.3 Limit on Use of Procedures: Procedures contained in this Article shall not be applicable to any alleged violation of Articles 6 or 7, with a single exception that any employee discharged for violation of Section 6.2, or Section 7.3, may resort to the procedures of this Article to determine only if he/she was, in fact, engaged in that violation.

Section 9.4 Notice: The Community Workforce Coordinator (and the District, in the case of any grievance regarding the Scope of this Agreement) shall be notified by the involved Contractor of all actions at Steps 2 and 3, and further, the Community Workforce Coordinator shall, upon its own request, be permitted to participate fully as a party in all proceedings at such steps.

## **ARTICLE 10 REGULATORY COMPLIANCE**

Section 10.1 Compliance with All Laws: The Council and all Unions, Contractors, subcontractors and their employed shall comply with all applicable federal and state laws, ordinances and regulations including, but not limited to, those relating to safety and health, employment and applications for employment. All employees shall comply with the safety regulations established by the District, the Community Workforce Coordinator or the Contractor. Employees must promptly report any injuries or accidents to a supervisor.

Section 10.2 Monitoring Compliance: The Parties agree that the District shall require, and that the Community Workforce Coordinator and Council shall monitor, compliance by all Contractors and subcontractors with all federal and state laws regulation that, from time to time may apply to Project Work. It shall be the responsibility of both the Council and the Community Workforce Coordinator (on behalf of the District) to investigate or monitor compliance with these various laws and regulations. The Council may recommend to the Community Workforce Coordinator and/or the District procedures to encourage and enforce compliance with these laws and regulations.

Section 10.3 Prevailing Wage Compliance: The Council or Union shall refer all complaints regarding any potential prevailing wage violation to the Community Workforce Coordinator, who on its own, or with the assistance of the District's labor compliance program, shall process, investigate and resolve such complaints, consistent with Article 5, Section 5.4. The Council or Union, as appropriate, shall be advised in a timely manner with regard to the facts and resolution, if any, of any complaint. It is understood that this Section does not restrict any individual rights as established under the State Labor Code, including the rights of an individual to file a complaint with the State Labor Commissioner or to file a grievance for such violation under the grievance procedure set forth in this Agreement.

Section 10.4 Violations of Law: Based upon a finding of violation by the District of a federal and state law, and upon notice to the Contractor that it or its subcontractors are in such violation, the District, in the absence of the Contractor or subcontractor remedying such violation, shall take such action as it is permitted by law or contract to encourage that Contractor to come into compliance, including, but not limited to, assessing fines and penalties, and/or removing the offending Contractor from Project Work. Additionally, in accordance with the Agreement between the District and the Contractor, the District may cause the Contractor to remove from Project Work any subcontractor who is in violation of state or federal law.

## **ARTICLE 11 SAFETY AND PROTECTION OF PERSON AND PROPERTY**

### Section 11.1 Safety:

11.1.1 It shall be the responsibility of each Contractor to ensure safe working conditions and employee compliance with any safety rules contained herein or established by the District, the Community Workforce Coordinator or the Contractor. It is understood that employees have an individual obligation to use diligent care to perform their work in a safe manner and to protect themselves and the property of the Contractor and the District.

11.1.2 Employees shall be bound by the safety, security and visitor rules established by the Contractor, the Community Workforce Coordinator and/or the District. These rules will be published and posted. An employee's failure to satisfy his/her obligations under this section will subject him/her to discipline, up to and including discharge.

11.1.3 The Parties to this Agreement adopt the Los Angeles/Orange Counties Building and Construction Trades Council Approved Drug and Alcohol Testing Policy, a copy of which is attached hereto as **Attachment "D,"** and which shall be the policy and procedure utilized under this Agreement.

Section 11.2 Suspension of Work for Safety: A Contractor may suspend all or a portion of the job to protect the life and safety of employees. In such cases, employees will be compensated only for the actual time worked; provided, however, that where the Contractor requests employees to remain at the site and be available for work, the employees will be compensated for stand-by time at their basic hourly rate of pay.



Section 11.3 Water and Sanitary Facilities: The Contractor shall provide adequate supplies of drinking water and sanitary facilities for all employees as required by state law or regulation.

## **ARTICLE 12 TRAVEL AND SUBSISTENCE**

Travel expenses, travel time, subsistence allowances, zone rates and parking reimbursements shall be paid in accordance with the applicable Master Labor Agreement unless superseded by the applicable prevailing wage determination.

## **ARTICLE 13 APPRENTICES**

Section 13.1 Importance of Training: The Parties recognize the need to maintain continuing support of the programs designed to develop adequate numbers of competent workers in the construction industry, the obligation to capitalize on the availability of the local work force in the area served by the District, and the opportunities to provide continuing work under the construction program. To these ends, the Parties will facilitate, encourage, and assist local residents to commence and progress in Labor/Management Apprenticeship and/or training Programs in the construction industry leading to participation in such apprenticeship programs. The District, the Community Workforce Coordinator, other District consultants, and the Council, will work cooperatively to identify, or establish and maintain, effective programs and procedures for persons interested in entering the construction industry and which will help prepare them for the formal joint labor/management apprenticeship programs maintained by the signatory Unions.

### Section 13.2 Use of Apprentices:

13.2.1 Apprentices used on Projects under this Agreement shall be registered in Joint Labor Management Apprenticeship Programs approved by the State of California. Apprentices may comprise up to thirty percent (30%) of each craft's work force at any time, unless the standards of the applicable joint apprenticeship committee confirmed by the Division of Apprenticeship Standards ("DAS"), establish a lower or higher maximum percentage, and where such is the case, the applicable Union should use its best efforts with the Joint Labor Management apprenticeship committee and, if necessary, the DAS to permit up to thirty percent (30%) apprentices on the Project.

13.2.2 The Unions agree to cooperate with the Contractor in furnishing apprentices as requested up to the maximum percentage. The apprentice ratio for each craft shall be in compliance, at a minimum, with the applicable provisions of the Labor Code relating to utilization of apprentices. The District shall encourage such utilization, and, both as to apprentices and the overall supply of experienced workers, the Community Workforce Coordinator will work with the Council to assure appropriate and maximum utilization of apprentices and the continuing availability of both apprentices and journey persons.

13.2.3 The Parties agree that apprentices will not be dispatched to Contractors working under this Agreement unless there is a journeymen working on the project where the apprentice is to be employed who is qualified to assist and oversee the apprentice's progress through the program in which he is participating.

13.2.4 All apprentices shall work under the direct supervision of a journeyman from the trade in which the apprentice is indentured. A journeyman shall be defined as set forth in the California Code of Regulations, Title 8 [apprenticeship], Section 205, which defines a journeyman as a person who has either completed an accredited apprenticeship in his or her craft, or has completed the equivalent of an apprenticeship in length and content of work experience and all other requirements in the craft which has workers classified as journeyman in the apprenticeship occupation. Should a question arise as to a journeyman's qualification under this subsection, the Contractor shall provide adequate proof evidencing the worker's qualification as a journeyman to the Construction Manager and the Council.

## **ARTICLE 14**

### **WORK OPPORTUNITIES PROGRAM**

Section 14.1 The Parties to this Agreement support the development of increased numbers of skilled construction workers from among Area Residents to meet the labor needs of the Project, specifically, and the requirements of the local construction industry generally. Towards that end the Parties agree to cooperate respecting the establishment of a work opportunities program for Area Residents, the primary goals of which shall be to maximize construction work opportunities for traditionally underrepresented members of the community. In furtherance of the foregoing, the Unions specifically agree to:

14.1.1 Encourage the referral and utilization, to the extent permitted by law and hiring hall practices, of qualified Area Residents as journeymen, and apprentices on the Project and entrance into such qualified apprenticeship and training programs as may be operated by signatory Unions; and

14.1.2 Work cooperatively with the District and other District consultants to identify, or establish and maintain, effective programs, events and procedures for persons interested in entering the construction industry; and

14.1.3 Participate in District based job fairs, career days and outreach events; and

14.1.4 Provide speakers to speak at District programs and Academies as requested; and

14.1.5 Assist Area Residents in contacting pre-apprenticeship programs that utilize the Building Trades multi-craft core curriculum (MC3) and the Apprenticeship Training Committees for the crafts and trades they are interested in. The Unions shall assist Area Residents who are seeking Union jobs on the Project and Union membership in assessing their work experience and giving them credit for provable past experience in their relevant craft or trade, including experience gained working for non-union Contractors. The Unions shall put on their rolls qualified bona fide Area Residents for work on this Project; and

14.1.6 Allow tours of their JACs as requested; and

14.1.7 Provide a contact information list for all Union representatives and Joint Apprenticeship Committee representatives; and

14.1.8 Support local events and programs designed to recruit and develop adequate numbers of competent workers in the construction industry.

## **ARTICLE 15 WORKING CONDITIONS**

Section 15.1 Meal and Rest Periods: There will be no non-working times established during working hours except as may be required by applicable state law or regulations. Meal periods and Rest periods shall be as provided for in Wage Order 16. Individual coffee containers will be permitted at the employees' work location; however, there will be no organized coffee breaks.

Section 15.2 Work Rules: The District, the Community Workforce Coordinator, and/or relevant Contractor shall establish such reasonable work rules as they deem appropriate and not inconsistent with this Agreement. These rules will be posted at the work sites by the Contractor and may be amended thereafter as necessary. Failure to observe these rules and regulations by employees may be grounds for discipline up to and including discharge.

Section 15.3 Emergency Use of Tools and Equipment: There should be no restrictions on the emergency use of any tools by any qualified employee or supervisor, or on the use of any tools or equipment for the performance of work within the jurisdiction, provided the employee can safely use the tools and/or equipment involved and is in compliance with applicable governmental rules and regulations.

Section 15.4 Access Restrictions for Cars: Recognizing the nature of the work being conducted on the site, employee access by a private automobile may be limited to certain roads and/or parking areas.

## **ARTICLE 16 PRE-JOB CONFERENCES**

Each Contractor will conduct a pre-job conference with the Unions not later than fourteen (14) calendar days prior to commencing work. The purpose of the conference will be to, among other things, determine craft manpower needs, schedule of work for the contract and project work rules/owner rules. The Council, the Community Workforce Coordinator, and the District shall be advised in advance of all such conferences and may participate if they wish. All work assignments shall be disclosed by the Prime Contractor and all Contractors at a pre-job conference. Should there be Project Work that was not previously discussed at the pre-job conference, or additional project work be added, the contractors performing such work will conduct a separate pre-job conference for such newly included work. Any Union in disagreement with the proposed assignment shall notify the Contractor of its position in writing, with a copy to Community Workforce Coordinator, within seven (7) calendar days thereafter. Within seven (7) calendar days after the period allowed for Union notices of disagreement with the Contractor's proposed assignments, but prior to the commencement of any work, the Contractor shall make

final assignments in writing with copies to the Council and to the Community Workforce Coordinator.

## **ARTICLE 17 LABOR/MANAGEMENT COOPERATION**

Section 17.1 Joint Committee: The Parties to this Agreement may establish a six (6) person Joint Administrative Committee (JAC). This JAC shall be comprised of three (3) representatives selected by the District and three (3) representatives selected by the Council to monitor compliance with the terms and conditions of this Agreement. Each representative shall designate an alternate who shall serve in his or her absence for any purpose contemplated by this Agreement.

Section 17.2 Functions of Joint Committee: The Committee shall meet on a schedule to be determined by the Committee or at the call of the joint chairs, to discuss the administration of the Agreement, the progress of the Project, general labor management problems that may arise, and any other matters consistent with this Agreement. Substantive grievances or disputes arising under Articles 6, 7 or 9 shall not be reviewed or discussed by this Committee, but shall be processed pursuant to the provisions of the appropriate Article. The Community Workforce Coordinator shall be responsible for the scheduling of the meetings, the preparation of the agenda topics for the meetings, with input from the Unions the Contractors and the District. Notice of the date, time and place of meetings, shall be given to the Committee members at least three (3) days prior to the meeting. The District should be notified of the meetings and invited to send a representative(s) to participate. The Community Workforce Coordinator shall prepare quarterly reports on apprentice utilization and the training and employment of District residents, and a schedule of Project Work and estimated number of craft workers needed. The Committee or an appropriate subcommittee, may review such reports and make any recommendations for improvement, if necessary, including increasing the availability of skilled trades, and the employment of local residents or other individuals who should be assisted with appropriate training to qualify for apprenticeship programs.

Section 17.3 Subcommittees: The Committee may form subcommittees to consider and advise the full Committee with regard to safety and health issues affecting the Project and other similar issues affecting the overall Project, including any workers' compensation program initiated under this Agreement.

## **ARTICLE 18 SAVINGS AND SEPARABILITY**

Section 18.1 Savings Clause: It is not the intention of the District, the Community Workforce Coordinator, Contractor or the Union parties to violate any laws governing the subject matter of this Agreement. The Parties hereto agree that in the event any provision of this Agreement is finally held or determined to be illegal or void as being in contravention of any applicable law or regulation, the remainder of the Agreement shall remain in full force and effect unless the part or parts so found to be void are wholly inseparable from the remaining portions of this Agreement. Further, the Parties agree that if and when any provision(s) of this Agreement is finally held or determined to be illegal or void by a court of competent jurisdiction, the Parties will promptly

enter into negotiations concerning the substantive effect of such decision for the purposes of achieving conformity with the requirements of any applicable laws and the intent of the Parties hereto. If the legality of this Agreement is challenged and any form of injunctive relief is granted by any court, suspending temporarily or permanently the implementation of this Agreement, then the Parties agree that all Project Work that would otherwise be covered by this Agreement should be continued to be bid and constructed without application of this Agreement so that there is no delay or interference with the ongoing planning, bidding and construction of any Project Work.

Section 18.2 Effect of Injunctions or Other Court Orders: The Parties recognize the right of the District to withdraw, at its absolute discretion, the utilization of the Agreement as part of any bid specification should a Court of competent jurisdiction issue any order, or any applicable statute which could result, temporarily or permanently in delay of the bidding, awarding and/or construction on the Project. Notwithstanding such an action by the District, or such court order or statutory provision, the Parties agree that the Agreement shall remain in full force and the fact on covered Project Work to the maximum extent legally possible.

## **ARTICLE 19 WAIVER**

A waiver of or a failure to assert any provisions of this Agreement by any or all of the Parties hereto shall not constitute a waiver of such provision for the future. Any such waiver shall not constitute a modification of the Agreement or change in the terms and conditions of the Agreement and shall not relieve, excuse or release any of the Parties from any of their rights, duties or obligations hereunder.

## **ARTICLE 20 AMENDMENTS**

The provisions of this Agreement can be renegotiated, supplemented, rescinded or otherwise altered only by mutual agreement in writing, hereafter signed by the negotiating Parties hereto.

## **ARTICLE 21 DURATION OF THE AGREEMENT**

### Section 21.1 Duration:

21.1.1 This Agreement shall be effective from the date signed by all Parties and shall remain in effect for a period of five (5) years and shall continue in effect from year to year thereafter unless either Party provides written notice of its intent to terminate, sent no earlier than ninety (90) days or later than sixty (60) days prior to the termination date or successor termination date. Any covered Project awarded during the term of this Agreement shall continue to be covered hereunder, until completion of the Project, notwithstanding the expiration date of this Agreement.

21.1.2 This Agreement may be extended by mutual consent of the District and the Unions for such further periods as the Parties shall agree to.

Section 21.2 Turnover and Final Acceptance of Completed Work:

21.2.1 Construction of any phase, portion, section, or segment of Project Work shall be deemed complete when such phase, portion, section or segment has been turned over to the District by the Contractor and the District has accepted such phase, portion, section, or segment. As areas and systems of the Project are inspected and construction-tested and/or approved and accepted by the District or third parties with the approval of the District, the Agreement shall have no further force or effect on such items or areas, except when the Contractor is directed by the District to engage and repairs or modifications required by its contract(s) with the District.

21.2.2 Notice of each final acceptance received by the Contractor will be provided to the Council with the description of what portion, segment, etc. has been accepted. Final acceptance may be subject to a “punch” list, and in such case, the Agreement will continue to apply to each such item on the list until it is completed to the satisfaction of the District and Notice of Acceptance is given by the District or its representative to the Contractor. At the request of the Union, complete information describing any “punch” list work, as well as any additional work required of a Contractor at the direction of the District pursuant to (a) above, involving otherwise turned-over and completed facilities which have been accepted by the District, will be available from the Community Workforce Coordinator.

IN WITNESS whereof the Parties have caused this Continuity of Work Agreement to be executed as of the date and year above stated.

SANTA ANA UNIFIED  
SCHOOL DISTRICT

LOS COUNTIES ANGELES/ORANGE  
BUILDING & CONSTRUCTION  
TRADES COUNCIL

By: \_\_\_\_\_  
Orin L. Williams, Assistant Superintendent

By: \_\_\_\_\_  
Ron Miller, Executive Secretary

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

LOS ANGELES/ORANGE COUNTIES BUILDING AND CONSTRUCTION  
TRADES COUNCIL CRAFT UNIONS AND DISTRICT COUNCILS

- Asbestos Heat & Frost Insulators (Local 5) \_\_\_\_\_
- Boilermakers (Local 92) \_\_\_\_\_
- Bricklayers & Allied Craftworkers (Local 4) \_\_\_\_\_
- Cement Masons (Local 500) \_\_\_\_\_
- Electricians (Local 441) \_\_\_\_\_
- Elevator Constructors (Local 18) \_\_\_\_\_
- Gunite Workers (Local 345) \_\_\_\_\_
- Iron Workers (Reinforced – Local 416) \_\_\_\_\_
- Iron Workers (Structural – Local 433) \_\_\_\_\_
- District Council of Laborers \_\_\_\_\_
- Laborers (Local 652) \_\_\_\_\_
- Laborers (Local 300 for remediation) \_\_\_\_\_
- Operating Engineers (Local 12) \_\_\_\_\_
- Operating Engineers (Local 12) \_\_\_\_\_
- Operating Engineers (Local 12) \_\_\_\_\_
- Painters & Allied Trades DC 36 \_\_\_\_\_
- Pipe Trades (Local 250) \_\_\_\_\_
- Pipe Trades (Local 345) \_\_\_\_\_
- Pipe Trades (Plumbers Local 582) \_\_\_\_\_
- Pipe Trades (Sprinkler Fitters Local 709) \_\_\_\_\_
- Plasterers (Local 200) \_\_\_\_\_
- Plaster Tenders (Local 1414) \_\_\_\_\_
- Roofers & Waterproofers (Local 220) \_\_\_\_\_
- Sheet Metal Workers (Local 105) \_\_\_\_\_
- Teamsters (Local 952) \_\_\_\_\_
- Southwest Regional Council of Carpenters \_\_\_\_\_

**ATTACHMENT A  
LETTER OF ASSENT**

To be signed by all contractors awarded work covered by the  
Community Workforce Agreement prior to commencing work.

[Contractor's Letterhead]  
Community Workforce Coordinator  
C/O Santa Ana USD  
1601 East Chestnut Ave.  
Santa Ana, CA 92701-6322

Attn: \_\_\_\_\_

Re: Community Workforce Agreement - Letter of Assent

Dear Sir:

This is to confirm that [name of company] agrees to be party to and bound by the Santa Ana Unified School District Community Workforce Agreement effective \_\_\_\_\_, 2017, as such Agreement may, from time to time, be amended by the negotiating parties or interpreted pursuant to its terms. Such obligation to be a party and bound by this Agreement shall extend to all work covered by the Agreement undertaken by this Company on the Project and this Company shall require all of its contractors and subcontractors of whatever tier to be similarly bound for all work within the scope of the Agreement by signing and furnishing to you an identical Letter of Assent prior to their commencement of work.

Sincerely,

[Name of Construction Company]

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

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

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

Contractor State License No. \_\_\_\_\_

[Copies of this letter must be submitted to the Community Workforce Coordinator and to the Council per Section 2.5(b).]



**ATTACHMENT B**  
Local Resident Zip Codes

**DISTRICT SERVICE AREA ZIP CODES**

**(Tier 1)**

92701	92705	92710
92703	92706	
92704	92707	

**(Tier 2)**

92602	92683	92817
92603	92684	92825
92604	92685	92831
92605	92697	92832
92606	92698	92834
92612	92702	92836
92614	92708	92840
92615	92711	92841
92616	92712	92842
92617	92728	92843
92618	92735	92844
92619	92781	92845
92620	92782	92850
92623	92799	92856
92626	92780	92857
92627	92801	92859
92628	92802	92861
92646	92803	92862
92647	92804	92863
92648	92805	92864
92650	92806	92865
92655	92807	92866
92658	92809	92867
92659	92811	92868
92660	92812	92869
92662	92814	92870
92663	92815	92871
90680	92816	92899

**(Tier 3)**

**THE REMAINING AREA ZIP CODES IN ORANGE COUNTY**

**ATTACHMENT C**

**SANTA ANA UNIFIED SCHOOL DISTRICT  
CRAFT REQUEST FORM**

**TO THE CONTRACTOR:** Please complete and fax this form to the applicable union to request craft workers that fulfill the hiring requirements for this project. After faxing your request, please call the Union to verify receipt and substantiate their capacity to furnish workers as specified below. Please print your Fax Transmission Verification Reports and keep copies for your records.

The Santa Ana Unified School District Community Workforce Agreement establishes a goal that 30% of all of the labor and craft positions shall be from qualified workers: first, Area Residents residing in those first tier zip codes which cover the District service area, as reflected on the attached list of zip codes on Attachment B, as well as Veterans and students which have graduated from the District, regardless of where they reside, second, qualified workers residing within a ten ( 10) mile radius from the District’s headquarters, as reflected on the attached list of zip codes on Attachment B, third, qualified workers residing in the remainder of the County of Orange. For Dispatch purposes, employees residing within any of these three (3) areas, as well as Veterans and students which have graduated from the District, regardless of where they reside, shall be referred to as Local Residents.

**TO THE UNION:** Please complete the “Union Use Only” section on the next page and fax this form back to the requesting Contractor. Be sure to retain a copy of this form for your records.

**CONTRACTOR USE ONLY**

**To:** Union Local # \_\_\_\_\_ **Fax#** ( ) \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Cc:** **Community Workforce** Coordinator  
**From:** Company: \_\_\_\_\_ **Issued By:** \_\_\_\_\_  
 Contact Phone: ( ) \_\_\_\_\_ **Contact Fax:** ( ) \_\_\_\_\_

**PLEASE PROVIDE ME WITH THE FOLLOWING UNION CRAFT WORKERS.**

Craft Classification (i.e., plumber, painter, etc.)	Journeyman or Apprentice	Local Resident or General Dispatch	Number of workers needed	Report Date	Report Time
<b>TOTAL WORKERS REQUESTED =</b> _____					

Please have worker(s) report to the following work address indicated below:

**Project Name:** \_\_\_\_\_ **Site:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Report to:** \_\_\_\_\_ **On-site Tel:** \_\_\_\_\_ **On-site Fax:** \_\_\_\_\_  
**Comment or Special Instructions:** \_\_\_\_\_

**UNION USE ONLY**

Date dispatch request received:
Dispatch received by:
Classification of worker requested:
Classification of worker dispatched:

**WORKER REFERRED**

Name:		
Date worker was dispatched:		
Is the worker referred a:		(check all that apply)
JOURNEYMAN	Yes _____	No _____
APPRENTICE	Yes _____	No _____
LOCAL RESIDENT	Yes _____	No _____
GENERAL DISPATCH FROM OUT OF WORK LIST	Yes _____	No _____

[This form is not intended to replace a Union's Dispatch or Referral Form normally given to the employee when being dispatched to the jobsite.]

## **ATTACHMENT D**

### **LOS ANGELES/ORANGE COUNTIES BUILDING AND CONSTRUCTION TRADES COUNCIL APPROVED DRUG AND ALCOHOL TESTING POLICY**

The Parties recognize the problems which drug and alcohol abuse have created in the construction industry and the need to develop drug and alcohol abuse prevention programs. Accordingly, the Parties agree that in order to enhance the safety of the work place and to maintain a drug and alcohol free work environment, individual Employers may require applicants or employees to undergo drug and alcohol testing.

1. It is understood that the use, possession, transfer or sale of illegal drugs, narcotics, or other unlawful substances, as well as being under the influence of alcohol and the possession or consuming alcohol is absolutely prohibited while employees are on the Employer's job premises or while working on any jobsite in connection with work performed under the Community Workforce Agreement ("CWA").

2. No Employer may implement a drug testing program which does not conform in all respects to the provisions of this Policy.

3. No Employer may implement drug testing at any jobsite unless written notice is given to the Union setting forth the location of the jobsite, a description of the project under construction, and the name and telephone number of the Project Supervisor. Said notice shall be addressed to the office of each Union signing the CWA. Said notice shall be delivered in person or by registered mail before the implementation of drug testing. Failure to give such notice shall make any drug testing engaged in by the Employer a violation of the CWA, and the Employer may not implement any form of drug testing at such jobsite for the following six months.

4. An employer who elects to implement drug testing pursuant to this Agreement shall require all employees on the Project to be tested. With respect to individuals who become employed on the Project subsequent to the proper implementation of this drug testing program, such test shall be administered upon the commencement of employment on the project, whether by referral from a Union Dispatch Office, transfer from another project, or another method. Individuals who were employed on the project prior to the proper implementation of this drug testing program may only be subjected to testing for the reasons set forth in Paragraph 5(f) (1) through 5(f) (3) of this Policy. Refusal to undergo such testing shall be considered sufficient grounds to deny employment on the project.

5. The following procedure shall apply to all drug testing:

a. The Employer may request urine samples only. The applicant or employee shall not be observed when the urine specimen is given. An applicant or employee, at his or her sole option, shall, upon request, receive a blood test in lieu of a urine test. No employee of the Employer shall draw blood from a bargaining unit employee, touch or handle urine specimens, or

in any way become involved in the chain of custody of urine or blood specimens. A Union Representative, subject to the approval of the individual applicant or employee, shall be permitted to accompany the applicant or employee to the collection facility to observe the collection, bottling, and sealing of the specimen.

b. The testing shall be done by a laboratory approved by the National Institute on Drug Abuse (NIDA), which is chosen by the Employer and the Union.

c. An initial test shall be performed using the Enzyme Multiplied Immunoassay Technique (EMZT). In the event a question or positive result arises from the initial test, a confirmation test must be utilized before action can be taken against the applicant or employee. The confirmation test will be by Gas Chromatography Mass Spectrometry (GC/MS). Cutoff levels for both the initial test and confirmation test will be those established by the National Institute on Drug Abuse. Confirmed positive samples will be retained by the testing laboratory in secured long-term frozen storage for a minimum of one year. Handling and transportation of each sample must be documented through strict chain of custody procedures.

d. In the event of a confirmed positive test result the applicant or employee may request, within forty-eight (48) hours, a sample of his/her specimen from the testing laboratory for purposes of a second test to be performed at a second laboratory, designated by the Union and approved by NDA. The retest must be performed within ten (10) days of the request. Chain of custody for this sample shall be maintained by the Employer between the original testing laboratory and the Union's designated laboratory. Retesting shall be performed at the applicant's or employee's expense. In the event of conflicting test results the Employer may require a third test.

e. If, as a result of the above testing procedure, it is determined that an applicant or employee has tested positive, this shall be considered sufficient grounds to deny the applicant or employee his/her employment on the Project.

f. No individual who tests negative for drugs or alcohol pursuant to the above procedure and becomes employed on the Project shall again be subjected to drug testing with the following exceptions:

1. Employees who are involved in industrial accidents resulting in damage to plant, property or equipment or injury to him/herself or others may be tested pursuant to the procedures stated hereinabove.

2. The Employer may test employees following thirty (30) days advance written notice to the employee(s) to be tested and to the applicable Union. Notice to the applicable Union shall be as set forth in Paragraph 3 above and such testing shall be pursuant to the procedures stated hereinabove.

3. The Employer may test an employee where the Employer has reasonable cause to believe that the employee is impaired from performing his/her job. Reasonable cause shall be defined as exhibiting aberrant or unusual behavior, the type of which

is a recognized and accepted symptom of impairment (i.e., slurred speech, unusual lack of muscular coordination, etc.). Such behavior must be actually observed by at least two persons, one of whom shall be a Supervisor who has been trained to recognize the symptoms of drug abuse or impairment and the other of whom shall be the job steward. If the job steward is unavailable or there is no job steward on the project the other person shall be a member of the applicable Union's bargaining unit. Testing shall be pursuant to the procedures stated hereinabove. Employees who are tested pursuant to the exceptions set forth in this paragraph and who test positive will be removed from the Employer's payroll.

g. Applicants or employees who do not test positive shall be paid for all time lost while undergoing drug testing. Payment shall be at the applicable wage and benefit rates set forth in the applicable Union's Master Labor Agreement. Applicants who have been dispatched from the Union and who are not put to work pending the results of a test will be paid waiting time until such time as they are put to work. It is understood that an applicant must pass the test as a condition of employment. Applicants who are put to work pending the results of a test will be considered probationary employees.

6. The employers will be allowed to conduct periodic job site drug testing on the Project under the following conditions:

a. The entire jobsite must be tested, including any employee or subcontractor's employee who worked on that project three (3) working days before or after the date of the test;

b. Jobsite testing cannot commence sooner than thirty (30) days after start of the work on the Project;

c. Prior to start of periodic testing, a business representative will be allowed to conduct an educational period on company time to explain periodic jobsite testing program to affected employees;

d. Testing shall be conducted by a N.I.D.A. certified laboratory, pursuant to the provisions set forth in Paragraph 5 hereinabove.

e. Only two periodic tests may be performed in a twelve month period.

7. It is understood that the unsafe use of prescribed medication, or where the use of prescribed medication impairs the employee's ability to perform work, is a basis for the Employer to remove the employee from the jobsite.

8. Any grievance or dispute which may arise out of the application of this Agreement shall be subject to the grievance and arbitration procedures set forth in the CWA.

9. The establishment or operation of this Policy shall not curtail any right of any employee found in any law, rule or regulation. Should any part of this Agreement be found unlawful by a court of competent jurisdiction or a public agency having jurisdiction over the

parties, the remaining portions of the Agreement shall be unaffected and the parties shall enter negotiations to replace the affected provision.

10. Present employees, if tested positive, shall have the prerogative for rehabilitation program at the employee's expense. When such program has been successfully completed the Employer shall not discriminate in any way against the employee. If work for which the employee is qualified exists he/she shall be reinstated.

11. The Employer agrees that results of urine and blood tests performed hereunder will be considered medical records held confidential to the extent permitted or required by law. Such records shall not be released to any persons or entities other than designated Employer representatives and the applicable Union. Such release to the applicable Union shall only be allowed upon the signing of a written release and the information contained therein shall not be used to discourage the employment of the individual applicant or employee on any subsequent occasion.

12. The Employer shall indemnify and hold the Union harmless against any and all claims, demands, suits, or liabilities that may arise out of the application of this Agreement and/or any program permitted hereunder.

13. Employees who seek voluntary assistance for substance abuse may not be disciplined for seeking such assistance. Requests from employees for such assistance shall remain confidential and shall not be revealed to other employees or management personnel without the employee's consent. Employees enrolled in substance abuse programs shall be subject to all Employer rules, regulations and job performance standards with the understanding that an employee enrolled in such a program is receiving treatment for an illness.

14. This Memorandum, of Understanding shall constitute the only Agreement in effect between the parties concerning drug and alcohol abuse, prevention and testing. Any modifications thereto must be accomplished pursuant to collective bargaining negotiations between the parties.

SIDE LETTER OF AGREEMENT  
TESTING POLICY FOR DRUG ABUSE

It is hereby agreed between the parties hereto that an Employer who has otherwise properly implemented drug testing, as set forth in the Testing Policy for Drug Abuse, shall have the right to offer an applicant or employee a "quick" drug screening test. This "quick" screen test shall consist either of the "ICUP" urine screen or similar test or an oral screen test. The applicant or employee shall have the absolute right to select either of the two "quick" screen tests, or to reject both and request a full drug test.

An applicant or employee who selects one of the quick screen tests, and who passes the test, shall be put to work immediately. An applicant or employee who fails the "quick" screen test, or who rejects the quick screen tests, shall be tested pursuant to the procedures set forth in the Testing Policy for Drug Abuse. The sample used for the "quick" screen test shall be discarded immediately upon conclusion of the test. An applicant or employee shall not be deprived of any rights granted to them by the Testing Policy for Drug Abuse as a result of any occurrence related to the "quick" screen test.



**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Agreement with Orange County Department of Education’s Safe Schools and Support Services for Site-Funded Mental Health Interventions for 2017-18 School Year**

**ITEM:**                   **Action**

**SUBMITTED BY:**   **Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning**

**PREPARED BY:**   **Heidi Cisneros, Executive Director, Pupil Support Services**

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with the Orange County Department of Education’s (OCDE) Safe Schools and Support Services to augment current mental health services for students and families. Five schools: Madison Elementary, Willard and Spurgeon Intermediates, Santa Ana and Valley High Schools are requesting approval to provide additional specialized mental health support services at their schools. The District currently provides one full-time mental health staff therapist and support personnel to all high schools through the agreement with OCDE Safe Schools and Support Services Department. The OC Health Care Agency provides one-full time Mental Health therapist to each of our intermediate schools at no cost to the District. Turning Point predominantly provides support to elementary school sites.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Starts: August 24, 2017-June 30, 2018</li> <li>• Serving Madison Elementary, Spurgeon and Willard Intermediates, Santa Ana and Valley High Schools.</li> <li>• Principals request an increase in tier 3 services and interventions.</li> </ul>



**RATIONALE:**

Due to the increasing number of students in need of tier 3 mental health interventions, each school administrator has determined the need for additional tier 3 services at the school site. The School Site Council has approved the expenditure of site resources to support this action. Additional mental health services will further support the academic and overall well-being of students to continue fostering a positive school climate. This agreement provides 1 FTE clinical supervisor (in-kind), 3.5 FTE mental health clinicians, and 1 FTE intensive case manager to serve the specific schools as documented on the back up document.

LCAP goal 3.5: “Ensure access for low-income pupils to the core instructional program by including, but not limited to, PBIS training, expanding drop-out prevention and retention efforts, mentoring, increasing nursing services, nutritious food, intramural sports, and other wellness programs.”

**FUNDING:**

Site Discretionary Funds: \$428,696

**RECOMMENDATION:**

Approve the agreement with the Orange County Department of Education's Safe Schools and Support Services for site-funded mental health interventions for the 2017-18 school year.

AJ:HC:sz

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRICT,” and **Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, CA 92626** hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services to be provided by CONTRACTOR:** CONTRACTOR will provide a clinical supervisor, mental health clinicians and intensive case managers to Madison Elementary, Santa Ana High, Spurgeon Intermediate, Valley High School, and Willard Intermediate Schools. A breakdown of positions to be provided to each school is attached to this AGREEMENT in Exhibit A, and referenced herein. The following is a description of the services provided by each position:

(a) Clinical Supervisor

- Supervise mental health clinicians assigned to each specific site
- Supervise 4-6 mental health interns
- Provide professional development for Mental Health Clinicians.
- Provide consultation with school administration.
- Support administration with crisis response, threat assessment and interventions
- Provide professional development for teachers on issues such as mental health, child abuse, diversity issues, classroom strategies, bullying and trauma.

- Assistant will coordinate file system and student database according to legal obligations according to student privacy rights and clinical standards.

(b) Mental Health Clinician/Cas Manager

- Provide school-based individual, group, and family therapy (with in-home visits as needed).
- Develop appropriate mental health services based on student and school needs.
- Provide suicide assessments, psychiatric referrals, and crisis response services as needed.
- Facilitate student support groups on topics like: depression, abuse, anger management, gangs, and exposure to violence at home and in the community.
- Provide referrals for employment, shelter, health insurance, child abuse prevention, food, financial assistance, and substance abuse services to the students and families and community based services.
- Participate in Coordination of Services Team, Student Services Team, and School Attendance Review Team meetings.

2. **Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **July 26, 2017** and will diligently perform as required and complete performance by **June 30, 2018**, subject to termination as set forth in the AGREEMENT.

3. **Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Four Hundred Twenty-Eight Thousand Six Hundred Ninety-Six Dollars (\$428,696) as further described in the “Fee Schedule”, which is attached as Exhibit A to this AGREEMENT and referenced herein. Payment shall be mailed to:

Orange County Superintendent of Schools  
Attn: Accounting Manager  
P.O. Box 9050

Costa Mesa, CA 92628-9050

Or such other place as CONTRACTOR may designate in writing.

4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A.

5. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: N/A. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

6. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

7. **Invoices:** CONTRACTOR will submit monthly invoices to the DISTRICT within 30 days of the services being rendered. The DISTRICT will only reimburse CONTRACTOR for approved services as outlined in Section 1, ***Services to be provided by CONTRACTOR*** at the cost outlined in Section 3, ***Compensation***.

8. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

9. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Conflict of Interest:** CONTRACTOR represents and warrants the following:

(a) **No Current or Prior Conflict of Interest.** That CONTRACTOR has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this AGREEMENT.

(b) **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this AGREEMENT, CONTRACTOR shall immediately inform the DISTRICT in writing of such conflict.

(c) **Termination for Material Conflict.** If, in the reasonable judgment of the DISTRICT, such conflict poses a material conflict to and with the performance of CONTRACTOR's obligations under this AGREEMENT, then the DISTRICT may terminate the AGREEMENT immediately upon written notice to CONTRACTOR; such termination of the AGREEMENT shall be effective upon the receipt of such notice by CONTRACTOR.

11. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner. DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

**12. Hold Harmless/Indemnification:**

- a) CONTRACTOR hereby agrees to indemnify, defend, and hold harmless DISTRICT, its Governing Board, officer, agents, and employees from liability and claims of liability for bodily injury, personal injury, sickness, disease, or death of any person or persons, or damage to any property, real personal, tangible or intangible, arising out of the negligent acts or omissions of employees, agents or officers of CONTRACTOR or the Orange County Board of Education during the period of this AGREEMENT.
- b) DISTRICT hereby agrees to indemnify, defend, and hold harmless CONTRACTOR the Orange County Board of Education, and its officer, agents, and employees from liability and claims of liability for bodily injury, personal injury, sickness, disease, or

death of any person or persons, or damage to any property, real personal, tangible or intangible, arising out of the negligent acts or omissions of employees, agents or officers of DISTRICT during the period of this AGREEMENT.

13. **Tobacco Use Policy:** In the interest of public health, CONTRACTOR provides a tobacco- free environment. Smoking or the use of tobacco products are prohibited in buildings and vehicles, and on property owned, leased or contracted for by the CONTRACTOR pursuant to CONTRACTOR Policy 400.15. Failure to abide with conditions of this policy could result in termination of this AGREEMENT.

14. **Assignment:** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

15. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

16. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

17. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.



18. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

19. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

20. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

21. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

**DISTRICT:**  
**Santa Ana Unified School District**  
**1601 E. Chestnut Ave**  
**Santa Ana, CA 92701**  
**Attn: Purchasing Department**

**CONTRACTOR:**  
**Orange County Superintendent of School**  
**200 Kalmus Drive**  
**Costa Mesa, CA 92626**  
**Attn: Patricia McCaughey**

22. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will

nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

23. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

24. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

25. **Exhibits:** This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

a. Exhibit A - Fee Schedule

THIS AGREEMENT IS ENTERED INTO THIS 26<sup>TH</sup> DAY OF JULY, 2017.

DISTRICT:  
SANTA ANA UNIFIED SCHOOL DISTRICT

CONTRACTOR:  
ORANGE COUNTY SUPERINTENDENT  
OF SCHOOLS

By: \_\_\_\_\_  
Signature

Edmond T. Heatley, Ed.D

Printed Name

Deputy Superintendent, Administrative  
Services

Title

7/25/2017

Board Approval Date

By:  \_\_\_\_\_  
Signature

Patricia McCaughey

Printed Name

Administrator

Title

95-6000943

Social Security or Taxpayer Identification

\* Risk Manager should review all insurance requirements for the District.

\* Criminal Record Check (Fingerprint), may be applicable.

Exhibit A

**Fee Schedule**

<b>School</b>	<b>Position(s)</b>	<b>Cost</b>
Madison Elementary School	0.5 FTE Mental Health Clinician	\$47,397.00
Santa Ana High School	1 FTE Mental Health Clinician 0.5 FTE Case Manager	\$137,431.00
Spurgeon Intermediate School	1 FTE Case Manager	\$45,924.00
Valley High School	1.5 FTE Mental Health Clinician	\$150,547.00
Willard Intermediate School	0.5 FTE Mental Health Clinician	\$47,397.00
All Schools Above	1 FTE Clinical Supervisor	No cost
		<b>\$428,696</b>

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Agreement with Padres Unidos for 2017-18 School Year

**ITEM:** Action

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with Padres Unidos for the 2017-18 school year. Padres Unidos has been a part of the parent support, outreach and education initiative in the District since 1999. The first 12 years, through the Orange County Department of Social Services collaboration. Padres Unidos has a strong collaboration with Chapman University College of Education. As part of this collaboration, Chapman provides our community of parent volunteers with the opportunity to get a two-year Community Worker professional development education scholarship to become part of the community force.

**ITEM SUMMARY:**

- Agreement Starts: August 24, 2017
- Agreement Ends: June 30, 2018
- Agreement will provide parent trainings to 16 elementary schools.

**RATIONALE:**

Padres Unidos will provide parent education modules:

- Padres Unidos will provide two 12 weeks of parent training with emphasis determined by school administration through the assessment evaluation. This module supports the attainment of skills and knowledge that parents need to foster academic excellence and parent school involvement. The focus will be to foster a culture of shared responsibility and collaboration with the school
- “Structured Play with Learning Purposes” Child care. This component includes a developmentally sensitive array of games and activities to stimulate growth for two to five years old children and developmental assessments delivered concurrently during the parent educational module program.
- Community worker support. A community worker will provide support, activities, information, and referrals for those in need of assistance as identified by the school community’s and individual needs.
- School Readiness. This program runs 30 weeks concurrently with the parent engagement component and address both the need for the parent’s involvement in their child’s education as well as the academic and social emotional learning for school success.

This program will be implemented at Esqueda, Harvey, Davis, Franklin, Fremont, Garfield, Martin, Kennedy, King, Lowell, Madison, Monroe, Monte Vista, Pio Pico, Sepulveda, and Walker elementary schools.

In the past, Padres Unidos collaborated at 24 elementary schools. In the 2016-17 school year, Padres Unidos provided services to over 3,000 parents and children with the different educational modules.

LCAP Goal 3.7: “Establish parenting programs that support student success including, but not limited to Parents Investing in Quality education (PIQE) and other family services; expand the use of school-based Parent and community Liaisons, expanding structured recess at elementary schools, offering health fairs, and providing finger printing for parent volunteers. Support these efforts with transportation and childcare.”

**FUNDING:**

Various Site Funds: \$260,316

**RECOMMENDATION:**

Approve the agreement with Padres Unidos for the 2017-18 school year.

AJ:mo



Padres Unidos' founding principle of success can be quantified by our ability to reach our individual and collective potential; and that daily educational and emotional experiences at home are the catalysts for educational and life success for our children. Capable parents and institutions that know how to establish clear expectations and are actively engaged in the learning and support process of our children is the best strategy to accomplish Padres Unidos slogan that "Successful Families, Build Successful Communities."

### **PARENT ENGAGEMENT PLATFORM**

Padres Unidos is a grassroots organization. Our Modules rely in three elements: outreach, support and education. These modules serve to strengthen the community's commitment to be part of a safety net system in our multifaceted culture. The privilege of knowing and being from the communities we serve, lead us to know and utilize one of the predominant features in our families- the *tension* generated by the diversity and the cultural, economic, and social reality in which we live. Knowing and understanding the *tension*, helps us use this familial instability as a platform for improvement and enrichment; which in turn provides a source of transformation for our children and communities. The diverse and multifaceted nature of our communities' calls Padres Unidos to adopt a "Needs-Based" curriculum.

#### **Padres Unidos' three elements of program delivery**

First, our ***Outreach*** is an all-inclusive platform. In Padres Unidos, we define this as a series of informational and invitational strategies that extend the opportunity to all members to take-hold of a robust branch and become a stronger, more vibrant part of our families and communities. These activities increase our range, closeness, and inclusion of school and community members who otherwise are non-responsive to the call to participate. Our approach aims to include members of the community and encourage them to be a part of the personal and academic success in their children's lives. Some of our efforts include: coffee with parents; the voice campaign; the door-to-door initiative; phone campaign; and a digital and printed literature approach.

Second, the ***Support*** Platform is the essence that connects, sustains, and perpetuates the growth of children and families beyond the space and time provided by the Padres Unidos Programs. The duality of the support that is provided to encourage the implementation of change; coupled with the development of a security net that is interconnected results in engaging the school, parents, and students as custodians and contributors of their personal and community growth process.



Third, the *Education* Platform is a participatory, experiential, and skill-building environment for our students where learning takes place. Our framework is an ongoing enrichment process to work on competencies identified by: a) members of Padres Unidos that attend/ed our classes for the past thirty years; b) the Department of Children and Family Services of Orange County who supervised and nurtured our curriculum for 11 years; and c) scholars from Chapman University College of Education, who have collaborated with our educational modules since 2011. Padres Unidos counts on a curriculum of 20 core classes and 148 additional topics that are selected based on the needs of the group participants and the site educators. Another important aspect of our educational modules is our openness to the diverse learning styles of our students. Instead of operating in a hierarchical learning paradigm we engage parents in an inclusive-interactional learning experience.

### **EDUCATIONAL MODULES**

**Name: “Parents as Teachers/School Readiness”**

**34 weeks**

*Parents as Teachers.* This module component is Padres Unidos’ cost effective community response to the high number of kindergarten students in the district that start without a formal education experience. Our program’s success is based on the intensive training and support parents receive one day a week in our classes, to become their child’s “First Teacher” at home the remaining four days. Parents get trained weekly on how to deliver a home curriculum; and coached with techniques to successfully teach their children at home.

*School Readiness.* While the parents are in separate classrooms, children ages three to five-years-old play with instructional toys created by Padres Unidos; and designed for learning and exposure to science, astronomy, geometry, math, physics, literacy and writing. Our program systematically increases social, academic, affective, cognitive and behavioral aspects of a quality early education. School Readiness is geared to have positive impact on children’s ability to externalize and communicate affection; improve children’s self-regulation behaviors; and executive functioning and attention skills. Our curriculum increases school readiness and success through academic preparedness. Our student-educator ratio is 8 to 1. The requirement for our school readiness educators for this program is a minimum of two years of formal early education courses. A longitudinal research between Chapman University, Padres Unidos School Readiness, and the Santa Ana Unified School District is currently collecting data through AERIES for program evaluation.





**Name: “Community Worker”**

**34 weeks**

The Community Worker is an individual equipped with a set of skills and knowledge to work with the community<sup>1</sup>. Their role is to provide outreach, support, and education to families; and collaborate with school administration and staff with issues that can have a negative impact on academic excellence. It is well established by research in the field that children’s academic performance is impacted by the level of engagement and support provided by parents and families. Padres Unidos Community Workers provide a more hand-to-hand support for referred families experiencing extenuating circumstances. In opening a case, the community worker manages the interventions utilizing a para-professional systematic approach. In addition, they provide support to a diverse array of school projects involving parents, to increase participation. Our community workers have a minimum of two years of Community Worker education, including field work experience.

**Name: “Early Literacy”**

**34 weeks**

This module is Padres Unidos’ community response to the cultural need of parent involvement in early education. Our goal is to strengthen families with competencies and skills they need to positively impact children with love for learning, and the academic success it brings. Research extensively reinforces the importance of a strong partnership between an early age, high-quality education, and parental involvement in early literacy. Through this module parents are provided with knowledge and resources to help develop the student’s learning foundation. Parents, alongside their child, participate in structured and supervised learning centers, that include pre-reading and pre-writing activities. Family-friendly, research-based practices help caregivers overcome some of their own anxiety about literacy. Filled with self-confidence, caregivers become excited to take home their book bags and continue the teaching at home.

**Name: “Basic/Intermediate/Advanced Parenting Level”**

**28 weeks**

Each parent module is tailored to help parents learn effective methods of strengthening the child-parent relationship; increase parent engagement; effectively deal with negative/problematic behavior; and encourage appropriate behavior through education and experience. Parents are encouraged and taught skills that utilize gentle, but firm discipline without resorting to punitive childrearing practices. Parents learn and practice skills that address issues of school success, human development, communication, decision-making, relationships, and self-control. Each intervention is dependent on the class level and parent population. The parents from diverse

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<sup>1</sup> any assignment that requires having a license falls outside of the Community Worker scope of practice



backgrounds are provided with a culturally sensitive education that assists in creating healthy family relationships that foster safety and well-being at home, in school, and in the community.

**Name: “Transition 4th & 5th Parenting”**

**30 weeks**

A spin-off from our Parenting modules, the Transition 4<sup>th</sup> & 5<sup>th</sup> module is Padres Unidos’ strong response to the developmental challenges commonly associated with the transition from child to adolescent. The need for a disciplined home structure and parenting skills as children grow older, more-so than ever, impacts academic and life success to adulthood. This module addresses the parent's challenge to give controlled freedom and monitor teens’ choices; and supervise the utilization of self-discipline in response to social, affective, and cognitive needs. A key focus is how a parent responds to these developmental and systemic pushes; which inevitably impacts the household and family at all levels. Parents are challenged to strengthen skills by utilizing gentle, but firm discipline to foster independence, auto regulation, responsibility, and cooperation. Parents engage in topics that emphasize how to deal with a proliferation drugs and alcohol in our society, gender roles, friends, and values. Parents learn to show and ask for respect; keep lines of communication open; set up clear guidelines and behavior expectations; the relationship between choices and consequences; negotiable versus non-negotiable behavior; and how to address early signs of at-risk behaviors. Due to the deep content of this educational module, parents develop a support system that looks out for each other’s teen and serves as a point of support in this developmental stage.

### **COMPETENCIES**

Parents will have the experience and information needed to strengthen their competency in self-identified areas supported by community experts, scholars, and field researchers.

*The outcomes are measured by:*

- 1) A pre-and-post questionnaire administered in week two of their participation and re-administered the week exiting the program.
- 2) A self-report observation and journaling tool.
- 3) A self-report frequency behavior modification inventory.

Since Padres Unidos utilizes a needs-based curriculum, the areas of growth are not limited to pre-established competencies.

**SANTA ANA UNIFIED SCHOOL DISTRICT**  
**Padres Unidos “Educational, Outreach and Support Modules”**  
**Parent Engagement Final Pricing 2017/2018 Initiative**

**“Parents as Teachers/School Readiness” Parent Educational, Outreach and Support Module**

***“34 weeks of service”***

- 2 to 4 Outreach testing and orientation weeks

**SCHOOL READINESS COMPONENT:**

- 3 hours a day, once a week for 30 weeks of School Readiness 3 to 5-year-old class (preschool age children program separate from parent program) We have 8-1 adult to child ratio. Number of spaces allocated for program 32

**PARENTS AS TEACHERS COMPONENT:**

- Parents as Teachers students up to 45 participants, for 3 hours a day once a week for 30 weeks
- 1.5 hours for 30 weeks of Parent Support and Education class
- 1.5 hours for 30 weeks of “First Teachers at Home” parent training to implement and coach structured curriculum at home
- Child-Care
- Elementary care will be provided if your class is after school hours

\*Excellent alternative between a full time early education program and the high number of entering kindergarten students who come to the district without formal education. A longitudinal program evaluation including parents and children is currently being conducted by Chapman University, the SAUSD and Padres Unidos utilizing Aeries tracking database and other instruments.

**COST: \$ 22,200**

**“Community Worker” Parent Educational, Outreach and Support Module**

***“34 weeks of service”***

- 34 weeks of support (maximum or as many permitted by contract approval date)
- 8 hours a week (including one hour of supervision)

\*preference will be given to schools who contract other services

\*See attachment (b) sheet with scope of practice guidelines

**COST: \$ 6,400**

**SANTA ANA UNIFIED SCHOOL DISTRICT**  
**Padres Unidos “Educational, Outreach and Support Modules”**  
**Parent Engagement Final Pricing 2017/2018 Initiative**

**“Transition 4<sup>th</sup> and 5<sup>th</sup>” Parent Educational, Outreach and Support Module**

*“30 weeks of service”*

- 2 to 4 weeks of Outreach Phase
- Once a week for 24 weeks of class for 4<sup>th</sup>, 5<sup>th</sup> and/or 6<sup>th</sup> grade students (AM schedule 2 hrs.; PM schedule 1.5 hours a week)
- Once a week for 24 weeks of class for parents (AM schedule 2 hrs.; PM schedule 1.5 hours a week)
- Child-care for 2-year-old to 3<sup>rd</sup> grade students

**COST: \$ 12,000**

**“Early Literacy” Parent Educational, Outreach and Support Module”**

*“34 weeks of service”*

- 2 weeks of Outreach, including twice door-to-door campaign in the area
- 2 weeks of Assessments
- 30 weeks, Once a week 1.5 hour of conjoint parent-child early literacy program
- Up to 20 participants including 1 to 5 year-old children with an adult
- .5 hour of learning and engagement parent circles

**COST: \$ 11,400**

**“Basic, Intermediate and Advance” Parent Educational, Outreach and Support Module**

*“28 weeks of service”*

- 2 to 4 weeks of Outreach
- 24 weeks of classes. One course during Fall and one during Spring
- Program offered during school hours only. 1.5 hours a week
- Child-care for 2 to 5-year-old children

**COST: \$ 10,079**

\*Specialized additional educational modules available to respond to school individual needs based or situations

## Padres Unidos

### 2017-2018 SAUSD/PADRES UNIDOS Parent Outreach, Support and Education Modules

	School	Parents as Teachers/School Readiness	Transition 4th and 5th	Early Literacy	Basic/Intermediate/Advanced	Community Worker	Total 2017-2018 contract cost	School Principal	Board Approval date	Comments
	<b>COST</b>	<b>\$22,200</b>	<b>\$12,000</b>	<b>\$11,400</b>	<b>\$10,079</b>	<b>\$6,400</b>				
1	<i>Adams</i>				\$10,079		\$10,079	Sara Shorey		
2	<i>Carl Harvey</i>				\$10,079	\$6,400	\$16,479	Robert McDonald		
3	<i>Davis</i>					\$12,800	\$12,800	Robert Anguiano		
4	<i>Franklin</i>				\$10,079	\$6,400	\$16,479	Rita Pereira		
5	<i>Fremont</i>			\$11,400		\$19,200	\$30,600	Maricela Roque		
6	<i>Garfield</i>		\$12,000			\$6,400	\$18,400	Kasey Klappenback		
7	<i>Glenn Martin</i>			\$11,400		\$6,400	\$17,800	Peter Richardson		
8	<i>Kennedy</i>					\$6,400	\$6,400	Steven Kotsubo		
9	<i>King</i>	\$22,200				\$12,800	\$35,000	Eleanor Rodriguez		
10	<i>Lowell</i>	\$22,200				\$6,400	\$28,600	Refugio Gracian		
11	<i>Madison</i>				\$10,079	\$19,200	\$29,279	Lisa Gonzalez-Solomon		
12	<i>Monroe</i>				\$10,079		\$10,079	Betty Tamara-Rios		<i>Has a subsidy from a funder for \$2,000</i>
13	<i>Monte Vista</i>				\$10,079	\$6,400	\$16,479	Meg Greene		
14	<i>Pio Pico</i>					\$6,400	\$6,400	Dr. Lupe Gomez		
15	<i>Sepulveda</i>					\$6,400	\$6,400	Ana L. Gonzalez		
16	<i>Walker</i>					\$6,400	\$6,400	Mariana Garate		
	<b>Total</b>	<b>\$44,400</b>	<b>\$12,000</b>	<b>\$22,800</b>	<b>\$60,474</b>	<b>\$128,000</b>	<b>\$267,674</b>			

Padres Unidos	Outreach, Support and Education	Educational Modules from 24 to 34 weeks	School Readiness Children 3-5 year old	Elementary Children	Transition 4th & 5th	6th 7th and 8th	Structured Play	Families	Parents/ Caregivers	2016-2017	No program Childcare only
SITE	Cycle		Students	Students	Students	Students	Students	Cases	Students	TOTAL # Students	Program Support
ADAMS	SUMMER	School Readiness	30	24					24	78	17
ADAMS	2016-2017	Beginning Parents					20		38	58	
ADAMS	2016-2017	Community Worker Intern						21		21	
TOTAL			30	24	0	0	20	21	62	157	17
CARVER	2016-2017	Community Worker						29		29	
TOTAL			0	0	0	0	0	29	0	29	0
DAVIS	2016-2017	Community Worker						37		37	
TOTAL			0	0	0	0	0	37	0	37	0
EDISON	2016-2017	Intermediate Parents					18		50	68	
EDISON	2016-2017	Community Worker						113		113	
TOTAL			0	0	0	0	18	113	50	181	0
ESQUEDA	SUMMER	School Readiness	31	17					27	75	13
ESQUEDA	2016-2017	Parents as Teachers/School Readiness	38						49	87	6
ESQUEDA	2016-2017	Community Worker						128		128	
TOTAL			69	17	0	0	0	128	76	290	19
FRANKLIN	2016-2017	Transition 4th & 5th					14		35	49	
FRANKLIN	2016-2017	Community Worker						63		63	
TOTAL			0	0	0	0	14	63	35	112	0
FREMONT	SUMMER	School Readiness	29	15					16	60	9
FREMONT	2016-2017	Early Literacy	30				4		22	56	
FREMONT	2016-2017	Community Worker						25		25	
TOTAL			59	15	0	0	4	25	38	141	9
GARFIELD	SUMMER	School Readiness	42	32					30	104	17
GARFIELD	2016-2017	Transition 4th & 5th					11		43	54	
GARFIELD	2016-2017	Community Worker						30		30	
TOTAL			42	32	0	0	11	30	73	188	17
GLENN MARTIN	SUMMER	School Readiness	28	18					24	70	13
GLENN MARTIN	2016-2017	Early Literacy	42				5		33	80	
GLENN MARTIN	2016-2017	Community Worker						118		118	
TOTAL			70	18	0	0	5	118	57	268	13
HARVEY	2016-2017	Intermediate Parents					15		32	47	
HARVEY	2016-2017	Community Worker						28		28	
TOTAL			0	0	0	0	15	28	32	75	0
HENINGER AM	2016-2017	Transition 4th & 5th					7		29	36	
HENINGER PM	2016-2017	Intermediate Parents		28	21	10	5		29	93	
TOTAL			0	28	21	10	12	0	58	129	0
HEROES	2016-2017	Community Worker						15		15	
TOTAL			0	0	0	0	0	15	0	15	0
KENNEDY	2016-2017	Community Worker						76		76	
TOTAL			0	0	0	0	0	76	0	76	0

KING	2016-2017	Parents as Teachers/School Readiness	49	27				47	123		13
KING	2016-2017	Community Worker					56		56		
TOTAL			49	27	0	0	0	56	47	179	13
LOWELL	SUMMER	School Readiness	43	18				31	92		16
LOWELL	2016-2017	Parents as Teachers/School Readiness	43	16				30	89		7
LOWELL	2016-2017	Community Worker					48		48		
TOTAL			86	34	0	0	0	48	61	229	23
MADISON	SUMMER	School Readiness	31	12				20	63		6
MADISON	2016-2017	Parents as Teachers/School Readiness	40	23				35	98		8
MADISON	2016-2017	Community Worker					134		134		
TOTAL			71	35	0	0	0	134	55	295	14
MONROE	2016-2017	Beginning Parents					8	27	35		
TOTAL			0	0	0	0	8	0	27	35	0
MONTE VISTA	SUMMER	School Readiness	41	16				35	92		15
MONTE VISTA	2016-2017	Beginning Parents					14	38	52		
MONTE VISTA	2016-2017	Community Worker					8		8		
TOTAL			41	16	0	0	14	8	73	152	15
PIO PICO	SUMMER	School Readiness	26	13				14	53		4
PIO PICO	2016-2017	Parents as Teachers/School Readiness	44	19				39	102		8
PIO PICO	2016-2017	Community Worker					67		67		
TOTAL			70	32	0	0	0	67	53	222	12
ROMERO CRUZ	2017	Beginning Parents					15	50	65		
ROMERO CRUZ	2016-2017	Community Worker					28		28		
TOTAL			0	0	0	0	15	28	50	93	0
ROOSEVELT	SUMMER	School Readiness	35	16				22	73		10
ROOSEVELT	2016-2017	Intermediate Parents					17	30	47		
ROOSEVELT	2016-2017	Community Worker					26		26		
TOTAL			35	16	0	0	17	26	52	146	10
SEPULVEDA	2016-2017	Community Worker					15		15		
TOTAL			0	0	0	0	0	15	0	15	0
WALKER	SUMMER	School Readiness	25	12				12	49		6
WALKER	2016-2017	Community Worker					73		73		
TOTAL			25	12	0	0	0	73	12	122	6
WASHINGTON	2016-2017	Parents as Teachers/School Readiness	38					45	83		9
WASHINGTON	2016-2017	Community Worker Intern					1		1		
TOTAL			38	0	0	0	0	1	45	84	9
		<b>TOTALS</b>	<b>685</b>	<b>306</b>	<b>21</b>	<b>10</b>	<b>153</b>	<b>1139</b>	<b>956</b>	<b>3270</b>	<b>177</b>

child care numbers not included in total

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRICT,” and (**Padres Unidos, PO Box 1258, Santa Ana, CA 92702**) hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services to be provided by CONTRACTOR:**

**Parents as Teachers/School Readiness**

34 weeks of service

- 2 to 4 Outreach testing and orientation weeks

**SCHOOL READINESS COMPONENT:**

- 3 hours a day, once a week for 30 weeks of School Readiness 3 to 5-year-old class (preschool age children program separate from parent program) We have 8-1 adult to child ratio. Number of spaces allocated for program 32

**PARENTS AS TEACHERS COMPONENT:**

- Parents as Teachers students up to 45 participants, for 3 hours a day once a week for 30 weeks
- 1.5 hours for 30 weeks of Parent Support and Education class
- 1.5 hours for 30 weeks of “First Teachers at Home” parent training to implement and coach structured curriculum at home
- Child-Care
- Elementary care will be provided if your class is after school hours



### **Community Worker**

- 34 weeks of support (maximum or as many permitted by contract approval date)
- 8 hours a week (including one hour of supervision)

### **Transition 4th and 5th**

30 weeks of service

- 2 to 4 weeks of Outreach Phase
- Once a week for 24 weeks of class for 4th, 5th and/or 6th grade students (AM schedule 2 hrs.; PM schedule 1.5 hours a week)
- Once a week for 24 weeks of class for parents (AM schedule 2 hrs.; PM schedule 1.5 hours a week)
- Child-care for 2-year-old to 3rd grade students

### **Early Literacy**

34 weeks of service

- 2 weeks of Outreach, including twice door-to-door campaign in the area
- 2 weeks of Assessments
- 30 weeks, Once a week 1.5 hour of conjoint parent-child early literacy program
- Up to 40 participants including 1 to 5 year-old children with an adult
- .5 hour of learning and engagement parent circles

### **Basic, Intermediate and Advance**

28 weeks of service

- 2 to 4 weeks of Outreach
- 24 weeks of classes. One course during Fall and one during Spring
- Program offered during school hours only. 1.5 hours a week
- Child-care for 2 to 5-year-old children

A listing of schools and services provided are attached in Exhibit A.

**Services shall be provided by (Name of specific individual, if required).**

2. **Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **8/24/2017** and will diligently perform as required and complete performance by **6/30/2018**.

3. **Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Two Hundred Sixty Thousand Three Hundred Sixteen Dollars (\$260,316).

4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A.

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: Copies.

CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Invoices:** CONTRACTOR will submit monthly invoices to the DISTRICT within 30 days of the services being rendered. The DISTRICT will only reimburse CONTRACTOR for approved services as outlined in section 1, *Services to be provided by CONTRACTOR* at the cost outlined in section 3, *Compensation*.

8. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

9. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Conflict of Interest:** CONTRACTOR represents and warrants the following:

(a) **No Current or Prior Conflict of Interest.** That CONTRACTOR has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this AGREEMENT.

(b) **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this AGREEMENT, CONTRACTOR shall immediately inform the DISTRICT in writing of such conflict.

(c) **Termination for Material Conflict.** If, in the reasonable judgment of the DISTRICT, such conflict poses a material conflict to and with the performance of CONTRACTOR's obligations

under this AGREEMENT, then the DISTRICT may terminate the AGREEMENT immediately upon written notice to CONTRACTOR; such termination of the AGREEMENT shall be effective upon the receipt of such notice by CONTRACTOR.

11. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

12. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

13. **Insurance**: Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

14. **Assignment**: The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

15. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

16. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

17. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

18. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

19. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

20. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

21. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

**DISTRICT:**

**Santa Ana Unified School District  
1601 E. Chestnut Ave  
Santa Ana, CA 92701**

**CONTRACTOR:**

**Padres Unidos  
PO Box 1258  
Santa Ana, CA 92702**

22. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

23. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

24. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

25. Exhibits: This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

- Exhibit A – School Services

THIS AGREEMENT IS ENTERED INTO THIS 24<sup>TH</sup> DAY OF AUGUST, 2017.

DISTRICT:

CONTRACTOR:

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Edmond T. Heatley, Ed.D

PATRICIA HUERTA MSW

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Deputy Superintendent,  
Administrative Services

CEO PADRES UNIDOS

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

8/23/2017

\_\_\_\_\_  
Board Approval Date

\* Risk Manager will review all insurance requirements for the District.



**Exhibit A – School Services**

	<b>School</b>	<b>Parents as Teachers/ School Readiness</b>	<b>Transition 4th and 5th</b>	<b>Early Literacy</b>	<b>Basic/ Intermediate/ Advanced</b>	<b>Community Worker</b>	<b>Total 2017-18 contract cost</b>
	<b>COST</b>	<b>\$22,200</b>	<b>\$12,000</b>	<b>\$11,400</b>	<b>\$10,079</b>	<b>\$6,400</b>	
1	<i>Carl Harvey</i>				\$10,079	\$6,400	\$16,479
2	<i>Davis</i>					\$12,800	\$12,800
3	<i>Franklin</i>				\$10,079	\$6,400	\$16,479
4	<i>Fremont</i>			\$11,400		\$19,200	\$30,600
5	<i>Garfield</i>		\$12,000			\$6,400	\$18,400
6	<i>Esqueda</i>					\$12,800	\$12,800
7	<i>Glenn Martin</i>			\$11,400		\$6,400	\$17,800
8	<i>Kennedy</i>					\$6,400	\$6,400
9	<i>King</i>	\$22,200				\$12,800	\$35,000
10	<i>Lowell</i>	\$22,200				\$6,400	\$28,600
11	<i>Madison</i>					\$19,200	\$19,200
12	<i>Monroe</i>				\$10,079		\$10,079
13	<i>Monte Vista</i>				\$10,079	\$6,400	\$16,479
14	<i>Pio Pico</i>					\$6,400	\$6,400
15	<i>Sepulveda</i>					\$6,400	\$6,400
16	<i>Walker</i>					\$6,400	\$6,400
	<b>Total</b>	<b>\$44,400</b>	<b>\$12,000</b>	<b>\$22,800</b>	<b>\$40,316</b>	<b>\$140,800</b>	<b>\$260,316</b>

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Agreement with Playworks Direct Service Program for 2017-18 School Year

**ITEM:** Action

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with Playworks Direct Service Program for the 2017-18 school year.

**ITEM SUMMARY:**

- Agreement Starts: August 24, 2017
- Agreement Ends: June 30, 2018
- Agreement will provide services to approximately 7,500 students at nine schools.

**RATIONALE:**

The Playworks program provides a Direct Service Program to establish student leadership within the school and to build student ownership and improve playground behaviors. Playworks improves the health and well-being of students by increasing opportunities for physical activity and safe meaningful play.

The Playworks Direct Service program will provide an on-site coach that will support by providing exciting activities for students during recess time. The goal for this program is for each school playground to be a place where every child has a safe, inclusive, and fun play to play every day.

Playworks will be providing services to approximately 7,500 students from Carver, Davis, Garfield, Heninger, Heroes, King, Lincoln, Monte Vista, and Washington elementary schools.

LCAP Goal 3: All students and staff will work in a healthy, safe, and secure environment that supports learning.

**FUNDING:**

Various School Site Funds: \$328,500

**RECOMMENDATION:**

Approve the agreement with Playworks Direct Service Program for the 2017-18 school year

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRRICT,” and **Playworks, 460 E. Carson Plaza Drive, Suite 106, Carson, CA 90746** hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

**1. Services to be provided by CONTRACTOR:**

The Playworks program provides a Direct Service Program to establish student leadership within the school and to build student ownership and improve playground behaviors. Playworks improves the health and well-being of students by increasing opportunities for physical activity and safe meaningful play. Playworks will be providing services to approximately 7,500 students from Carver, Davis, Garfield, Heninger, Heroes, King, Lincoln, Monte Vista, and Washington elementary schools.

**Services shall be provided by (Name of specific individual, if required).**

**2. Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **8/24/2017** and will diligently perform as required and complete performance by **6/30/2018**.

**3. Compensation:** DISTRRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed **Three Hundred Twenty-Eight Thousand Dollars (\$328,500)**. DISTRRICT shall pay CONTRACTOR according to the following terms and conditions:

4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: N/A  
CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

8. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

9. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner. DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

10. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

11. **Insurance:** Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONTRACTOR agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No

later than **TEN (10)** days from execution of this AGREEMENT by the DISTRICT and CONTRACTOR, CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

12. **Assignment:** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

13. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

14. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

15. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

16. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

17. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

18. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

**DISTRICT:**

**Santa Ana Unified School District  
1601 E. Chestnut Ave  
Santa Ana, CA 92701**

**CONTRACTOR:**

**Playworks  
460 E. Carson Plaza Drive, Suite 106  
Carson, CA 90746**

20. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.



22. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

23. **Exhibits:** This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

THIS AGREEMENT IS ENTERED INTO THIS 24TH DAY OF AUGUST, 2017.

DISTRICT:

CONTRACTOR:

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Edmond T. Heatley, Ed.D

Luciano Llovdolo

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Deputy Superintendent, Administrative  
Services

Program Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

8/23/2017

94-3251867

\_\_\_\_\_  
Board Approval Date

\_\_\_\_\_  
Social Security or Taxpayer Identification

\* Risk Manager will review all insurance requirements for the District.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Agreement with Playworks Team Up Program for 2017-18 School Year

**ITEM:** Action

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with Playworks Team Up Program for the 2017-18 school year.

**ITEM SUMMARY:**

- Agreement Starts: August 24, 2017
- Agreement Ends: June 30, 2018
- Agreement will provide services to approximately 7,000 students at 10 schools.

**RATIONALE:**

The Playworks Team Up program provides on-site consultation by teaming up with school staff who support recess. Playworks staff works directly with a designated school recess team to model and teach the strategies, games, and systems to develop and sustain a positive recess culture.

The Playworks Team Up program will provide on-site consultation for school staff who support recess. Recess will become a healthy part of the school day, kids will carry this positive experience with them into the classrooms, back to the neighborhoods, and out into the world. This program will continue to help create a healthy school climate and a high functioning recess in every school.

Playworks will be providing services to approximately 7,000 students from Adams, Diamond, Esqueda, Fremont, Greenville Fundamental, Jefferson, Kennedy, Martin, Muir Fundamental, and Wilson elementary schools.

LCAP Goal 3: All students and staff will work in a healthy, safe, and secure environment that supports learning.

**FUNDING:**

Various School Site Funds: \$195,000

**RECOMMENDATION:**

Approve the agreement with Playworks Team Up Program for the 2017-18 school year.

AJ:mo

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRICT,” and **Playworks, 460 E. Carson Plaza Drive, Suite 106, Carson, CA 90746** hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

**1. Services to be provided by CONTRACTOR:**

The Playworks Team Up program provides on-site consultation by teaming up with school staff who support recess. Playworks staff works directly with a designated school recess team to model and teach the strategies, games, and systems to develop and sustain a positive recess culture.

Playworks will be providing services to approximately 7,000 students from Adams, Diamond, Esqueda, Fremont, Greenville, Jefferson, Kennedy, Martin, Muir Fundamental, and Wilson elementary schools.

**Services shall be provided by (Name of specific individual, if required).**

**2. Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **8/24/2017** and will diligently perform as required and complete performance by **6/30/2018**.

**3. Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed **One Hundred Ninety-Five Thousand Dollars (\$195,000)**.

4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: N/A  
CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

8. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

9. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner. DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

10. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold

harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.
- (b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.
- (c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

11. ***Insurance:*** Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONTRACTOR agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than **TEN (10)** days from execution of this AGREEMENT by the DISTRICT and

CONTRACTOR, CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

12. **Assignment:** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

13. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

14. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

15. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

16. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

17. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality,



disability, gender, marital status or age of such persons.

18. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

**DISTRICT:**

**Santa Ana Unified School District  
1601 E. Chestnut Ave  
Santa Ana, CA 92701**

**CONTRACTOR:**

**Playworks  
460 E. Carson Plaza Drive, Suite 106  
Carson, CA 90746**

20. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

22. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

23. **Exhibits:** This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

THIS AGREEMENT IS ENTERED INTO THIS 24TH DAY OF AUGUST, 2017.

DISTRICT:

CONTRACTOR:

By:

\_\_\_\_\_

Signature

Edmond T. Heatley, Ed.D

Printed Name

Deputy Superintendent, Administrative  
Services

Title

8/23/2017

Board Approval Date

By:

  
\_\_\_\_\_

Signature

Luciano Monddo

Printed Name

Program Director

Title

94-3251867

Tax I.D. #

\* Risk Manager will review all insurance requirements for the District.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Approval of Agreement with Cooperative Strategies, LLC for Professional Services for 2017-18 School Year

**ITEM:** Action

**SUBMITTED BY:** Orin L. Williams, Assistant Superintendent, Facilities and Governmental Relations

**PREPARED BY:** Orin L. Williams, Assistant Superintendent, Facilities and Governmental Relations

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of an agreement with Cooperative Strategies, LLC for professional services.

**RATIONALE:**

Cooperative Strategies, LLC provides Community Facilities District (CFD), Redevelopment, and Developer Fee Justification professional services, and similar financial services.

**ITEM SUMMARY:**

- Approve the agreement with Cooperative Strategies, LLC
- Contract Starts: August 24, 2017
- Contract Ends: June 30, 2018
- Contract Amount: Not to exceed \$50,000

**LCAP Goal 3.10:** Support the enhancement of school climate through smooth operations and processes.

**FUNDING:**

Capital Facilities Fund: Not to exceed \$50,000

**RECOMMENDATION:**

Approve the agreement with Cooperative Strategies, LLC for professional services related to CFD, Redevelopment and Developer Fee justification, and similar financial services, for the 2017-18 school year.

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as "DISTRICT," and Cooperative Strategies, 8955 Research Drive, Irvine, CA 92618 hereinafter referred to as "CONTRACTOR."

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services to be provided by CONTRACTOR:** Cooperative Strategies, LLC shall provide financing and demographic consulting services to Santa Ana Unified School District in fiscal year 2017/2018. Such services may include, but not be limited to, the following:

### **DEMOGRAPHIC SERVICES**

- **Prepare School Facilities Needs Analysis**

This task involves Cooperative Strategies preparing a School Facilities Needs Analysis to calculate and justify alternative school facilities fees for the School District. Such Analysis will be prepared in accordance with the requirements of Sections 65995.5, 65995.6, 65995.7, and 66000 of the Government Code. Such Analysis will provide the School District the ability to levy fees in excess of the amounts currently allowed by the State.

- **Prepare School Fee Justification Studies**

This task involves Cooperative Strategies preparing Residential and Commercial/Industrial Development School Fee Justification Studies to justify the collection of statutory school fees ("Statutory Fees") in accordance with Section 17620 of the Education Code and Section 65995 of the Government Code.

- **Prepare Enrollment Projections**  
This task involves Cooperative Strategies preparing long-term enrollment projections for the School District to identify projected enrollment increases/declines projected in the School District over the next ten (10) years.
  
- **Prepare Geographic Information Systems ("GIS") Maps and Analysis**  
This task involves Cooperative Strategies preparing GIS maps and analyses at the request of the School District. Such maps and analyses could include, but not be limited to: existing attendance boundaries, areas of enrollment growth/decline, and concentration of student enrollment.
  
- **Attendance Boundary Adjustment Services**  
This task involves Cooperative Strategies facilitating the analysis and potential adjustments to school attendance boundaries. Using the enrollment projections and GIS systems, Cooperative Strategies can prepare clinical scenarios to best balance enrollment at all schools and facilitate meeting with members of the School District staff and community to adjust the boundaries as suggested.
  
- **Prepare Annual and Five Year Reports**  
This task involves Cooperative Strategies preparing the Annual and Five Year Reports to identify the amount of reportable fees collected and the expenditure of those fees in the prior fiscal year. Additionally, Cooperative Strategies shall document the planned expenditure of any remaining balance of reportable fees over the next five years.

## **FINANCIAL SERVICES**

- **Negotiate Mitigation Agreements with Developers / Merchant Builders**  
This task involves Cooperative Strategies assisting the School District identify the facilities impacts of future residential development and negotiating with land developers/merchant builders to secure mitigation to ensure that adequate school facilities are provided on a timely basis.

- **Form Community Facilities Districts**

This task involves Cooperative Strategies assisting the School District with the formation of CFDs to mitigate the impact of new residential development.

Cooperative Strategies will assist in the preparation of special tax proformas, the rate and method of apportionment, coordinate the formation process of CFDs, and issuance of special tax bonds.

- **Administer Community Facilities Districts**

This task involves Cooperative Strategies providing ongoing administration of any CFDs formed. Such administration includes researching residential development, assigning of special tax rates, levying of special taxes, reviewing account statements, and ensuring necessary disclosure reports are filed. Cooperative Strategies also handles interaction with property owners and developers.

- **Evaluate School Facility Financing Options**

This task involves Cooperative Strategies reviewing and recommending to the School District the funding strategies available to meet its capital facilities needs. Such options could include CFD Bonds, General Obligation Bonds, Certificates of Participation, Developer Fees, Bridge Funding, and State Funding.

- **Audit Pass-Through Agreements for Redevelopment Project(s)**

This task involves Cooperative Strategies reviewing Pass-Through Agreements for Redevelopment Project Areas to determine whether the School District is receiving the appropriate amount of tax increment. If the amount of tax increment received is less than the amount identified by applying the provisions of the Pass-Through Agreement, Cooperative Strategies will provide services to assist the School District communicate with the Redevelopment Agency.

## **OTHER SERVICES**

- **Attend or Present at Board Meetings and/or District Workshops**

This task involves Cooperative Strategies being present at meetings of the Governing Board or staff to assist in presenting items for consideration and answering any questions.

- **Perform other Financial and Demographic Services Requested by the District**  
At the request of the School District, Cooperative Strategies can provide any other Financial or Demographic Consulting Services to assist the School District.

**Services shall be provided by (Name of specific individual, if required).**

2. **Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **8/24/2017** and will diligently perform as required and complete performance by **6/30/2018**.

3. **Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Fifty Thousand Dollars (\$50,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

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4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A.

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions,

including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: N/A.

CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Invoices:** CONTRACTOR will submit monthly invoices to the DISTRICT within 30 days of the services being rendered. The DISTRICT will only reimburse CONTRACTOR for approved services as outlined in section 1, *Services to be provided by CONTRACTOR* at the cost outlined in section 3, *Compensation*.

8. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

9. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.



10. **Conflict of Interest:** CONTRACTOR represents and warrants the following:

(a) **No Current or Prior Conflict of Interest.** That CONTRACTOR has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this AGREEMENT.

(b) **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this AGREEMENT, CONTRACTOR shall immediately inform the DISTRICT in writing of such conflict.

(c) **Termination for Material Conflict.** If, in the reasonable judgment of the DISTRICT, such conflict poses a material conflict to and with the performance of CONTRACTOR's obligations under this AGREEMENT, then the DISTRICT may terminate the AGREEMENT immediately upon written notice to CONTRACTOR; such termination of the AGREEMENT shall be effective upon the receipt of such notice by CONTRACTOR.

11. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the

service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

12. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

13. **Insurance:** Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

14. **Assignment:** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

15. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

16. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

17. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

18. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

19. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

20. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

21. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

**DISTRICT:**

**Santa Ana Unified School District  
1601 E. Chestnut Ave  
Santa Ana, CA 92701**

**CONTRACTOR:**

**Cooperative Strategies  
8955 Research Drive  
Irvine, CA 92618**

22. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

23. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

24. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

25. **Exhibits:** This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

THIS AGREEMENT IS ENTERED INTO THIS 24<sup>TH</sup> DAY OF AUGUST, 2017.

DISTRICT:

CONTRACTOR:

By:

\_\_\_\_\_  
Signature

By:

  
\_\_\_\_\_  
Signature

Edmond T. Heatley, Ed.D.

\_\_\_\_\_  
Printed Name

Larry Ferchau

\_\_\_\_\_  
Printed Name

Deputy Superintendent, Administrative

Services

\_\_\_\_\_  
Title

Partner

\_\_\_\_\_  
Title

8/23/2017

\_\_\_\_\_  
Board Approval Date

20-8903972

\_\_\_\_\_  
Social Security or Taxpayer Identification

\* Risk Manager will review all insurance requirements for the District.

\* Criminal Record Check (Fingerprint), may be applicable.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of Agreement Between Santa Ana Unified School District and Gaggle.Net, Inc.**

**ITEM:**                   **Action**

**SUBMITTED BY:**   **Edmond T. Heatley, Ed.D., Deputy Superintendent, Administrative Services**

**PREPARED BY:**   **Edmond T. Heatley, Ed.D., Deputy Superintendent, Administrative Services**

**BACKGROUND INFORMATION:**

Gaggle.Net, Inc., will provide Santa Ana Unified School District (“District”) with 24/7 content analysis of the District’s google domain to review for suspicious or questionable content. Gaggle.Net, Inc., utilizes software and human review to scan text, images, attachments and links for everything hosted on the District’s google domain.

**ITEM SUMMARY:**

- Service Agreement between SAUSD and Gaggle.Net, Inc.
- Term: September 1, 2017 through June 30, 2018.

Services also include ongoing communication with District’s School Police Department and key leadership team on findings and analyzed content.

**RATIONALE:**

The purpose of this agenda item is to seek Board approval of an Agreement between Santa Ana Unified School District and Gaggle.Net, Inc.

**FUNDING:**

Business Services General Fund: Not to exceed \$156,963.00

**RECOMMENDATION:**

Approve the Agreement between Santa Ana Unified School District and Gaggle.Net, Inc.

## **Independent Contractor Agreement**

This AGREEMENT is hereby entered into between the **Santa Ana Unified School District**, hereinafter referred to as “DISTRICT,” and Gaggle.Net, Inc., P.O. Box 1352, Bloomington, IL 61702 hereinafter referred to as “CONTRACTOR.”

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services to be provided by CONTRACTOR:** With the approval of this contract, Gaggle Safety Management will apply 24/7 content analysis and expert review of suspicious content for those accounts that are accessed through the District’s Google domain. A combination of machine learning technology and real people are used to analyze and review questionable and suspicious text, images, attachments and links for all inbound and outbound email, files stored and events created. Gaggle will utilize District identified contacts to communicate with when situations that posed a possible threat to the health or safety of a student are discovered. Gaggle will produce monthly reports summarizing the content analyzed and conduct monthly and quarterly meetings with identified District staff.

**Services shall be provided by (Name of specific individual, if required).**

2. **Term:** CONTRACTOR shall commence providing services under this AGREEMENT on **9/1/2017** and will diligently perform as required and complete performance by **6/30/2018**.

3. **Compensation:** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed One Hundred Fifty-six



Thousand Nine Hundred Sixty-Three Dollars Twenty-two Cents (\$156,963.22). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

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4. **Expenses:** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: N/A.

5. **Independent Contractor:** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials:** CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows: N/A.

CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. **Invoices:** CONTRACTOR will submit monthly invoices to the DISTRICT within 30 days of the services being rendered. The DISTRICT will only reimburse CONTRACTOR for approved services as outlined in section 1, ***Services to be provided by CONTRACTOR*** at the cost outlined in section 3, ***Compensation***.

8. **Originality of Services:** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and/or video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

9. **Copyright/Trademark/Patent:** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Conflict of Interest:** CONTRACTOR represents and warrants the following:

(a) **No Current or Prior Conflict of Interest.** That CONTRACTOR has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this AGREEMENT.

(b) **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this AGREEMENT, CONTRACTOR shall immediately inform the DISTRICT in writing of such conflict.

(c) **Termination for Material Conflict.** If, in the reasonable judgment of the DISTRICT, such conflict poses a material conflict to and with the performance of CONTRACTOR's obligations under this AGREEMENT, then the DISTRICT may terminate the AGREEMENT immediately upon written notice to CONTRACTOR; such termination of the AGREEMENT shall be effective upon the receipt of such notice by CONTRACTOR.

11. **Termination:** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within **TEN (10)** days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the **TEN (10)** days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. If the cost to the DISTRICT exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charges to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

12. **Hold Harmless:** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection

with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(b) Any injury to or death of any person(s), including the DISTRICT's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

13. **Insurance:** Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **ONE MILLION Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its governing board, officers, agents and employees as additional insureds under said policy.

14. **Assignment:** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

15. **Compliance With Applicable Laws:** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and

local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.

16. **Permits/Licenses:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

17. **Employment With Public Agency:** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

18. **Entire Agreement/Amendment:** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

19. **Nondiscrimination:** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

20. **Non Waiver:** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

21. **Notice:** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit

in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

**Santa Ana Unified School District  
1601 E. Chestnut Ave  
Santa Ana, CA 92701**

CONTRACTOR:

**Gaggle.Net, Inc.  
P.O. Box 1352  
Bloomington, IL 61702**

22. **Severability:** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

23. **Attorney Fees/Costs:** Should litigation be necessary to enforce any terms or provisions of this AGREEMENT, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

24. **Governing Law:** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California. This AGREEMENT is made in and shall be performed in Orange County, California.

25. **Exhibits:** This AGREEMENT incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

THIS AGREEMENT IS ENTERED INTO THIS 24<sup>TH</sup> DAY OF AUGUST, 2017.

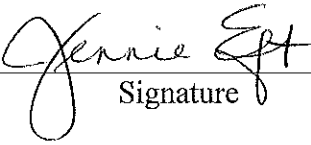
DISTRICT:

CONTRACTOR:

By:

\_\_\_\_\_  
Signature

By:

  
\_\_\_\_\_  
Signature

Edmond T. Heatley, Ed.D

\_\_\_\_\_  
Printed Name

Jennie Eft

\_\_\_\_\_  
Printed Name

Deputy Superintendent, Administrative  
Services

\_\_\_\_\_  
Title

Director of Sales Operations

\_\_\_\_\_  
Title

8/23/2017

\_\_\_\_\_  
Board Approval Date

\* Risk Manager will review all insurance requirements for the District.

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Authorization to Award a Request for Proposal for the Purchase of a Solid Waste Disposal and Recycling Services to Ware Disposal**

**ITEM:**                   **Action**

**SUBMITTED BY:**   **Orin L. Williams, Assistant Superintendent, Facilities and Governmental Relations**

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

**BACKGROUND INFORMATION:**

The District’s current waste and recycling contract reached its maximum number of renewals and expired on June 30, 2017. Public Contract Code requires the District to perform a competitive solicitation process for these services.

**RATIONALE:**

The purpose of this agenda item is to seek Board approval to award a bid to Ware Disposal, pursuant to a Request for Proposal (RFP) No. 03-17, for solid waste and recycling services.

The RFP was advertised, as legally required, in the *Orange County Register*. Additional direct vendor outreach was performed to vendors listed with the following bid boards: Onvia, BisSync, BidNet, and the Contractors Bluebook. Six vendors received RFP documents, of which two submitted proposals. Staff recommends award of a contract to Ware Disposal based on the outcome of an objective initial review and scoring, as well as pricing for services. Vendor selection is in compliance with requirements of Board Policy 3312.

Each proposal was reviewed and scored using an objective rubric requiring eighty percentage points or higher to be considered for award. Factors for consideration were, location to District facilities, past performance, past problems with other clients and price. The outcome of the proposal evaluations as follows:

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Award RFP No. 03-17 for daily waste and recycling services, and incidental trash and roll-off container requests Districtwide.</li> <li>• Year 1 Monthly Cost: \$36,867.10</li> <li>• Year-1 Annual Cost: \$442,405.20</li> <li>• Four possible one-year renewals</li> <li>• Average year cost based on 3 year average for incidentals is \$365,000</li> <li>• Not to exceed amount of \$750,000 less annual costs of \$442,405.20 allows for \$307,594.80 in incidental augmented services.</li> <li>• Next lowest bidder’s annual cost would be \$770,688, without incidentals.</li> <li>• WARE Incidental charges are less for each category than the next lowest bidder (see attached chart).</li> </ul>



**RFP Review Scoring:**

<b>Company</b>	<b>Score</b>	<b>Monthly Cost</b>
Ware Disposal	90.41%	\$36,867.10
CR&R	65.75%	\$64,224.00

**LCAP Goal 3.10:** Support the enhancement of school climate through smooth operations and processes.

**FUNDING:**

General Fund: Not to exceed \$750,000 annually

**RECOMMENDATION:**

Authorize the award of a contract for Solid Waste and Recycling Services to Ware Disposal, pursuant to RFP No. 03-17, renewable yearly for a period not to exceed 5 years.

# Ware Disposal Co. vs. CR&R

## Base Bid

### CR&R

Pricing Total Using Current Service Schedule Listed in RFP											
Size/Freq	Qty of Bins	Year 1		Year 2		Year 3		Year 4		Year 5	
		Cost	Cost	Cost	Cost	Cost	Cost	Cost			
3yd- 5x wk	69	\$	15,180.00	\$	15,635.40	\$	16,104.60	\$	16,587.60	\$	17,085.09
5 yd- 5x wk	134	\$	49,044.00	\$	50,515.32	\$	52,030.86	\$	53,591.96	\$	55,199.96
<b>Total</b>	<b>203</b>	<b>\$</b>	<b>64,224.00</b>	<b>\$</b>	<b>66,150.72</b>	<b>\$</b>	<b>68,135.46</b>	<b>\$</b>	<b>70,179.56</b>	<b>\$</b>	<b>72,285.05</b>

## Ware Disposal

Quantity	Size	Frequency	Debris	Monthly Cost Per Bin	Total Monthly
69	3-CY Bins	5x Week	Trash	\$125.80	\$8,680.20
134	5-CY Bins	5x Week	Trash	\$210.35	\$28,186.90
<b>TOTAL MONTHLY COST SOLID WASTE SERVICES: \$36,867.10</b>					

## Category A

### CR&R

1- 64 gal cart	1	52.99	\$	54.58	\$	56.22	\$	57.91	\$	59.65
1- 64 gal cart	2x	105.99	\$	109.17	\$	112.45	\$	115.82	\$	119.29
1- 64 gal cart	3x	158.98	\$	163.75	\$	168.66	\$	173.72	\$	178.93
1- 64 gal cart	4x	211.97	\$	218.33	\$	224.88	\$	231.63	\$	238.58

## Ware Disposal

### (d) Organics/Composting Food Waste Services (AB-1826)

Quantity	Size	Frequency	Debris	Monthly Cost Per Cart	Monthly Rental
1	35 Gal Cart	1x Week	Food	\$21.65	\$9.99
1	65 Gal Cart	1x Week	Food	\$40.15	\$9.99

Ware Disposal will audit all locations prior to starting service to ensure compliance of AB-1826.

## Category B

### CR&R

Rolloff Service											
Size	Material	Year 1		Year 2		Year 3		Year 4		Year 5	
		Cost per pull*	Cost per pull*	Cost per pull*	Cost per pull*	Cost per pull*	Cost per pull*	Cost per pull*			
40 -yd	Solid waste	\$	555.00	\$	571.65	\$	588.80	\$	606.46	\$	624.65
40 -yd	Green waste	\$	555.00	\$	571.65	\$	588.80	\$	606.46	\$	624.65
40 -yd	Metal	\$	555.00	\$	571.65	\$	588.80	\$	606.46	\$	624.65

## Ware Disposal

### (c) 40 Yard as Needed Schedule Per SAUSD (Page 13)

Quantity	Size	Frequency	Debris	Per Bin	Rebate
1	40-Y Open Top	On-Call	Trash	\$325.00*	N/A
1	40-Y Open Top	On-Call	Greenwaste	\$325.00*	N/A
1	40-Y Open Top	On-Call	Metal	\$195.65	Credit Market Rate
1	10-Y open Top	On-Call	Inerts	\$469.35*	N/A

\*Cost is to 6 tons, boxes weighing more than 6 tons will be charged \$71.10 per ton.

Boxes weighing more than 9 tons will be charged an Overload fee of \$125.00 and \$51.25 per ton addl.

## Category C

### CR&R

Organics (Green waste, Food waste)											
Size	Quantity of Pickups	Year 1 Cost		Year2 Cost		Year3 Cost		Year4 Cost		Year5 Cost	
1-3yd	1x	\$	218.99	\$	225.56	\$	232.33	\$	239.30	\$	246.48
1-3yd	2x	\$	436.99	\$	450.10	\$	463.60	\$	477.51	\$	491.84
1-3yd	3x	\$	655.48	\$	675.14	\$	695.39	\$	716.25	\$	737.74
1-3yd	4x	\$	873.98	\$	900.20	\$	927.21	\$	955.03	\$	983.68

## Ware Disposal

Quantity	Size	Frequency	Debris	Monthly Cost Per	Total Monthly
61	3-CY Bins	2x Week	Mixed Recycling	\$19.75	\$1,204.75

Ware Disposal will audit all locations prior to starting services to ensure highest recycling diversion, we will also supply two 95 gal cats to each school for recycling at no cost to SAUSD.

## Category D

### CR&R

Solid Waste Service											
Bin Size	Quantity of Pickups	Year 1 Cost		Year2 Cost		Year3 Cost		Year4 Cost		Year5 Cost	
1-3yd	1x	\$	180.00	\$	185.40	\$	190.96	\$	196.69	\$	202.59
1-3yd	2x	\$	190.00	\$	195.70	\$	201.57	\$	207.62	\$	213.85
1-3yd	3x	\$	200.00	\$	206.00	\$	212.18	\$	218.55	\$	225.11
1-3yd	4x	\$	210.00	\$	216.30	\$	222.79	\$	229.47	\$	236.35
1-3yd	5x	\$	220.00	\$	226.60	\$	233.40	\$	240.40	\$	247.61
1-5yd	1x	\$	326.00	\$	335.78	\$	345.85	\$	356.23	\$	366.92
1-5yd	2x	\$	336.00	\$	346.08	\$	356.46	\$	367.15	\$	378.16
1-5yd	3x	\$	346.00	\$	356.38	\$	367.07	\$	378.08	\$	389.42
1-5yd	4x	\$	356.00	\$	366.68	\$	377.68	\$	389.01	\$	400.68
1-5yd	5x	\$	366.00	\$	376.98	\$	388.29	\$	399.94	\$	411.94

Recycling processing services: CR&R is proposing to provide mixed waste processing with a two stream program consisting of waste and organics. Additionally, a bottle and can recycling program is available that provides CRV rebates for the participating school sites. For more information about these programs, please refer to the additional information section in our proposal.

## Ware Disposal

### (e) Possible Additional Services Districtwide (Page 13)

Container Size	Extra Service	Debris	Cost Per Pick-Up
3-Yard	Overflow	Trash	\$65.00
5-Yard	Overflow	Trash	\$125.00
3-Yard	ExtraP/U	Trash	\$70.00
3-Yard	ExtraP/U	Recycle	\$25.00
3-Yard	ExtraP/U	Mixed Construction	\$175.00
5-Yard	ExtraP/U	Trash	\$135.00
5-Yard	ExtraP/U	Recycle	\$18.50
5-Yard	ExtraP/U	Mixed Construction	\$275.00
35-Gallon Cart	ExtraP/U	Organics	\$55.00
65-Gallon Cart	ExtraP/U	Organics	\$75.00

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:**                   **Approval of New Job Description: Coordinator - Special Projects/Career Technical Education**

**ITEM:**                   **Action**

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

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

**BACKGROUND INFORMATION:**

The Coordinator – Special Projects/Career Technical Education will provide leadership, implementation and support for CTE. In the 2016/2017 school year CTE provided services for 7,590 students (2,135 intermediate/5,455 high school) in 66 pathways (33 intermediate/33 high school). Over the 2016/2017 school year, 13 different intermediate school CTE courses and 53 different high school CTE courses offered a total of 253 sections to students across the district. This position will also support the management, implementation support and reporting of 13 CTE grants and the support of developing CTE programs for elementary schools. This new job description is replacing the previous job description of Coordinator of Special Projects in the Career Technical Education Department. The new job description provides specific responsibilities and functions contained in the CTE work.

**ITEM SUMMARY:**

- New job description will provide overall leadership in the planning, development, implementation, coordination, facilitation, and direction for assigned CTE projects and grants.

The new job description is attached.

**RATIONALE:**

The purpose of this agenda item is to seek Board approval of the new job description: Coordinator Special Projects/Career Technical Education (CTE). This position will report to the Director of Career Technical Education. This position will provide overall leadership in the planning, development, implementation, coordination, facilitation, and direction for assigned CTE projects and grants.

**FUNDING:**

Career Technical Education Funds: Certificate Manager Salary Schedule: Level 42, \$9,563 - \$10,853 (monthly)

**RECOMMENDATION:**

Approve the new job description: Coordinator - Special Projects/Career Technical Education.



## **COORDINATOR - SPECIAL PROJECTS/CAREER TECHNICAL EDUCATION**

### **JOB SUMMARY:**

Under the direction of the Deputy Superintendent, Teaching and Learning and/or designee, provide overall leadership in the planning, development, implementation, coordination, facilitation, and direction for assigned projects, programs, and services designed to promote success for all students that are provided at multiple schools in the District. This position requires a breadth of knowledge in Career Technical Education (CTE) pathways, CTE State reporting, CTE related grants, student internships, industry expectations and requirements, work-based learning, linked learning and experience with articulation/dual enrollment.

### **REPRESENTATIVE DUTIES:**

- Responsible for the daily oversight of CTE project activities including close monitoring and coordination with assigned staff, community agencies, business partners, colleges and universities and other parties involved with the projects and programs. **E**
- Responsible for data collection, analysis, report creation, and presentations in a variety of settings regarding the assigned projects and programs; and for ensuring that all assigned projects and programs meet federal, State, and local required components. **E**
- Collaborate with other district divisions, school sites, community agencies, business partners, parents, and other stakeholders to plan, develop, and design short-term and long-range goals, objectives, and plans for the assigned projects and programs. **E**
- Arrange for the planning, coordination, facilitation, and implementation of project activities in order to meet all requirements of the project and in alignment with the District's mission, vision, and goals. **E**
- Provide leadership to assigned staff and organizational operations, including the supervision of assigned classified and certificated employees; appraise performance and provide required performance evaluations and conferences; provide for technical direction and guidance; and make employment-related recommendations. **E**
- Develop methods for assessing and evaluating organizational effectiveness of assigned projects and programs and initiate needed changes; develop board policies and administrative regulations as needed. **E**

## **COORDINATOR - SPECIAL PROJECTS/CAREER TECHNICAL EDUCATION (CONTINUED)**

### **REPRESENTATIVE DUTIES:** (continued)

- Implement and manage policies and procedures related to the projects and programs' requirements. **E**
- Identify, plan, design, and provide appropriate staff training and development; coordinate staff training and development with other departments and schools for certificated and classified staff; support the involvement of parents, community, and other stakeholders with program and project components. **E**
- Prepare budgets for assigned projects and programs and present rationale for budgets quarterly; monitor budget and compare actual expenses with forecasts; coordinate program and project staff and programs; evaluate program and project outcomes; prepare program and project proposals, reports, and presentations in accordance with District standards. **E**
- Provide leadership to the development and implementation of interagency communication, coordination, and collaboration of services related to assigned projects and programs; and develop interagency agreements that facilitate more effective and efficient planning, coordination, facilitation, and implementation of project activities. **E**
- Serve on District-level leadership and curriculum committees and act as a liaison and consultant to school sites and other departments regarding assigned programs and projects; represent the District by attending and participating in a variety of meetings, workshops, and conferences; plan, prepare, and present regarding assigned projects and programs. **E**
- Respond to questions and concerns regarding assigned projects and programs from administrators, staff, parents, community, and outside agencies. **E**
- Maintain a professional code of ethics and a collaborative work ethic; represent the District in a variety of settings and meetings in the community. **E**
- Perform related duties as assigned.

## COORDINATOR - SPECIAL PROJECTS/CAREER TECHNICAL EDUCATION (CONTINUED)

### KNOWLEDGE AND ABILITIES:

#### Knowledge of:

- Effective human relations skills
- Best practices in multiethnic urban education
- Computerization and organizational applications
- School District organization, operations, and objectives
- Efficient organization
- Best practices in multiethnic/multilingual parent involvement
- Social, cultural, and familial influences on students
- Applicable federal, State, local laws and Education Code
- City and community cultures
- Student needs of differing socioeconomic and ethnic backgrounds
- Technology
- State standards and assessments

#### Ability to:

- Think creatively to maximize the use of available resources
- Motivate others and work collaboratively with staff and parents
- Anticipate organizational needs and cooperatively plan and implement courses of action
- Transform ideas into action while managing multiple projects
- Build consensus under adversarial conditions
- Develop meaningful relationships with institutions of higher learning, community agencies, and the business community
- Deal effectively with parents and students
- Meet deadlines
- Plan and supervise work
- Coach and supervise personnel
- Prepare data based reports
- Work confidentially and with discretion
- Function within appropriate line-staff relationships
- Communicate effectively both orally and in writing
- Work effectively with administrators, staff, parents and community and in multicultural and bilingual environments
- Effectively interpret and analyze data and/or assessments
- Perform the essential functions of the job

## **COORDINATOR - SPECIAL PROJECTS/CAREER TECHNICAL EDUCATIO (CONTINUED)**

### **EDUCATION AND EXPERIENCE:**

Master's degree and five years of teaching, school counseling, and/or school psychologist experience and at least three years of district and/or site-level project or leadership experience.

### **LICENSES AND OTHER REOUREMENTS:**

- Administrative Credential
- Valid California Credential enabling holder to serve in a certificated position
- Valid California driver's license
- Biliterate (English/Spanish) preferred

### **WORKING CONDITIONS:**

#### Environment:

- School sites
- Office setting
- Constant interruptions
- Driving a vehicle to conduct work

#### Physical Abilities:

- Hearing and speaking accurately to exchange information and make presentations
- Seeing to view student activities, read a variety of materials and drive a vehicle
- Sitting or standing for extended periods of time
- Lifting or moving objects, normally not exceeding forty (40) pounds

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved:



**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Board Policy (BP) 5141.52 – Suicide Prevention  
 (New: For Adoption)

**ITEM:** Action

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Heidi Cisneros, Executive Director, Pupil Support Services

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the new Board Policy (BP) 5141.52 – Suicide Prevention. BP 5141.52 aligns with the current recommendations from the California School Board Association, the Trevor Project, a leading national organization providing intervention and suicide prevention. The SAUSD Suicide Prevention Task Force guided the development of this policy. Members of the Task Force include School Police, school psychologists, community partners, parents, school counselors, Health Services, Pupil Support Services, and School Climate.

**ITEM SUMMARY:**

- Board Policy 9311: Drafts or suggestions for new policy and policy revisions, when changes in law occur and when specific needs arise, are presented to the Board.

**RATIONALE:**

The proposed Suicide Prevention policy is to protect the mental health and well-being of all Santa Ana Unified School District students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. In addition, this BP will develop and support best practices that shape individual and systematic wide-supports that provide the necessary prevention and intervention services to ensure students have access to mental health in order for them to have the social-emotional behavioral they need to be successful.

LCAP goal 3.4: “Support school and District operations to create welcoming and productive school environments.”

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Adopt the new Board Policy 5141.52 – Suicide Prevention.

AJ:HC:sz



# Santa Ana Unified School District

BOARD POLICY NO: 5141.52

SUBJECT: **Suicide Prevention**

CATEGORY: Students

EFFECTIVE: 0/0000

RESPONSIBLE OFFICE(S): Educational Services, Pupil Support Services

REVIEWED: 7/2017

## **SCOPE:**

The Governing Board of the Santa Ana Unified School District recognizes that suicide is a leading cause of death among youth and an even greater amount of youth contemplate and attempt suicide, thus requiring vigilant attention from school staff. As a result, schools are ethically and legally responsible for responding appropriately and timely in addressing suicidal ideation, attempts, and deaths, as well as to respond to the aftermath of a suicide death. Schools must also work to create safe and nurturing campuses that minimize factors contributing to suicidal ideation in students. The Board of Education supports best practices and policies that shape individual and system-wide supports that provide prevention and intervention which ensures students have access to the mental health, social-emotional, behavioral, and academic supports they need to be successful as they move forward with their college and career planning.

## **POLICY:**

The purpose of this policy is to protect the health and well-being of all Santa Ana Unified School District students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

The District:

- (a) Recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcome.
- (b) Further recognizes that suicide is a leading cause of death among young people.
- (c) Has an ethical responsibility to take a proactive approach in preventing deaths by suicide.
- (d) Acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

Toward this end, BP 5141.52 is meant to be paired with other policies supporting the emotional and behavioral health of students more broadly. Suicide prevention strategies may include, but not limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with their school and is characterized by caring staff, positive relationships and interactions among students.



# Santa Ana Unified School District

BOARD POLICY NO: 5141.52

SUBJECT: **Suicide Prevention**

CATEGORY: Students

EFFECTIVE: 0/0000

RESPONSIBLE OFFICE(S): Educational Services, Pupil Support Services

REVIEWED: 7/2017

## **DESIRED OUTCOME:**

The Superintendent or appointed designee shall coordinate a Suicide Prevention Task Force to lead the development of prevention, intervention, postvention, and bereavement supports. The Suicide Prevention Task Force shall include representatives from Pupil Support Services, Santa Ana School Police, Special Education, School Counseling, School Climate, Health Services, Risk Management, as well as school administrators, community partners, and parents. Further, each school shall identify at least one staff member, preferably an assistant principal or lead school counselor, to serve as liaison to the Suicide Prevention Task Force and coordinate suicide prevention activities, resources, and protocols for their specific school site.

The Suicide Prevention Task Force may also serve as an advisory group for mental health services, crisis response planning, threat management, and other areas supporting the social-emotional needs and well-being of students. The Suicide Prevention Task Force shall meet, at minimum, triennially and review this policy and related AR annually.

The Superintendent or designee and the Suicide Prevention Task Force shall develop Administrative Regulations to guide the implementation of prevention strategies and intervention procedures that may include, but not limited to the following:

- 1) Awareness and messaging about suicide
- 2) Suicide prevention, training, and education for all school staff members
- 3) Employee qualifications and scope of responsibility
- 4) Specialized training for support staff and mental health providers
- 5) Parent, guardian, and caregiver notification, participation, and education
- 6) Student participation and education
- 7) Addressing needs of homeless, foster, LGBT, and youth with disabilities, mental health disorders, and substance abuse issues
- 8) In-school and out-of-school suicide attempts, contagion effect, and memorials
- 9) Re-entry protocols and postvention

Strategies may encompass primary, secondary, and tertiary forms of prevention for all grades. Primary or universal prevention activities should include age appropriate, student-centered curriculum and programs including safe and healthy choices, coping strategies, help-seeking strategies, anti-bullying, communication, mentoring, and drug prevention. Identified higher-risk students will receive more specialized interventions to address risky behaviors and early signs and symptoms of mental illness or drug experimentation. Tertiary strategies will be provided for students who have engaged in self-harming behavior, are survivors of suicide attempts, or bereaved due to loss of friends and family.

The District's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem, as well as help-seeking strategies.



# Santa Ana Unified School District

BOARD POLICY NO: 5141.52

SUBJECT: **Suicide Prevention**

CATEGORY: Students

EFFECTIVE: 0/0000

RESPONSIBLE OFFICE(S): Educational Services, Pupil Support Services

REVIEWED: 7/2017

Whenever a staff member suspects or has knowledge of a student's suicidal ideations, he/she is mandated to immediately notify the school administrator, school psychologist, school counselor, or school-based mental health provider. Phone messages or emails are not acceptable methods of notification. Upon verbal notification, school administration or support staff is mandated to follow up with the student immediately.

The Superintendent or designee shall establish crisis response team to ensure student safety and appropriate supports, as well as, appropriate communications are provided in the event that a suicide occurs by an attempt made on campus, at a school-sponsored activity, or at home.

## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

District Policies and Procedures:

AR 5145.3                      Nondiscrimination/Harassment-Students

Legal Reference:

### EDUCATION CODE

32280-32289                  Comprehensive safety plan  
49060-49079                  Student records  
49602                              Confidentiality of student information  
49604                              Suicide prevention training for school counselors

### GOVERNMENT CODE

810-996.6                      Government Claims Act

### WELFARE AND INSTITUTIONS CODE

5698                              Emotionally disturbed youth; legislative intent  
5850-5883                      Mental Health Services Act

### COURT DECISIONS

Corales v. Bennet (Ontario-Montclair School District) (2009) 567 F.3d 554

Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools,  
Kindergarten Through Grade Twelve 2018  
Youth Suicide-Prevention Guidelines for California Schools 2005  
Health Framework for California Public Schools, Kindergarten Through Grade Twelve 2003

### CALIFORNIA DEPARTMENT OF MENTAL HEALTH PUBLICATIONS

California Strategic Plan for Suicide Prevention: Every California is Part of the Solution 2008

### CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth 2009

### U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action 2001

### WEB SITES

American Psychological Association: <http://www.apa.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Mental Health, Children and Youth Programs: <http://www.dmh.ca.gov/Sevices>



# Santa Ana Unified School District

BOARD POLICY NO: 5141.52

SUBJECT: **Suicide Prevention**

CATEGORY: Students

EFFECTIVE: 0/0000

RESPONSIBLE OFFICE(S): Educational Services, Pupil Support Services

REVIEWED: 7/2017

Programs/Children and Youth Centers for Disease Control and Prevention, Mental Health:  
<http://www.cde.gov/mentalhealth>

National Institute for Mental Health: <http://www.nimh.nih.gov>

U.S. Department of Health and Human Services, Substance Abuse, and Mental Health Services  
Administration: <http://www.samhsa.gov>

Adopted: 8-17

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Board Policy (BP) 5144 – Discipline  
 (Revision: First Reading)

**ITEM:** Action

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Sonia Llamas, Ed.D., L.C.S.W., Director, School Climate

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board the revised Board Policy (BP) 5144 Discipline for first reading.

**RATIONALE:**

The updated policy contains revisions from the California School Board Association and reinforces the Districts commitment to providing an orderly school environment that protects students' safety and security, ensures their welfare and well-being, and promotes their learning and development. In addition, the new policy includes new mandates to ensure the policy is up to date and fully compliant. The last revision was completed in April 1998. The revisions reinforce that all students are provided a safe and orderly school environment to ensure access to educational opportunities.

LCAP goal 3.4: "Support school and District operations to create welcoming and productive school environments."

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Approve the first reading of the revised Board Policy (BP) 5144 – Discipline.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Board Policy 9311: Drafts or suggestions for new policy and policy revisions, when changes in law occur and when specific needs arise, are presented to the Board.</li> </ul>



# Santa Ana Unified School District

BOARD POLICY NO: 5144

SUBJECT: Discipline

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

## SCOPE:

The Governing Board desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensure their welfare and well-being and promotes their learning and development.

## POLICY:

The Governing Board is committed to maintaining safe schools and perceives this is possible by fostering positive school relationships, ~~enforcement of a strict code of conduct,~~ responsible citizenship, self-discipline, personal responsibility, and consistent application of the expected behaviors, which includes adherence to the disciplinary standards of the District. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student's behavior.

To assist in the achievement of safe schools, the Board supports clear communication with parents in their primary language regarding discipline policies, procedures and student/parent rights.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices. Each school shall develop disciplinary rules and procedures, to be updated at least every four years in accordance with law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, and in accordance with the district's nondiscrimination policies. In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

To maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed. After these efforts, if it is found to be in the best educational interests of the student, ~~continually disruptive~~ students may be assigned to alternative programs or removed from school their instructional





# Santa Ana Unified School District

BOARD POLICY NO: 5144

SUBJECT: Discipline

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

program as determined by the principal/designee. (cf. 4158 – Employee Security) (cf. 5131 – Conduct) (cf. 5142 – Safety) (cf. 5144.1 – Suspension and Expulsion/Due Process)

To maintain a safe and orderly school environment, the Board supports ~~zero tolerance~~ for certain offenses, as noted in Education Code section 48915 (c). ~~(cf. 5131.71 – Zero Tolerance~~ For specified serious offenses, as noted in Education Code section 48902 and including acts that involve firearms, deadly weapons, assault causing great bodily injury, or the possession or sale of controlled substances, schools may need to contact law enforcement for additional support.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

The Superintendent or designee shall ~~approve~~ provide, for each school level, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. After multiple interventions to address behavior issues have not resulted in improved conduct, the student may be referred to the Pupil Placement Committee. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.



# Santa Ana Unified School District

BOARD POLICY NO: 5144

SUBJECT: Discipline

CATEGORY: Student

RESPONSIBLE OFFICE(S): Educational Services

EFFECTIVE: 00/0000

REVIEWED: 8/2017

## Legal Reference:

### **EDUCATION CODE**

- 32280-32288 School safety plans
- 35146 Closed sessions
- 35291 Rules
- 35291.5-35291.7 School-adopted discipline rules
- 37223 Weekend classes
- 44807.5 Restriction from recess
- 48900-48926 Suspension and expulsion
- 48980-48985 Notification of parent/guardian
- 49330-49335 Injurious objects
- 52060-52077 Local control and accountability plan

### **CIVIL CODE**

- 1714.1 Parental liability for child's misconduct

### **CODE OF REGULATIONS, TITLE 5**

- 307 Participation in school activities until departure of bus
- 353 Detention after school

Adopted: (6-76 1-78 6-78 1-79 7-81 1-82 10-82 1-84  
12-84 1-86 8-86 10-86 1-88 1-91 7-93 4-98) 9-17

Santa Ana, CA



# Santa Ana Unified School District

BOARD POLICY NO: 5144

SUBJECT: Discipline

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

## SCOPE:

The Governing Board desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensure their welfare and well-being and promotes their learning and development.

## POLICY:

The Governing Board is committed to maintaining safe schools and perceives this is possible by fostering positive school relationships, responsible citizenship, self-discipline, personal responsibility, and consistent application of the expected behaviors, which includes adherence to the disciplinary standards of the District. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student's behavior.

To assist in the achievement of safe schools, the Board supports clear communication with parents in their primary language regarding discipline policies, procedures and student/parent rights.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices. Each school shall develop disciplinary rules and procedures, to be updated at least every four years in accordance with law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, and in accordance with the district's nondiscrimination policies. In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

To maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed. After these efforts, if it is found to be in the best educational interests of the student, students may be assigned to alternative programs or removed from their instructional program as determined by the principal/designee. (cf. 4158 – Employee Security) (cf. 5131 – Conduct) (cf. 5142 – Safety) (cf. 5144.1 – Suspension and Expulsion/Due Process)

To maintain a safe and orderly school environment, the Board supports for certain offenses, as noted in Education Code section 48915 (c). For specified serious offenses, as noted in Education Code section 48902 and including acts that involve firearms, deadly weapons, assault causing great bodily injury, or the possession or sale of controlled substances, schools may need to contact law enforcement for additional support.



# Santa Ana Unified School District

BOARD POLICY NO: 5144

SUBJECT: Discipline

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

The Superintendent or designee shall provide, for each school level, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. After multiple interventions to address behavior issues have not resulted in improved conduct, the student may be referred to the Pupil Placement Committee. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

## Legal References:

### EDUCATION CODE

32280-32288	School safety plans
35146	Closed sessions
35291	Rules
35291.5-35291.7	School-adopted discipline rules
35223	Weekend classes
44807.5	Restriction from recess
48900-48926	Suspension and expulsion
48980-48985	Notification of parent/guardian
49330-49335	Injurious objects
52060-52077	Local control and accountability plan



# Santa Ana Unified School District

BOARD POLICY NO: 5144

SUBJECT: Discipline

CATEGORY: Student

RESPONSIBLE OFFICE(S): Educational Services

EFFECTIVE: 00/0000

REVIEWED: 8/2017

**CIVIL CODE**

1714.1 Parental liability for child's misconduct

**CODE OF REGULATION, TITLE 5**

307 Participation in school activities until departure of bus

353 Detention after school

Adopted: (6-76 1-78 6-78 1-79 7-81 1-82 10-82 1-84 12-84 1-86 8-86 10-86  
1-88 1-91 7-93 4-98) 9-17 Santa Ana, CA

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Board Policy (BP) 5144.1 – Suspension and Expulsion/Due Process  
 (Revision: First Reading)

**ITEM:** Action

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and Learning

**PREPARED BY:** Sonia Llamas, Ed.D., L.C.S.W., Director, School Climate

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to present to the Board the revised Board Policy (BP) 5144.1 Suspension and Expulsion/Due Process for first reading.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Board Policy 9311: Drafts or suggestions for new policy and policy revisions, when changes in law occur and when specific needs arise, are presented to the Board.</li> </ul>



**RATIONALE:**

BP 5144.1 contains revisions from the California School Board Association and reinforces the District's commitment to providing an orderly school environment that protects students' safety and security, ensure their welfare and well-being, and promotes their learning and development. In addition, the new policy includes new mandates to ensure the policy is up to date and fully compliant. The last revision was completed in September 2009. The revisions reinforce that all students are provided a safe and orderly school environment to ensure access to educational opportunities.

LCAP goal 3.4: "Support school and District operations to create welcoming and productive school environments."

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Approve the first reading of the revised Board Policy (BP) 5144.1 – Suspension and Expulsion/Due Process.



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion/Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

## SCOPE:

The Governing Board desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensure their welfare and well-being and promotes their learning and development.

## POLICY:

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board has established policies and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, up to and including suspension and expulsion, in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. (cf. 5144 – Discipline)

Each school shall develop, for District approval, a complement of effective, age-appropriate strategies for correcting student behavior. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when authorized by law and when other means of correction have failed.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144.1. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910.



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

**Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.**

To maintain a safe and orderly school environment, the Board supports appropriate discipline for certain offenses, as noted in Education Code section 48915 (c). Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline correction, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulations.

## Zero Tolerance

~~The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. The Superintendent or designee shall notify staff, students and parent/guardians about the district's zero tolerance policy and the consequences which may result from student offenses. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. He/she shall also ensure strict enforcement of this policy. (cf. 5131.71 – Zero Tolerance)~~

## Student Due Process

The Board shall provide for the ~~the fair and~~ equitable treatment of students facing suspension and expulsion by affording them their due process rights ~~under the law~~ fairly consistently, and in accordance with the district's nondiscrimination policies. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in administrative regulation and law.

## On-Campus Suspension Program

The Board recognizes that students who are suspended from school frequently have no supervision or guidance during the school hours when they are off campus. The Board believes that in many cases, it would be better to address the student's misconduct by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised in-house suspension program which meets the requirements of law ~~for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated~~. Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a ~~suspension~~ behavior support program which





# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. ~~The use of such alternatives does not preclude off-campus suspensions.~~

## **Required Parental Attendance**

### **Suspensions from the Classroom by the Teacher**

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise. To correct the behavior of any student who is subject to discipline, the teachers are expected to first use alternative disciplinary strategies specified in AR 5144.1 and required by law. Students may only be suspended from a class when alternative strategies have not resulted in improved behavior and the misconduct, as defined by Education Code section 48900, persists. Parents/guardians shall receive written notice of suspensions from class from the teacher and principal. Removal of a student from a particular class should not occur more than once every five schooldays.

~~Whenever~~ If a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee.

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student.

~~When~~ Before a teacher requires parental attendance, the teacher shall inform the principal and the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law.

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements.

### **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (cf. 5131.7 - Weapons and Dangerous Instruments)
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in a public session.

No student shall be expelled for disruption or willful defiance. (Education Code [48900](#)).

## Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation. (Education Code 48917)

## Monitoring the Use of Suspension and Expulsion

At the end of each school year, the Superintendent or designee shall present a report to the Board regarding the use of suspension and/or expulsion in district schools. The report shall include, but is not limited to, outcome data which the district is required by law to collect and data related to the effect of suspension and/or expulsion on the district's student population and subgroups

## DESIRED OUTCOME:

Through this policy, the District shall assure students are provided educational opportunities in an orderly school environment that protects their safety and security, their well-being and promotes their development.



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

### District Policies and Procedures:

AR 5144.1 Suspension and Expulsion Due Process

### Legal References:

#### EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52060-52077 Local control and accountability plan

#### CIVIL CODE

47 Privileged communication

48.8 Defamation liability

#### CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

#### GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

#### HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

#### LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

#### PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

- 242 Battery defined
- 243.2 Battery on school property
- 243.4 Sexual battery
- 245 Assault with deadly weapon
- 245.6 Hazing
- 261 Rape defined
- 266c Unlawful sexual intercourse
- 286 Sodomy defined
- 288 Lewd or lascivious acts with child under age 14
- 288a Oral copulation
- 289 Penetration of genital or anal openings
- 417.27 Laser pointers
- 422.55 Hate crime defined
- 422.6 Interference with exercise of civil rights
- 422.7 Aggravating factors for punishment
- 422.75 Enhanced penalties for hate crimes
- 626.2 Entry upon campus after written notice of suspension or dismissal without permission
- 626.9 Gun-Free School Zone Act of 1995
- 626.10 Dirks, daggers, knives, razors, or stun guns
- 868.5 Supporting person; attendance during testimony of witness

## WELFARE AND INSTITUTIONS CODE

- 729.6 Counseling

## UNITED STATES CODE, TITLE 18

- 921 Definitions, firearm

## UNITED STATES CODE, TITLE 20

- 1415(K) Placement in alternative educational setting
- 7151 Gun-free schools

## UNITED STATES CODE, TITLE 42

- 11432-11435 Education of homeless children and youths

## COURT DECISIONS

- T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267
- Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421
- Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321
- Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807
- Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182
- John A. v. San Bernardino School District (1982) 33 Cal. 3d 301



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

## ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

## Management Resources:

### CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

### WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil

Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools:

<http://www.ed.gov/about/offices/list/osdfs>

Adopted: (9-09) 9-17 Santa Ana, CA



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion/Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

## **SCOPE:**

The Governing Board desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensure their welfare and well-being and promotes their learning and development.

## **POLICY:**

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board has established policies and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, up to and including suspension and expulsion.

Each school shall develop, for District approval, a complement of effective, age-appropriate strategies for correcting student behavior. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when authorized by law and when other means of correction have failed.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR XXXX. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

To maintain a safe and orderly school environment, the Board supports appropriate discipline for certain offenses, as noted in Education Code section 48915 (c). Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of correction, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulations.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

## **Student Due Process**

The Board shall provide for the equitable treatment of students facing suspension and expulsion by affording them their due process rights fairly consistently, and in accordance with the district's nondiscrimination policies. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in administrative regulation and law.



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

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REVIEWED: 8/2017

## On-Campus Suspension Program

The Board recognizes that students who are suspended from school frequently have no supervision or guidance during the school hours when they are off campus. The Board believes that in many cases, it would be better to address the student's misconduct by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised in-house suspension program which meets the requirements of law. Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a behavior support program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff.

## Suspensions from the Classroom by the Teacher

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise. To correct the behavior of any student who is subject to discipline, the teachers are expected to first use alternative disciplinary strategies specified in AR XXXX and required by law. Students may only be suspended from a class when alternative strategies have not resulted in improved behavior and the misconduct, as defined by Education Code section 48900, persists. Parents/guardians shall receive written notice of suspensions from class from the teacher and principal. Removal of a student from a particular class should not occur more than once every five schooldays.

If a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee.

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student.

Before a teacher requires parental attendance, the teacher shall inform the principal and the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law.





# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements.

## Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation. (Education Code 48917)

## Monitoring the Use of Suspension and Expulsion

At the end of each school year, the Superintendent or designee shall present a report to the Board regarding the use of suspension and/or expulsion in district schools. The report shall include, but is not limited to, outcome data which the district is required by law to collect and data related to the effect of suspension and/or expulsion on the district's student population and subgroups

## DESIRED OUTCOME:

Through this policy, the District shall assure students are provided educational opportunities in an orderly school environment that protects their safety and security, their well-being and promotes their development.

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

### District Policies and Procedures:

AR 5144.1 Suspension and Expulsion Due Process

### Legal References:

#### EDUCATION CODE

212.5	Sexual harassment
1981	Enrollment of students
33032.5	Hate violence reduction
35146	Closed sessions (re: suspensions)
35291	Rules (for government and discipline of schools)
35291.5	Rules and procedures on school discipline
39141.12	Program for expelled students
48660-48666	Community day schools
48900-48926	Suspension and expulsion
48950	Speech and other communication
49073-49079	Privacy of student records





# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

## CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas: means of production

## GOVERNMENT CODE

11525 Contempt

54950-54962 Ralph M. Brown Act (re: closed sessions)

## HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

## LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

## PENAL CODE

240 Assault defined

242 Battery defined

243.4 Sexual battery

245 Assault with deadly weapon

261 Rape defined

266c Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

422.6 Interference with civil rights; damaging property

422.7 Aggravating factors for punishment

422.75 Protected classes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person, attendance during testimony of witness

## UNITED STATES CODE, TITLE 20

6301-8962 Improving America's Schools Act, especially:

8921-8922 Gun-Free Schools Act of 1994

John A. v. San Bernardino School District (1982) 33 Cal.3d 301, 308

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807



# Santa Ana Unified School District

BOARD POLICY NO: 5144.1

SUBJECT: Suspension and Expulsion Due Process

CATEGORY: Student

EFFECTIVE: 00/0000

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 8/2017

## Management Resources:

### CDE PROGRAM ADVISORIES

0306.96 Expulsion Policies and Educational Placements, SPB 95-96-04

Adopted: (9-09) 9-17 Santa Ana, CA

**AGENDA ITEM BACKUP SHEET**  
**August 23, 2017**

**Board Meeting**

**TITLE:** Board Policy (BP) 6163.4 – Student Use of Technology  
 (Revised: First Reading)

**ITEM:** Action

**SUBMITTED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12  
 Teaching and Learning

**PREPARED BY:** Alfonso Jimenez, Ed.D., Assistant Superintendent, K-12 Teaching and  
 Learning

**BACKGROUND INFORMATION:**

The purpose of this agenda is to present to the Board for first reading Board Policy (BP) 6163.4 – Student Use of Technology.

**RATIONALE:**

The updated policy revisions reinforces the District’s commitment to ensuring that students and schools are equipped with direction and guidelines for the purposeful use of technology as a means to support the instructional program. Technology and Internet-based resources provided by the District should be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. The last revision occurred in February 2014.

<b>ITEM SUMMARY:</b>
<ul style="list-style-type: none"> <li>• Board Policy 9311: Drafts or suggestions for new policy and policy revisions, when changes in law occur and when specific needs arise, are presented to the Board.</li> <li>• Board Policy 6163.4 – Student Use of Technology will ensure that students are equipped with direction and guidelines for the purposeful use of technology as a means to support the instructional program. Technology and Internet-based resources provided by the District should be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning.</li> </ul>



LCAP Goal 1.1: “Provide equitable student access to rigorous, standards-based, instructional program that includes, but is not limited to high-quality instruction, instructional materials, academic supports, and technology-based resources.”

LCAP Goal 2.7: “Increase access to technology that is available to students at school and at home.”

**FUNDING:**

No Fiscal Impact

**RECOMMENDATION:**

Approve the first reading of the revised Board Policy (BP) 6163.4 – Student Use of Technology.

AJ:AI:mo



# Santa Ana Unified School District

BOARD POLICY NO: 6163.4

SUBJECT: Student Use of Technology

CATEGORY: Instruction

EFFECTIVE:

REVIEWED: 5/2017

RESPONSIBLE OFFICE(S): Educational Services

## **SCOPE:**

### Student Use of Technology

The Governing Board intends that ~~computer~~ technology and Internet-based resources provided by the District be used in a safe and responsible ~~and proper~~ manner in support of the instructional program and for the advancement of student learning.

- (cf. 0440 – District Technology Plan)
- (cf. 1113 – District and School Web Sites)
- (cf. 4040 – Employee Use of Technology)
- (cf. 6010 – Goals and Objectives)
- (cf. 6162.7 – Use of Technology in Instruction)
- (cf. 6163.1 – Library Media Centers)

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

## **Definitions**

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

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices. “District Technology” is that which is owned or provided by the District. “Personal Technology” is ~~non-District Technology~~ personally owned equipment or devices.

## **POLICY:**

### **Use of District Technology**

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

The Superintendent or designee shall notify students and parents/guardians about authorized uses



# Santa Ana Unified School District

BOARD POLICY NO: 6163.4

SUBJECT: **Student Use of Technology**

CATEGORY: Instruction

EFFECTIVE:

REVIEWED: 5/2017

RESPONSIBLE OFFICE(S): Educational Services  
of District Technology, **user obligations and responsibilities**, and consequences for unauthorized use and/or unlawful activities: **in accordance with this Board policy and the district's Acceptable Use Agreement.**

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)

(cf. 5145.12 - Search and Seizure)

## Use of Personal Technology

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

## ~~Internet-based Resources and Access~~ **Internet Safety**

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that ~~blocks or filters~~ **protects against** Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. **(20 USC - 6777; 20 USC 7001; 47 USC 254; 47 CFR 54.520)**

The Board desires to protect students from access to harmful matter on the Internet or other online services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet **and to ensure that students do not engage in unauthorized or unlawful online activities.** He/she also shall establish regulations to address the safety and security of students when using electronic and other forms of Internet-based communication.

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

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

**Teachers, administrators, and support staff are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.** Staff shall supervise students while they are using online services and may ask teacher aides to assist in this supervision.



# Santa Ana Unified School District

BOARD POLICY NO: 6163.4

SUBJECT: Student Use of Technology

CATEGORY: Instruction

EFFECTIVE:

REVIEWED: 5/2017

RESPONSIBLE OFFICE(S): Educational Services

## Acceptable Use Agreement

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

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 5131 - Conduct)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.4 - Bullying)

(cf. 5145.7 - Sexual Harassment)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent, as noted in the Acceptable Use of Technology Agreement. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except as permitted by law. The district will adopt an express, written Administrative Regulation and notify students through the Acceptable Use Agreement.

(cf. 5145.12 - Search and Seizure)



# Santa Ana Unified School District

BOARD POLICY NO: 6163.4

SUBJECT: Student Use of Technology  
CATEGORY: Instruction

EFFECTIVE:

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 5/2017

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5144 - Discipline)

## Oversight

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

## Access to Social Networking Sites

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

## DESIRED OUTCOME:

Technology and Internet-based resources provided by the District should be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. Through this policy, the District shall provide all students and school staff with direction and guidelines for the purposeful use of technology as a means to support the instructional program.

## IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

AR 6163.4 Student Use of Technology  
SAUSD Student Technology Use Agreement

Legal Reference:

### EDUCATION CODE

48980	Required notification at beginning of term
49073.6	Student records; social media
51006	Computer education and resources
51007	Programs to strengthen technological skills
51870-51874	Education Technology
51870.5	Student Internet access
60044	Prohibited instructional materials

### PENAL CODE

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





# Santa Ana Unified School District

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SUBJECT: **Student Use of Technology**

CATEGORY: Instruction

EFFECTIVE:

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 5/2017

653.2 Electronic communication devices, threats to safety

## UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

## UNITED STATES CODE, TITLE 20

6801-6979 Technology for Education Act of 1994

7001 Internet safety policy and technology protection measures, Title III funds

## UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

## CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

## CODE OF FEDERAL REGULATIONS, TITLE 47

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

## COURT DECISIONS

New Jersey v. T.L.O., (1985) 469 U.S. 325

## Management Resources:

### ~~CDE PUBLICATIONS~~

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

### CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

## CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

## FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

## WEB SITES

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

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

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

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

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

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

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>



# Santa Ana Unified School District

BOARD POLICY NO: 6163.4

SUBJECT: **Student Use of Technology**

CATEGORY: Instruction

EFFECTIVE:

RESPONSIBLE OFFICE(S): Educational Services

REVIEWED: 5/2017

## **SCOPE:**

The Governing Board intends that technology and Internet-based resources provided by the District be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning.

- (cf. 0440 - District Technology Plan)
- (cf. 1113 - District and School Web Sites)
- (cf. 4040 - Employee Use of Technology)
- (cf. 6010 - Goals and Objectives)
- (cf. 6162.7 - Use of Technology in Instruction)
- (cf. 6163.1 - Library Media Centers)

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

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices. "District Technology" is that which is owned or provided by the District. "Personal Technology" is personally owned equipment or devices.

## **POLICY:**

### **Use of District Technology**

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

The Superintendent or designee shall notify students and parents/guardians about authorized uses of District Technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities-in accordance with this Board policy and the district's Acceptable Use Agreement.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)



# Santa Ana Unified School District

BOARD POLICY NO: 6163.4

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(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)

(cf. 5145.12 - Search and Seizure)

## Use of Personal Technology

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

## Internet Safety

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that protects against Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC - 6777; 20 USC 7001; 47 USC 254; 47 CFR 54.520)

The Board desires to protect students from access to harmful matter on the Internet or other online services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. He/she also shall establish regulations to address the safety and security of students when using electronic and other forms of Internet-based communication.

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

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

Teachers, administrators, and support staff are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students. Staff shall supervise students while they are using online services and may ask teacher aides to assist in this supervision.

## Acceptable Use Agreement

Before students are authorized to use District Technology and/or bring personal technology to school or school activities, they and their parent/guardian are required to sign and return the Acceptable Use Agreement, titled the SAUSD Student Technology Use Agreement. In that agreement, the parent/guardian shall agree not to hold the District or its personnel responsible for the failure of any technology protection measures, violations of copyright restrictions, user mistakes or

negligence, or any costs incurred by users. Parents/guardians also will acknowledge they may be



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held liable for damages caused by their child's intentional misuse of District or Personal Technology.

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 5131 - Conduct)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.4 - Bullying)

(cf. 5145.7 - Sexual Harassment)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent, as noted in the Acceptable Use of Technology Agreement. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except as permitted by law. The district will adopt an express, written Administrative Regulation and notify students through the Acceptable Use Agreement.

(cf. 5145.12 - Search and Seizure)

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5144 - Discipline)

## Oversight



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

## Access to Social Networking Sites

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

### DESIRED OUTCOME:

Technology and Internet-based resources provided by the District should be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. Through this policy, the District shall provide all students and school staff with direction and guidelines for the purposeful use of technology as a means to support the instructional program.

### IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

AR 6163.4 Student Use of Technology

SAUSD Student Technology Use Agreement

Legal Reference:

#### EDUCATION CODE

48980 Required notification at beginning of term

49073.6 Student records; social media

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education Technology

51870.5 Student Internet access

60044 Prohibited instructional materials

#### PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

#### UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

#### UNITED STATES CODE, TITLE 20

6801-6979 Technology for Education Act of 1994

7001 Internet safety policy and technology protection measures, Title III funds

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)



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CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

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

COURT DECISIONS

New Jersey v. T.L.O., (1985) 469 U.S. 325

Management Resources:

CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

WEB SITES

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

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

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

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

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

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

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>