

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

MINUTES

REGULAR MEETING
SANTA ANA BOARD OF EDUCATION

May 22, 2012

CALL TO ORDER

The meeting was called to order at 5:15 p.m. by President Richardson. Other members in attendance were Mr. Hernández, Mr. Palacio and Mr. Reyna. Dr. Audrey Yamagata-Noji was absent.

Cabinet members present were Dr. Meléndez de Santa Ana, Dr. Olsky, Mr. Bishop, Mr. Lopez, Mr. Mendez, Ms. Lohnes, Mr. Dixon, Ms. Miller, and Mr. Hammitt.

CLOSED SESSION PRESENTATIONS

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

There were no individuals wishing to address the Board on matters of Closed Session.

RECESS TO CLOSED SESSION

The Regular Board meeting was immediately recessed to consider legal issues, negotiations, and personnel matters.

RECONVENE OPEN MEETING

The Regular Board meeting reconvened at 6:20 p.m.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Mr. Reyna.

SUPERINTENDENT'S REPORT

Dr. Meléndez greeted all present.

Dr. Meléndez stated that in an effort to reduce the cost of transportation, the District is considering a change in the bell schedule next year. This could save the District more than \$1.5 million per year. Over the past two weeks, the District held parent meetings at intermediate school sites to present information and seek feedback. Once all the feedback has been received, staff will be making a recommendation for the Board's consideration at the June 12th Board meeting. The preliminary recommendation is to explore the changes at schools where the District can achieve costs savings.

Dr. Meléndez recognized the SAUSD schools that have achieved State and national designations this year. Six schools received the Title I Academic Achievement Award from the California Department of Education. The 2012 recipients are: Monroe Elementary, Betty Tamara-Rios, Principal, API Score 839; Muir Fundamental, Donna Kertman, Principal, API Score 894; Thorpe Fundamental, Linda Bell, Principal, API Score 901; Harvey Elementary, Robert McDonald, Principal, API Score 850; Romero-Cruz Elementary, Edna Velado, Principal, API Score 826; and Middle College High School, Claudia Flint, Principal, API Score 889. Three schools received the 2012 California Distinguished School Award: Greenville Fundamental, Ms. Felisa Gear, Principal; Monroe Elementary Ms. Betty Tamara-Rios, Principal, and Muir Fundamental, Donna Kertman, Principal. Greenville achieved an API of 888, Monroe had an API of 839 and Muir's API was 894.

Dr. Meléndez mentioned that the Top 100 scholars of the Class of 2012 were honored for their academic achievement at the 53rd Annual Top 100 Academic Achievement Recognition ceremony last week. The program identified the Top 100 Students with the highest grade point average earned in grades 10 through the first semester of grade 12, and the greatest number of units taken from the approved University of California A-G list. These students serve as wonderful role models for all students in the Santa Ana Unified School District. Their achievements honor the District, their families and the community.

Dr. Meléndez invited Dr. Olsky to the lectern to present this year's Simon Family Foundation Award Scholarships to: Connie Alvarez, Karen Cortez, Arely Escoto, Ponpeyo Flores, Raymond Martinez, Rafael Reyes, Julio Rodriguez, and Jennifer Sanchez.

Dr. Meléndez once again congratulated the Century High School Architecture, Construction and Engineering Team. The ACE Team were one of only three National Finalists to compete in the 6th annual CIRT-ACE Design Competition in Washington D.C. with their "California Air and Space Museum" entry. They placed first in the "History Museum" category and third overall for their entire entry. The Century team is the first of the LA/OC chapter affiliates to reach the finals in DC. The team also had the opportunity to participate in a local ACE competition in Los Angeles on May 12th.

In celebration of School Nurses' Week, Dr. Meléndez called up Gayle McLean, Diane Rey, Collette Bywater, and Pam Campbell and recognized them as part of the team of school nurses who compassionately take care of more than 56,000 students each day, and whose knowledge and expertise allow students and staff to focus on learning.

Dr. Meléndez was very excited to announce that the Valley High School Culinary Arts students won the National Cooking Up Change competition in Washington, D.C. The team consisted of Alex Hernandez, Ashley Blanco and Ivan Lopez led by instructor Monica Aguilar. They met with Arne Duncan of the Department of Education and spoke to Congress. They also were interviewed by Brian Williams of NBC on their National News program.

Dr. Meléndez concluded by announcing several upcoming events: The annual Retiree Recognition Dinner and Ceremony on Thursday, May 31st at the Delhi Center; Target and Heart of America Foundation will be unveiling the new state-of-the-art library at Roosevelt Elementary School on Friday, June 1st; Guaranty Chevrolet will be giving away a new car to one lucky student who has maintained perfect attendance for the 2011-2012 school year, the drawing will take place on Saturday, June 2nd; Lastly, Deloitte and Touche selected Pio Pico Elementary and they will complete a mural project, upgrade school office space and the staff lounge, provide a mobile health unit for the community, and beautify the campus with enhanced landscape. The event takes place Friday, June 8th.

RECOGNITION

Longevity Recognition for Employees Who Have Served Santa Ana Unified School District for 25, 30, 35, and 40 Years

Mr. Lopez, Associate Superintendent, Human Resources, and Mr. Chad Hammitt, Assistant Superintendent, Personnel Services, recognized employees present.

Board President Richardson announced a 15 minute intermission to participate in the Longevity Ceremony.

RECONVENE OPEN MEETING

CHANGE IN ORDER OF AGENDA

PUBLIC PRESENTATIONS

Board President Richardson asked those wishing to address the Board on matters related to agenda items to step to the lectern. Ms. Candace Chromy from the Heritage Museum of Orange County shared the OCDE Award received and invited the Board to the Heritage Music and Art Festival on Saturday, June 2nd; Ms. Teresa Cuin and Ms. Manuela Lopez, Roosevelt Elementary parents addressed the Board by thanking them for their support and approving the open school yard project; Ms. Valerie Armstrong, teacher addressed the Board with concerns with the potential change to the instructional bell schedule for intermediate schools; Mr. Jerry Cazales from Toyama After School Program announced their free summer program offered to kids in the community to help fight youth violence.

PRESENTATIONS

Certification of Third Interim Financial Status (Qualified)

Mr. Michael P. Bishop, Sr., CBO, Deputy Superintendent, Operations, provided an overview of the magnitude of recent State Budget reductions and information if the District is unable to meet its financial obligations through the remainder of this fiscal year or for the subsequent.

CHANGE IN ORDER OF AGENDA

Mr. Richardson received consensus to take action on Agenda Item 5.0 related to this presentation.

5.0 Certification of third Interim Financial Status (Qualified)

It was moved by Mr. Palacio, seconded by Mr. Reyna, and carried 3-0 Mr. Hernández not present, to certify the District financial status as "qualified".

1.0 APPROVAL OF CONSENT CALENDAR

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

1.10, No. 13, Approval and/or Ratification of Agreements for Period of April 25, 2012, through May 8, 2012

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

1.1 Approval of Minutes of Regular Board Meeting - May 22, 2012

1.2 Approval of Head Start Policy Committee Bylaws

- 1.3 Approval of Extended Field Trips in Accordance with Board Policy (BP) 6153 - School-Sponsored Trips and Administrative Regulation (AR) 6153.1 - Extended School-Sponsored Trips
- 1.4 Approval of Submission of Carl D. Perkins Career and Technical Education Improvement Act of 2006 Application for Funding for 2012-13 School Year
- 1.5 Approval of Expulsion of Students for Violation of California Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915(c) According to Board Policy 5144.1

316409 - McFadden Intermediate

For the violation of Education Code Section 48900, paragraph c, that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after June 14, 2012.

368035 - Segerstrom High School

For the violation of Education Code Section 48900, paragraph c, that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after May 22, 2013.

169959- Segerstrom High School

For the violation of Education Code Section 48900, paragraph c, that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after May 22, 2013.

335220 - Spurgeon Intermediate

For the violation of Education Code Section 48900, paragraph a and b, that the Board expel the student from the schools of the District, and that the student may apply for readmission on or after January 25, 2013.

403643 - Willard Intermediate

For the violation of Education Code Section 48900, paragraph a and .4, that the Board expel the student from the schools of the District for the Spring semester, 2011-12 school year and that the expulsion order be suspended for only the fall semester, 2012-13 school year, and that the student be permitted to return to a District school/program on a probationary status during that time period.

- 1.6 Approval of Facilities Use Agreement with St. Joseph Hospital of Orange
- 1.7 Approval of Submission of 2012 Edward Byrne Memorial Justice Assistance Grant Program
- 1.8 Ratification of Purchase Order Summary and Listing of Orders \$25,000 and Over for Period of April 25, 2012, Through May 8, 2012
- 1.9 Ratification of Expenditure Summary and Warrant Listing for Period of April 25, 2012, Through May 8, 2012

ITEM 1.10, No. 13 REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION:

- 1.10 Approval and/or Ratification of Agreements for Period of April 25, 2012, Through May 8, 2012
- 1.11 Approval of Disposal of Obsolete Library Books and/or Textbooks

- 1.12 Approval of Disposal of Obsolete Unrepairable Computer Equipment, Miscellaneous Furniture, and Equipment
- 1.13 Approval of Annual Membership for Asian Pacific Islander School Board Members Association
- 1.14 Authorization to Obtain Request for Proposals for Relocation Services for Offices at Ritchey Regional Occupational Program Site
- 1.15 Approval of Rejection of Government Code §910 and §910.2 Claim Against Santa Ana Unified School District - File No. 12-02705 DP
- 1.16 Authorization to Award Contract for Replacement of Fencing at Valley High School
- 1.17 Acceptance of Completion of Contract for Bid Package No. ORG - 3 Classroom Buildings and Site Work at Davis Elementary School Under Overcrowding Relief Grant Program
- 1.18 Acceptance of Completion of Contract for Bid Package No. 2-1 Site Clearing, Demolition, and Earthwork at Century High School Under Overcrowding Relief Grant Program
- 1.19 Acceptance of Completion of Contract for Bid Package No. 2-3 Landscape and Irrigation at Century High School Under Overcrowding Relief Grant Program
- 1.20 Acceptance of Completion of Contract for Bid Package No. 15-2 Plumbing at Century High School Under Overcrowding Relief Grant Program
- 1.21 Acceptance of Completion of Contract for Bid Package No. 1 General Construction at Santa Ana High School Under Overcrowding Relief Grant Program
- 1.22 Acceptance of Completion of Contract for Bid Package No. 8 Portland Cement Plaster at Santa Ana High School Under Overcrowding Relief Grant Program
- 1.23 Acceptance of Completion of Contract for Bid Package No. 9 Insulation, Gypsum Board, and Acoustical Ceilings at Santa Ana High School Under Overcrowding Relief Grant Program
- 1.24 Acceptance of Completion of Contract for Bid Package No. 11 Resilient Flooring and Carpet at Santa Ana High School Under Overcrowding Relief Grant Program

REGULAR AGENDA - ACTION ITEMS

- 2.0 ACCEPTANCE OF GIFTS IN ACCORDANCE WITH BOARD POLICY 3290 - GIFTS, GRANTS, AND BEQUESTS

It was moved by Mr. Reyna, seconded by Mr. Richardson, and carried 4-0, to accept gifts in accordance with Board policy (BP) 3290 - Gifts, Grants, and Bequests. Copy attached.

- 3.0 APPROVAL OF SUBMISSION OF PART II 2011-12 CONSOLIDATED APPLICATION FOR FUNDS TO CALIFORNIA STATE DEPARTMENT OF EDUCATION

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 4-0, to approve for submission to the California State Department of Education the 2011-12, Consolidated Application Part II for funding categorical aid programs.

- 4.0 BOARD POLICY AND ADMINISTRATIVE REGULATION 6163.4 - STUDENT USE OF TECHNOLOGY (REVISED: FOR FIRST READING)

No action required at this time.

- 5.0 CERTIFICATION OF THIRD INTERIM FINANCIAL STATUS (QUALIFIED)

Action on this item was taken earlier in the meeting.

- 6.0 AUTHORIZATION TO AWARD CONTRACT FOR BID PACKAGE NO. 16 PHASE 2 SITE WORK AND STREET IMPROVEMENTS AT SANTA ANA HIGH SCHOOL UNDER OVERCROWDING RELIEF GRANT PROGRAM

It was moved by Mr. Hernández, seconded by Mr. Richardson, and carried 3-0, Mr. Reyna not present, to authorize staff to award a contract to Palp, Inc., dba Excel Paving Company for Bid Package No. 16 Phase 2 Site Work and Street Improvements at Santa Ana High School in the amount of \$577,190 under the Overcrowding Relief Grant Program.

- 7.0 BOARD POLICY AND ADMINISTRATIVE REGULATION 4040 - EMPLOYEE USE OF TECHNOLOGY (REVISED: FOR ADOPTION AND IMPLEMENTATION)

It was moved by Mr. Reyna, seconded by Mr. Hernández, and carried 4-0, to adopt and implement Board Policy and Administrative Regulation 4040 - Employee Use of Technology. Copy attached.

- 8.0 APPROVAL OF REVISED JOB DESCRIPTION, DIRECTOR OF PUPIL SUPPORT SERVICES

It was moved by Mr. Hernández, seconded by Mr. Palacio, and carried 4-0, to approve the revised job description of Director of Pupil Support Services to Executive Director of Pupil Support Services. Copy attached.

9.0 APPROVAL OF REVISED JOB DESCRIPTION, EXECUTIVE ASSISTANT TO DEPUTY SUPERINTENDENT

It was moved by Mr. Hernández, seconded by Mr. Palacio, and carried 4-0, to approve the revised job description of Executive Assistant to Deputy Superintendent to Executive Assistant. Copy attached.

10.0 APPROVAL OF PERSONNEL CALENDAR

It was moved by Mr. Hernández, seconded by Mr. Reyna, and carried 4-0, to approve the Personnel Calendar.

11.0 BOARD AND STAFF REPORTS/ACTIVITIES

Mr. Palacio

- Had the opportunity to observe the Kids Work, they had a nice presentation/project on how to design and sell restaurants, they did an excellent job.
- Attended the Youth Violence Conference, Mr. Reyna was a keynote speaker.
- Enjoyed the Top 100 Scholars; very well received.
- Went to the Human Relations Commission Annual Dinner with Mr. Richardson; School Police was honored for their services in the community and to education.

Mr. Reyna

- Youth Violence Prevention Summit was absolutely fantastic.
- Spoke at the ROP Dinner of Champions.
- Participated in the Health Fair at Godinez High School.
- Announced the Perfect Attendance Awards at Guaranty Chevrolet on June 2nd.

Mr. Hernández

- Attended the Guaranty Chevrolet event, it was a wonderful event.

Mr. Richardson

- This is a special time of the year - the Teacher of the Year event kicked off this season well and the Top 100 Dinner was very special; greatly appreciates Guaranty Chevrolet for their support.
- Looking forward to tomorrow afternoon/early evening Santa Ana High School NJROTC will have their passing review with Captain Todd Malloy.
- Attended the Orange County Music and Arts Educator's 2012 Awards; Santa Ana was extremely well represented.
- Was at the Orange County Human Relations Commissions Dinner where they recognized School Police.

REPORT OF ACTION TAKEN IN CLOSED SESSION

Mr. Richardson reported that the Board had taken action in Closed Session by a vote of 3-0, Mr. Hernandez not present, to approve the suspension and dismissal of permanent classified employee, as named in Closed Session, effective May 22, 2012.

Mr. Richardson reported that the Board had taken action in Closed Session by a vote of 4-0, to approve the settlement and release agreement of permanent classified employee, as named in Closed Session, effective May 22, 2012.

Mr. Richardson reported that the Board had taken action in Closed Session by a vote of 4-0, to approve the settlement agreement of permanent classified employee, as named in Closed Session, effective May 22, 2012.

Mr. Richardson reported that the Board had taken action in Closed Session by a vote of 4-0, to approve the appointment of Ryan Murray to the position of Coordinator of Special Education.

Mr. Richardson reported that the Board had taken action in Closed Session by a vote of 4-0, to approve the Workers' Compensation Stipulated Award for former certificated employee, as named in Closed Session - Claim #SUSD-006852 in the amount of \$30,130.

Mr. Richardson reported that the Board had taken action in Closed Session by a vote of 4-0, to approve the Memorandum of Understanding between Santa Ana Unified School District and Santa Ana Educator's Association.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:49 p.m.

The next Regular Meeting will be held on Tuesday, June 12, 2012, at 6:00 p.m.

ATTEST:



Dr. Thelma Meléndez de Santa Ana
Secretary
Santa Ana Board of Education

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 4040 (a)

All Personnel

Employee Use Of Technology

User Obligations and Responsibilities

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

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

AR 4040 (b)

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

SANTA ANA UNIFIED SCHOOL DISTRICT**BP 4040 (a)****All Personnel****Employee Use Of Technology**

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

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

Employees should be aware that computer files and communications over electronic networks, including e-mail, Internet and voice mail, are not private. This technology should not be used to transmit confidential information about students, employees, or District affairs without authority.

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

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

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

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

BP 4040 (a)

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

Legal Reference:

EDUCATION CODE

11600-11609 Education Technology Grant Program Act of 1996
51870-51884 The Morgan-Farr-Quackenbush Education Technology Act
of 1992

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

632 Eavesdropping on or recording confidential
communications

UNITED STATES CODE, TITLE 20

6801-7005 Technology for Education Act of 1994

Management Resources:

CDE PUBLICATIONS

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

PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources



EXECUTIVE DIRECTOR OF PUPIL SUPPORT SERVICES

JOB SUMMARY:

Under the direction of the Assistant Superintendent, Support Services designee, provide overall leadership in the planning, development, implementation, and direction for assigned programs and services designed to promote success for all students, focusing upon student identified as “at risk”, including: dropout prevention, parent involvement and education, student attendance, conflict resolution, gang resistance and prevention, safe schools and school safety, transitional housing, alternative discipline, community resource access, health resources, positive school climate and behavioral interventions, and other programs as assigned; advocate for “at-risk” students and families and develop and design programs that promote best practices in positive school climate and proactive behavioral interventions in a multicultural urban school and community setting.

REPRESENTATIVE DUTIES:

- In collaboration with other district divisions and in consultation with site personnel, provide leadership for the development of innovative programs designed to support the success of all students, focusing upon students identified as “at-risk” at the district and site level. **E**
- Arrange for the planning, development, and implementation of innovative programs to assess the amount, duration, and effect of district- and site-level student discipline, prevention, and intervention programs and provide feedback, support, assistance, and training/staff development to sites of specific discipline program outcomes and best practices. **E**
- Provide districtwide coordination of drop-out prevention programs and coordinate service delivery with district- and site-level community workers, family support workers, and county programs. **E**
- Implement and manage policies and procedures related to student custody, residency, child welfare, and school attendance, including conflict resolution, inter and intra district transfers, and attendance monitoring, confer with and advise school personnel, administration, county programs, community agencies, and parents and students; act as the District Custodian of Records. **E**
- Coordinate the School Attendance Review Board and Pupil Placement Committee processes in collaboration with District and site-level administration and Student Success Teams. **E**
- Coordinate the planning, development, and implementation of support services to students in transitional housing situations in conjunction with district- and site-level support systems and personnel. **E**

EXECUTIVE DIRECTOR OF PUPIL SUPPORT SERVICES (CONTINUED)

May 22, 2012

REPRESENTATIVE DUTIES: (Cont.)

- Coordinate the planning, development, and implementation of alternatives to suspension and expulsion in district elementary, intermediate, and high schools; work with county and community agency programs to facilitate increased alternatives and options for students who violate the district's Code of Behavior and laws as it relates to minors. **E**
- Assist school sites in the development of gang prevention, resistance, and education curriculum and programs in the elementary and secondary levels. **E**
- Develop and implement interagency collaboration agreements for all students, focusing upon students identified as “at risk”, including outstationing and/or intern programs for social workers, school psychologists, guidance counselors, and related mental health programs that support students and families. **E**
- Promote programs to foster safe schools and school safety, positive school cultures and climates, conflict resolution, and respect for human diversity, and the prevention of student involvement in antisocial behaviors such as substance abuse; simultaneously serve to increase student self-esteem and feelings of self-worth. **E**
- Develop and implement parent orientation and education programs that promote inclusion, involvement, and leadership on the part of parents; coordinate efforts with other district- and site-level, community, and county agency parent involvement programs to maximize services benefits to parents and families. **E**
- Coordinate the student discipline hearing process; promote articulation between the expulsion office, school sites, and community schools and agencies in the exit and reentry process. **E**
- Provide leadership to pupil support services staff and organizational operations, including the supervision of assigned classified and certificated employees; appraise performance and provide required performance evaluations; provide for technical direction and guidance; make employment-related recommendations; assess organizational effectiveness and initiate needed changes; develop board policies and administrative regulations as needed. **E**
- Provide leadership to the development and implementation of interagency communication, coordination, and collaboration of services for students and develop interagency agreements that facilitate more effective and efficient services to students and families. **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; advocate for students and families at risk. **E**

REPRESENTATIVE DUTIES: (Cont.)

- Monitor student data entry with respect to student demographics and related records in the Student Information System/Aeries. E
- Oversees Health Services, nurses, Medical Administrative Activities (MAA), Home Instruction, Medi-Cal billing, McKinney-Vento, and Foster Youth Programs. E
- Perform related duties as assigned.

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
- Dropout prevention programs and methods
- 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.

EXECUTIVE DIRECTOR OF PUPIL SUPPORT SERVICES (CONTINUED)

May 22, 2012

KNOWLEDGE AND ABILITIES: (Cont.)**Ability to: (Cont.)**

- 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.

EDUCATION AND EXPERIENCE:

Master's degree and five years of teaching, school counseling, and/or school psychologist experience and at least three years as a district and/or site-level administrator.

LICENSES AND OTHER REQUIREMENTS:

- Administrative Credential
- Valid California driver's license
- Pupil Personnel Services Credential preferred
- Biliterate (English/Spanish) preferred

WORKING CONDITIONS:**Environment:**

- School sites
- 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.

Board Approved: 5/22/12 (5/94, 5/01)



EXECUTIVE ASSISTANT

JOB SUMMARY:

Under direction of the Superintendent and/or designee, serve as a confidential secretary in performing clerical duties related to the administrator's assigned responsibilities; perform clerical and administrative assistant duties in assuming administrative details for the office. The Executive Assistant works for the Superintendent and/or designee and interacts at executive levels within the District and with contacts outside the District. This position performs executive assistant duties more frequently than other secretarial classifications and serves as a confidential assistant.

REPRESENTATIVE DUTIES:

- Act as a liaison between the Superintendent and offices, school sites, parents, and the community; screening calls, directing callers to appropriate departments, and transmitting pertinent information to and from the Superintendent per directives. **E**
- Perform and maintain office operations, including appointment arranging, coordinating of meetings, and travel. **E**
- Coordinate, develop, and prepare agenda(s) and attend assigned meetings. **E**
- Assist with the coordination, planning, organization, review and evaluation of special events, activities, and projects, as assigned. **E**
- Work with other administrative staff members to ensure compliance with timelines, pertaining to requests from the Superintendent, Board, and community for information and data. **E**
- Interpret, communicate, and apply District rules, procedures and policies. **E**
- Type and compose correspondence including letters, agenda items, conference requests, memorandum, and department technical data. **E**
- Take and transcribe dictation. **E**
- Respond to questions from employees, parents, and the public regarding division policy and practice; research and compile information to respond to requests; refer questions as appropriate to District staff. **E**
- Process administrative details; organize and expedite various matters on behalf of the Superintendent and/or designee. **E**

EXECUTIVE ASSISTANT (CONT.)

REPRESENTATIVE DUTIES: (CONT.)

- Maintain various department records and reports; research records as directed and perform special projects as requested. **E**
- Assist in accumulating items for Board meeting agendas and attend Board meetings. **E**
- Receive, sort, and organize incoming mail. **E**
- Collect, compile, and analyze information pertaining to related administrative activities and prepare drafts of reports. **E**
- Develop procedures to expedite transmittal of information or to facilitate implementation of policies and programs. **E**
- Coordinate the preparation, publication, and distribution of a variety of forms, schedules, agreements, and related materials. **E**
- Assist with initiating and maintaining contact with parents, individuals, groups and associations within the community. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of time management and organization.
- Modern office practices, procedures and equipment including computer equipment.
- Record keeping techniques.
- English, grammar, spelling and punctuation.
- Reading and writing communication skills.
- School District organization, operations and objectives.
- Applicable Sections of State Education Code Administrative regulations and Board Policies.
- Technical aspects of field of specialty.
- Computer software applications.
- City and community.
- Social, cultural, and linguistic diversity of district, city, and community.

EXECUTIVE ASSISTANT (CONT.)**KNOWLEDGE AND ABILITIES: (CONT.)****ABILITY TO:**

- Make simple arithmetic calculations.
- Operate modern office equipment including computer equipment.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Type 65 words per minute.
- Demonstrate high-level computer skills (i.e.: PowerPoint, Excel, and Word, etc.).
- Take notes and minutes of meetings using portable computer, recording equipment, or method of speed writing with high skill and accuracy.
- Perform high level office skills.
- Compose letters and documents.
- Communicate effectively with others.
- Establish and maintain effective working relationships with others.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Organize and prioritize work to meet deadlines.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, at least two years of further training in secretarial skills at the college level and at least six years of responsible administrative secretarial experience in an executive office. Biliterate/bilingual desirable.

LICENSES AND OTHER REQUIREMENTS:

- Administrative Credential
- Valid California driver's license
- Pupil Personnel Services Credential preferred
- Biliterate (English/Spanish) preferred

WORKING CONDITIONS:**Environment:**

- Office environment
- 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.

EXECUTIVE ASSISTANT (CONT.)

WORKING CONDITIONS: (CONT.)

Physical Abilities: (Cont.)

- 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.

Board Approved: 5/22/12 (10/06)

