

**AGENDA ITEM BACKUP SHEET**  
**June 28, 2011**

**Board Meeting**

**TITLE:**                   **Approval of Revised Job Description: Computer Specialist to Database Technician**

**ITEM:**                   **Action**   
**SUBMITTED BY:** **Juan M. López, Associate Superintendent, Human Resources**  
**PREPARED BY:**   **Art Jimenez, Director, Human Resources**

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**BACKGROUND INFORMATION:**

The purpose of this agenda is to seek Board approval of the revised job description: Computer Specialist to Database Technician. This position will report to the Director of Information Technology.

This is not an additional position.

**RATIONALE:**

The revisions of the job description of Computer Specialist to Database Technician are necessary to reflect the current duties needed to efficiently provide technical consultation and assistance in the use of enterprise applications and server administration. This position will apply new developments in information processing while identifying the requirements in system development. This revision will adequately implement the functions and responsibility required to maximize utilization of computer technology based on District needs.

SAUSD administration met with CSEA regarding this job description on June 15, 2011. The revisions in the job description will not result in any employee layoffs. The revised job description is attached.

**FUNDING:**

General Fund: Classified Salary Schedule: Grade 42 - \$4,612 - \$5,889 (no change)

**RECOMMENDATION:**

Approve the revised job description of Computer Specialist to Database Technician.

SANTA ANA UNIFIED SCHOOL DISTRICT

~~COMPUTER SPECIALIST~~  
**DATABASE TECHNICIAN**

BASIC FUNCTION:

Under the direction of the Director of Information Technology, provide technical consultation and assistance in the analysis of needs and design, selection, implementation, and use of **enterprise applications and server administration** ~~microcomputer hardware, software, and NOVELL/Apple networked applications;~~ participate in the system development, training, and maintenance processes for computer users; and serve as an overall resource **enterprise applications and server administration** ~~to computer users including PC/Apple hardware repair.~~

REPRESENTATIVE DUTIES:

Identify needs and requirements, establish goals, plan, analyze, and test new solutions. **E**

Research and maintain a working knowledge of a variety of networked and stand alone software applications. **E**

Maintain user software applications. **E**

Evaluate, demonstrate, and recommend alternative hardware, software, and processes. **E**

Confer with staff regarding systems software performance, **patches, upgrades**, supplies, and service. **E**

Develop procedures for training and use of computer technology; maximize utilization of computer technology, coordinate training and other computer activities with other departments when feasible. **E**

Evaluate, test, and assist in maintaining, diagnosing, and trouble-**shooting enterprise databases** and computer application software. **E**

Assist users in solving problems in the installation of software. **E**

~~Perform PC/Mac hardware repair. **E**~~

Perform related duties, as assigned.

~~COMPUTER SPECIALIST~~**DATABASE TECHNICIAN**(CONTINUED)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of designing and developing programs in **Linux and Windows environment**  
**Programming in Structured Query Language (SQL) such as PL/SQL and T-SQL. Database Management such as applying patches, upgrading applications and databases, Backup, Cloning Databases (Oracle E-Business Suite, SQL Server).**  
Project management techniques.  
Datacommunication, networking, operating systems, and information processing products, principles, concepts, and techniques.  
~~Programming and data base management.~~  
Staff development and training techniques.

ABILITY TO:

Analyze and evaluate information processing problems, plans, procedures, and requirements of organization.  
Apply new developments in field of information processing and related equipment and technology to needs.  
Formulate and maintain effective working relationships with others.  
Analyze, interpret, and report findings.  
Provide a wide range of technical and administrative support services.  
Communicate effectively orally and in writing.  
Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

A Bachelor's degree with major coursework in computer science, business administration, or a closely related field from an institution of higher learning accredited by one of the six regional accreditation associations **and or** any combination equivalent to—four or more years of progressive, directly related experience **and or college level coursework** in computer hardware and software evaluation and selection, systems design and implementation, and user support instruction; ~~preferably including two years with computers and data communication/networking,~~ and **two years of experience in a database environment or related field.**

~~COMPUTER SPECIALIST~~ **DATABASE TECHNICIAN** (CONTINUED)

EDUCATION AND EXPERIENCE: (CONTINUED)

~~NOTE: A Bachelor's degree may not be required with sufficient experience and/or advanced training.~~

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Data Processing environment.

***Driving a vehicle to conduct work.***

Noise from equipment operation.

Drive a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking accurately to exchange information.

Seeing to view a computer monitor **and** read a variety of materials ~~and drive a vehicle~~

***Seeing to drive a vehicle to conduct work.***

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting or moving objects, normally not exceeding forty **50** ~~(40)~~ pounds.

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

Board Approved: (7/96) 5/01

**AGENDA ITEM BACKUP SHEET****June 28, 2011****Board Meeting**

**TITLE:** Approval of Revised Job Description: Programmer Analyst

**ITEM:** Action

**SUBMITTED BY:** Juan M. López, Associate Superintendent, Human Resources

**PREPARED BY:** Art Jimenez, Director, Human Resources

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval to revise the job description: Programmer Analyst. This position will report to the Director of Information Technology.

This is not an additional position.

**RATIONALE:**

The revisions of the job description of Programmer Analyst are necessary to reflect the current duties needed to efficiently provide technical and functional data support to staff. This revision will adequately implement the functions and responsibility required to maintain and support a variety of new and revised vital information programs.

SAUSD administration met with CSEA regarding this job description on June 15, 2011. The revisions in the job description will not result in any employee layoffs. The revised job description is attached.

**FUNDING:**

General Fund: Classified Salary Schedule: Grade 42 - \$4,612 - \$5,889 (no change)

**RECOMMENDATION:**

Approve the revised job description, Programmer Analyst.

SANTA ANA UNIFIED SCHOOL DISTRICT

PROGRAMMER ANALYST

BASIC FUNCTION:

Under the direction of the Director of Information Technology, plan and conduct studies typically of a long duration with major impact to analyze and define systems and programs for a wide variety of **Oracle, SQL Server and Business Intelligence based enterprise** ~~electronic data processing~~ applications; provide work direction and guidance to other programmer analysts and data processing personnel.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification perform systems design projects of broad scope with major impact ~~on school or~~ District programs. The Programmer Analyst classification includes incumbents who deal directly with users from the point of documenting and understanding an issue or problem through the stages of program design, test and implementation. Incumbents are assigned difficult and complex projects and work independently or as the leader of a small project group.

REPRESENTATIVE DUTIES:

Coordinate the activities of the Information Technology Center with users, via telephone, in-service meetings and visits. **E**

Code programs, design **and develop** on-line screens, write documentation for user and operations, test programs thoroughly and implement new systems for those involved. **E**

Analyze scope and progress; report progress periodically; estimate time and make presentations to the Steering Committee. **E**

Assist other members of the data processing with program and operational problems; repair files, diagnose reason for problems and assist as necessary to communicate the technical content of programs. **E**

Represent the Information Technology Center at meetings with District administrators to plan and coordinate new systems or projects in **HR/business** and student systems. **E**

PROGRAMMER ANALYST (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Act as a project leader, ~~or~~ **coordinating** ~~on~~ new applications of substantial scope and impact. **E**

Design forms, **Reports**, coordinate with vendors and users, develop a time table for delivery and assist in implementation of new and revised programs. **E**

Maintain existing programs and documentation. **E**

Meet with user groups to express systems concept design orally or in writing and estimate project completion time lines. **E**

Assist with user implementation of data processing systems; provide training as necessary to assure smooth implementation. **E**

Prepare flow charts and prepare test data, analyzing test results. **E**

Assist in equipment review and evaluation.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of systems analysis, **strong knowledge of computer programming in Java, Structured Query Language (SQL) such as PL/SQL and T-SQL, XML**, block diagramming and flow charting.

**Knowledge of Oracle E-Business Suite, SQL Server, Data warehouse Concepts, Business Intelligence Model and Development.**

~~Electronic computer operations and machine capabilities.~~

Techniques of general and detailed procedure analysis.

Detailed program coding and testing on **various environments** ~~the electronic computer.~~

School District organization, operations and objectives.

Oral and written communications skills.

Applicable Sections of State Education Codes.

Technical aspects of field of specialty.

Community and city.

PROGRAMMER ANALYST (CONTINUED)

KNOWLEDGE AND ABILITIES: (CONTINUED)

ABILITY TO:

Edit complex system coding programming **in Java, Structured Query Language (SQL) such as PL/SQL and T-SQL, XML.**  
Prepare clear and logical report and program documentation.  
Establish and maintain effective working relationships with administrative officials, instructors and employees.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree in **Computer Science or related degree with a strong focus in computer information systems** data processing and four years' experience in ~~data processing systems or~~ programming work, utilizing **Java, Structured Query Language (SQL) such as PL/SQL and T-SQL, XML.**

WORKING CONDITIONS:

ENVIRONMENT:

~~Data processing environment.~~  
Noise from equipment operation.  
**Driving a vehicle to conduct work.**

PHYSICAL ABILITIES:

Hearing and speaking accurately to exchange information.  
Seeing to view a computer monitor **and** read a variety of materials ~~and drive a vehicle~~  
**Seeing to drive a vehicle to conduct work.**  
Sitting for extended periods of time.  
Lifting or moving objects, normally not exceeding forty (40) pounds.

HAZARDS:

Extended viewing of computer monitor.

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

Board Approved: (7/91)5/01



**AGENDA ITEM BACKUP SHEET**  
**June 28, 2011**

**Board Meeting**

**TITLE:**                   **Approval of New Job Description: Administrative Secretary – School Police Services**

**ITEM:**                   **Action**

**SUBMITTED BY:**   **Juan M. López, Associate Superintendent, Human Resources**

**PREPARED BY:**   **Art Jimenez, Director, Human Resources**

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**BACKGROUND INFORMATION:**

The purpose of this agenda is to seek Board approval of the new job description: Administrative Secretary – School Police Services. This position will report to the Chief of School Police Services. The creation of this position is required to perform the confidential secretarial operations related to the School Police Department.

**RATIONALE:**

This position is essential as it will serve as a liaison between the District, local, state and federal law enforcement agencies such as; Orange County District Attorney's Office, California Peace Officer Standards and Training Commission and the Department of Justice as directed by the Chief of School Police. The position will be responsible in ensuring state and federal regulations for pre-employment screening are in compliance, assistance in the development and update of policies and programs related to the School Police Department, and will provide administrative oversight of the facility security program for the District Administrative Offices to ensure maximum security for students and District personnel is maintained by division staff.

SAUSD administration met with CSEA regarding this job description on March 10, 2011. The new job description is attached.

**FUNDING:**

General Fund: Confidential Salary Schedule: Grade 31 - \$3,775 - \$4,816

**RECOMMENDATION:**

Approve the new job description, Administrative Secretary – School Police Services.

SANTA ANA UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE SECRETARY-SCHOOL POLICE SERVICES

BASIC FUNCTION:

Under the direction of the Chief of Police and/or the School Police Lieutenant perform highly skilled confidential secretarial work in planning, organizing, and performing secretarial operations related to the School Police Department.

DISTINGUISHING CHARACTERISTICS:

Primary responsibility to liaison and coordinate with other professional administrative and executive staff within local, state and federal law enforcement agencies, as well as Santa Ana Unified School District staff and school agencies, officially representing the Office of Chief of Police. Incumbents serve as the administrative secretary to the Chief of Police which includes the processing of sensitive and confidential matters. Provides official representation on a variety of technical law enforcement matters on behalf of the Chief of Police with the Orange County District Attorney's Office, California Peace Officer Standards and Training Commission, the Department of Justice and with other School District administrative and executives secretaries; including directly with Cabinet and Board of Education members, as directed by the Chief of Police. Duties in this classification tend to be weighted more toward administrative assistant responsibilities, but there is considerable attention paid to clerical and secretarial details. Duties tend to be varied, technical and involve a high degree of initiative and independence and considerable knowledge of the policies and procedures of District-wide functions and operations. Administrative Secretaries interact at the highest management levels and provide administrative and secretarial service to one or more large and diversified programs.

REPRESENTATIVE DUTIES:

Comply with state and federal regulations related to pre-employment screening including fingerprinting, background checks and photographing District personnel. E

Handle police records/reports with a high level of sensitivity and confidentiality. E

Direct administrative documentation oversight of the District-wide criminal clearance program. E

Maintain and process confidential law enforcement documents and files; including but not limited to court records, subpoenas and evidence requests processing. E

Perform a wide variety of secretarial duties on behalf of the School Police Command; process administrative details not requiring the immediate attention of the administrative official; make travel arrangements. E

Type and compose correspondence including letters, agenda items, conference requests, and department technical data. E

Monitor other clerical personnel; provide work direction and training as necessary. E

REPRESENTATIVE DUTIES: (CONTINUED)

Coordinate payroll for department as requested; collect and review time sheets and submit to payroll in a timely manner. E

Maintain a constant flow of written communications between administrators and school personnel; respond to telephone inquiries regarding the policies and practices of the assigned department. E

Make appointments for the Chief of Police; schedule meetings and conferences; maintain the administrator's calendar. E

Collect and compile information pertaining to related administrative activities and prepare drafts of reports; assist in accumulating items to compose correspondence for Board meetings. E

Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. E

Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. E

Attend conferences and committee meetings; prepare minutes and summaries of actions taken. E

Handle sensitive employee-related discipline issues. E

Administrative oversight of the School District Administrative Offices facility security program. E

Multi-task and prioritize time sensitive materials such as letters for attorneys and special employee-related hearings. E

Prepare and type reports of financial and statistical data; maintain control files of matters in progress and expedite their completion. E

Assist in preparing information for the budget. E

Assist in maintaining contact and communications with individuals, groups and associations within the community. E

Assist in coordinating communications with other offices in the District. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Police Department and School District Policy; as well as local, state and federal School Police and Law Enforcement regulations.

Modern office practices, procedures and equipment.

Record-keeping techniques.

English, grammar, spelling, and punctuation.

Reading and writing communications skills.

School District organization, operations and objectives.

Oral and written communications skills.

Applicable sections of State Education Code, the State Penal and Vehicle Code, and rules of evidence.

Technical aspects of field of specialty.

KNOWLEDGE AND ABILITIES: (CONTINUED)

KNOWLEDGE OF: (CONTINUED)

Collection and organization of data and information.  
Social, cultural and linguistic diversity of district, city and community.  
Principles of Community Oriented Policing practices.

ABILITY TO:

Facilitate effective community relations and direct administrative oversight of public Police Department front office.  
Make simple arithmetic calculations.  
Operate modern office equipment including computer equipment.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Demonstrate high-level computer skills (i.e. PowerPoint, Excel, and Word, etc.)  
Type 65 words per minute.  
Exercise discretion and judgment when making appointments for the administrator or referring calls.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Work confidentially and with discretion.  
Mentor, train and supervise the work of others.  
Organize and prioritize work to meet deadlines.  
Work effectively in multicultural settings.  
Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school education and some additional course work in the secretarial field and five years of increasingly responsible secretarial work. Biliterate/bilingual, English/Spanish, is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.  
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to accurately exchange information in person or on the telephone.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Dexterity of hands and fingers to operate a computer keyboard.  
Bending at the waist, kneeling or crouching to file materials.  
Lifting or moving objects, normally not exceeding twenty (20) pounds.

Accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved:

**AGENDA ITEM BACKUP SHEET**  
**June 28, 2011**

**Board Meeting**

**TITLE:** Approval of New Job Description: Manager of Budget

**ITEM:** Action

**SUBMITTED BY:** Juan M. López, Associate Superintendent, Human Resources

**PREPARED BY:** Chad Hammitt, Executive Director, Human Resources

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**BACKGROUND INFORMATION:**

The purpose of this agenda is to seek Board approval of the new job description: Manager of Budget. This position will report to the Director of Budget. This position is necessary as part of the restructuring of the organization and operations of the Business Services Division.

This is not an additional position. It will replace the current position of Manager of Purchasing.

**RATIONALE:**

This position is essential in organizing the technical functions of the Budget department and coordinating these activities with the other divisions of the District. The changes in State and Federal revenues and reporting requirements have made the preparation, administration and analysis of budget significantly more complex than in previous years. This position will support the increased demands of budgeting and provide the District with better support and analysis within the budgeting cycle. The position will also be responsible for the development of budget reports to better communicate the budget with school site principals and department heads.

The new job description is attached.

**FUNDING:**

General Fund: Classified Management Salary Schedule: Grade 30 - \$7,075 - \$8,223

**RECOMMENDATION:**

Approve the new job description, Manager of Budget.

SANTA ANA UNIFIED SCHOOL DISTRICT

MANAGER OF BUDGET

BASIC FUNCTION:

Under general direction of the Director of Budget provide assistance in preparation , administration and reporting of the District budget. Audit and approve budget expenditures and analyze variances in key cost centers throughout the district and create reports regarding these variances. Assist in the management and supervision of assigned personnel.

REPRESENTATIVE DUTIES:

Assist in the planning, developing, and monitoring of a comprehensive District budget, including the collection and analysis of financial data for current and future budget decisions. **E**

Organize work activities for the budget department; train and supervise the performance of budget staff in the District budget development and analysis. **E**

Provide financial forecast reports of actual revenue, liabilities, expenditures, and encumbrances to ensure that all are fairly stated on interim reports and provide reports to management staff on the performance of the budget. **E**

Facilitate the preparation, administration, and execution of the budget. Assist District and site administrators with preparation and interpretation of budget items. **E**

Provide technical expertise and respond to questions or complaints from employees regarding interpretation of laws, rules, regulations and contracts governing District budget procedures. **E**

Assist in preparing, analyzing, and evaluating complex financial data and reports, maintain communication with state, county, and District administrators and special committees. Interpret financial and compliance legislation. **E**

MANAGER OF BUDGET (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Assist in providing updates on current legislation affecting the District's finances and interpret and administer county, state, and federal laws and regulations. **E**

Supervise and train employees in understanding policies, procedures, and practices as they relate to budget. **E**

Conduct training on features of budget preparation and administration for Budget staff, district office, and site personnel. **E**

Work closely and supervise budget staff on analyzing and forecasting budget, revenue, and expense activity in support of the District's goals and objectives. **E**

Work closely with the District's Information Technology Department to design and create electronic budget reports that utilize technology to deliver real-time reporting to District administration and school sites. **E**

Assist in maintaining appropriate communications with federal, state, county, and local agencies and a variety of representative groups. **E**

Assist in the oversight of attendance reporting, position control, and categorical financial and reporting compliance, including preparation of multi-year financial projections. **E**

Assisting in performing 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 Director of Budget, Executive Director of Business Operations and Associate Superintendent, Business Services. **E**

Perform other administrative duties and responsibilities as required and assigned. **E**

## MANAGER OF BUDGET (CONTINUED)

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Generally Accepted Accounting Principles, practices and procedures, and auditing standards.  
Proper school budget management techniques, including development, planning, administration, and control.  
Applicable sections of the California Education Code, Government Code, and other federal, state, and local laws and regulations.  
California School Accounting Manual.  
Accurate and reliable record-keeping procedures.  
Preparation of comprehensive financial and budget reports.  
Principles of effective management and evaluation practices.  
Conflict management and problem-solving strategies.  
Position control systems.  
Attendance accounting rules, regulations, and reporting requirements.  
District operations, policies, procedures, and goals.  
Computer applications and systems, including proficiency in Excel, PowerPoint, Word, and Oracle experience highly preferred.  
Categorical program budgeting and reporting requirements.  
Federal, state, and local laws and regulations applying to school district financial operations. Strong oral and written communication skills.

#### ABILITY TO:

Plan, organize, and supervise school district budget preparation and other financial and statistical record-keeping activities.  
Explain complex and detailed information and train staff in budget processes.  
Perform the essential responsibilities and work tasks of the position.  
Prepare complex analyses of systems and write reports that adequately communicate problems and solutions.  
Prepare clear, concise oral, and written reports that convey complex statistical information.  
Analyze situations accurately and adopt an effective course of action.  
Interpret, explain, and apply rules, regulations, and District policies to employees and others.  
Interpret complex legal information and comply with legal requirements.



## MANAGER OF BUDGET (CONTINUED)

### KNOWLEDGE AND ABILITIES: (CONTINUED)

#### ABILITY TO: (CONTINUED)

Establish and maintain effective working relationships with management, employees, and other public agencies.  
Operate computerized financial management systems and operate a personal computer and other technical office machines  
Plan, organize, and prioritize work.  
Use good judgment.  
Follow written and oral instructions.  
Read and understand complex financial and technical materials.  
Meet rigid schedules and time lines.  
Prepare complex financial and statistical computer spreadsheets and public presentations. Manage time effectively.  
Communicate effectively and work with a wide range of contacts, including administrators, state and county officials, managers and staff, community members, and peers.  
Work in busy, noisy environment under pressure.  
Manage multiple projects simultaneously.  
Train and supervise professional, technical, paraprofessional, and clerical staff.

#### EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting or finance or equivalent required, Master's degree and/or School Business Management certification preferred.

At least three years experience in public financial management, budgeting, accounting, or closely related field required. Such experience should preferably be in an organization of at with an operation budget of at least \$75 million.

Any combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license required.  
Must have the ability to obtain and maintain vehicle insurance under the District's vehicle insurance policy.

MANAGER OF BUDGET (CONTINUED)

WORKING CONDITIONS:

ENVIRONMENT:

Typical office/school environment.  
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 of time.  
Lifting or moving objects, normally not exceeding twenty (20) pounds.

Accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved:

**Personnel Calendar**  
**Board Meeting - June 28, 2011**  
**CERTIFICATED PERSONNEL CALENDAR**

| NAME   | POSITION     | SITE                   | EFF. DATE       | END DATE      | COMMENTS                            |
|--|--------------|------------------------|-----------------|---------------|-------------------------------------|
| <b>RETIREMENTS</b>   |              |                        |                 |               |                                     |
| Orduna, Joseph   | Teacher      | Godinez                | June 30, 2011   |               | Retirement - 9 years                |
| Taksar, Anna   | Teacher      | Carr                   | June 30, 2011   |               | Retirement - 29 years               |
| <b>RESIGNATIONS</b>  |              |                        |                 |               |                                     |
| Gutierrez, Michael W.  | Teacher      | Saddleback             | June 20, 2011   |               | Personal, Other - 8 years           |
| Majd, Pamela   | Nurse        | Pupil Support Services | June 20, 2011   |               | Accepted another position - 2 years |
| <b>NEW HIRES/RE-HIRES</b>  |              |                        |                 |               |                                     |
| Goodrich, Nathan   | Teacher      | Century                | August 18, 2011 |               | Rehire - Probationary I             |
| Kassaei, Dana  | Teacher      | Carr                   | August 18, 2011 |               | Rehire - Probationary II            |
| Skill, Sharon  | Psychologist | Psychological Services | August 16, 2011 |               | Rehire - Probationary II            |
| You, Ah Ryang  | Teacher      | Villa                  | August 18, 2011 |               | Rehire - Probationary I             |
| <b>FAMILY CARE AND MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Paid</b>        |              |                        |                 |               |                                     |
| Harkins, Kathryn   | Teacher      | Segerstrom             | June 6, 2011    | June 20, 2011 | Maternity                           |
| Jarvis, Sarah  | Teacher      | McFadden               | June 9, 2011    | June 20, 2011 | Personal                            |
| <b>FAMILY CARE AND MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Without Pay</b> |              |                        |                 |               |                                     |
| Call, Brenda   | Teacher      | Walker                 | June 15, 2011   | June 17, 2011 | Child Care                          |

**Personnel Calendar**  
**Board Meeting - June 28, 2011**  
**CERTIFICATED PERSONNEL CALENDAR**

| NAME   | POSITION                              | SITE              | EFF. DATE        | END DATE      | COMMENTS                      |
|--|---------------------------------------|-------------------|------------------|---------------|-------------------------------|
| <b>EXTENSION OF FAMILY CARE AND MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Paid</b> |                                       |                   |                  |               |                               |
| Van De Merghel, Laura  | Teacher                               | Adams             | June 16, 2011    | June 16, 2011 | Personal                      |
| <b>CHANGE IN STATUS</b>  |                                       |                   |                  |               |                               |
| Hutton, Alicia   | Teacher                               | Villa             | August 27, 2010  |               | From Intern to Probationary I |
| <b>EXTENDED WORK YEAR 2010-2011</b>  |                                       |                   |                  |               |                               |
| Mc Lean, Gayle   | Program Specialist                    | Pupil Support     | June 21, 2011    | June 23, 2011 | 3 Additional Days             |
| Rubio, Laura   | Assistant Principal                   | Segerstrom        | June 24, 2011    |               | 1 Additional Day              |
| <b>EXTRA DUTY 2010-2011</b>  |                                       |                   |                  |               |                               |
| Ledon, Karla   | Curriculum Specialist                 | Special Education | June 21, 2011    | June 23, 2011 | Regular Hourly Rate           |
| Olamendi, Gloria   | Curriculum Specialist                 | Special Education | June 21, 2011    | June 23, 2011 | Regular Hourly Rate           |
| <b>SUBSTITUTE ADMINISTRATOR</b>  |                                       |                   |                  |               |                               |
| Cummings, Barbara  | Coordinator of Psychological Services | July 1, 2011      | October 30, 2011 |               | Daily Rate                    |

**Personnel Calendar**  
**Board Meeting - June 28, 2011**  
**CERTIFICATED PERSONNEL CALENDAR**

| NAME   | POSITION | SITE    | EFF. DATE | END DATE | COMMENTS |
|--|----------|---------|-----------|----------|----------|
| <b>CO-CURRICULAR - 2010-2011</b>                   |          |         |           |          |          |
| Blash, Megan                                       |          | Godinez | 2010-2011 |          | OCAD     |
| Gharda, Roene                                      |          | Godinez | 2010-2011 |          | OCAD     |
| Keeling, Lynette                                   |          | Godinez | 2010-2011 |          | OCAD     |
| Priess, Ann  |          | Godinez | 2010-2011 |          | OCAD     |
| <b>SUMMER SCHOOL ALTERNATIVE EDUCATION PROGRAM</b> |          |         |           |          |          |
| Bayouk, Steve                                      |          |         |           |          |          |
| Booker, Howard                                     |          |         |           |          |          |
| Cervantes, Mario                                   |          |         |           |          |          |
| Chawke, Michael                                    |          |         |           |          |          |
| Contreras, Miriam                                  |          |         |           |          |          |
| Cords, Cathleen                                    |          |         |           |          |          |
| Czaja, Gregory                                     |          |         |           |          |          |
| Farber, Veronica                                   |          |         |           |          |          |
| Fenwick, Randolph                                  |          |         |           |          |          |
| Garrett, Harold                                    |          |         |           |          |          |
| Gordon, Roger                                      |          |         |           |          |          |
| Hollenbeck, Mark                                   |          |         |           |          |          |
| Johnson, Carl                                      |          |         |           |          |          |
| Jordan, Sara                                       |          |         |           |          |          |
| Malagon, Arnulfo                                   |          |         |           |          |          |
| Marzilli, Gregory                                  |          |         |           |          |          |
| Mc Guinness, John                                  |          |         |           |          |          |
| Miranda, Ivan                                      |          |         |           |          |          |
| Mitchell-Foust, Michelle                           |          |         |           |          |          |

# **CERTIFICATED PERSONNEL CALENDAR**

**Personnel Calendar**  
**Board Meeting - June 28, 2011**

| NAME   | POSITION | SITE                   | EFF. DATE     | END DATE       | COMMENTS    |
|--|----------|------------------------|---------------|----------------|-------------|
| <b>SUMMER SCHOOL ALTERNATIVE EDUCATION PROGRAM (Continued)</b> |          |                        |               |                |             |
| Pena, Maricela   |          |                        |               |                |             |
| Phan, Joanne   |          |                        |               |                |             |
| Qafaiti, Michael   |          |                        |               |                |             |
| Ramirez, Melissa   |          |                        |               |                |             |
| Reynozo, Jesse   |          |                        |               |                |             |
| Sloan, Erin  |          |                        |               |                |             |
| Tran, Hien   |          |                        |               |                |             |
| Urrea, Gustavo   |          |                        |               |                |             |
| Vasquez, Charles   |          |                        |               |                |             |
| Warner, Wesley   |          |                        |               |                |             |
| You, Ah Ryang  |          |                        |               |                |             |
| <b>SUMMER SCHOOL NURSES</b>                                    |          |                        |               |                |             |
| Mc Namara, Colleen   | Nurse    | Pupil Support Services | June 23, 2011 | August 5, 2011 | Factor Rate |
| Stefun, Maria  | Nurse    | Pupil Support Services | June 23, 2011 | August 5, 2011 | Factor Rate |
| Ytuarte, Laurie  | Nurse    | Pupil Support Serv     | June 23, 2011 | August 5, 2011 | Factor Rate |
| <b>EXTENDED SCHOOL YEAR (ESY)</b>                              |          |                        |               |                |             |
| Bailey, Kathleen   |          |                        |               |                |             |
| Batiste, Cheryl  |          |                        |               |                |             |
| Becerra, Ana   |          |                        |               |                |             |

**Personnel Calendar**  
**Board Meeting - June 28, 2011**  
**CERTIFICATED PERSONNEL CALENDAR**

| NAME  | POSITION | SITE | EFF. DATE | END DATE | COMMENTS |
|---|----------|------|-----------|----------|----------|
| <b>EXTENDED SCHOOL YEAR (ESY) (Continued)</b> |          |      |           |          |          |
| Caceres De Lopez,<br>Maritza                  |          |      |           |          |          |
| Flores, Jennifer                              |          |      |           |          |          |
| Lopez, Amanda                                 |          |      |           |          |          |
| Martinez, Julissa                             |          |      |           |          |          |
| Mata-Azvedo, Theresa                          |          |      |           |          |          |
| Mohr, Lawrence                                |          |      |           |          |          |
| Pelosi, Carol                                 |          |      |           |          |          |
| Pilato, Tara                                  |          |      |           |          |          |
| Sanchez, Aurora                               |          |      |           |          |          |
| Sleiman, Angela                               |          |      |           |          |          |
| Twigg, Dora                                   |          |      |           |          |          |

**AGENDA ITEM REQUESTS  
CERTIFICATED  
2010-11**

| TITLE OF ACTIVITY   | SITE   | FUNDING                                | NOT TO EXCEED | EFFECTIVE      |
|---|--|--|---------------|----------------|
| BTSA Induction Workshop/Trainings   | BTSA Induction Program/Human Resources         | Title II                               | \$10,000      | July 1, 2011   |
| Construction Project (Ratification)   | Willard  | General                                | \$5,040       | June 7, 2011   |
| Education Technology Summer Training  | Education Technology                           | Education Technology                   | \$26,500      | July 11, 2011  |
| Elementary Mathematics Professional Development                                   | Elementary Educational Services                | Title II                               | \$7,500       | August 1, 2011 |
| Emergency Care And Evacuation Plans For Special Education Students (Ratification) | Risk Management                                | Readiness & Emergency Management Grant | \$3,400       | May 11, 2011   |
| Extra Duty (Ratification)   | Davis  | General Funds                          | \$1,560       | June 11, 2011  |
| GATE Program Planning   | GATE   | Title II                               | \$2,060       | July 1, 2011   |
| GATE Staff Development Instructor   | GATE/Educational Services Division             | Title II                               | \$1,600       | July 1, 2011   |
| GATE Staff Development Instructor   | GATE/Educational Services Division             | Title II                               | \$2,020       | July 11, 2011  |
| GATE Staff Development Participant  | GATE/Educational Services Division             | Title II                               | \$25,000      | July 11, 2011  |
| Grade 6 ELA/ELD Writing Notebook  | English Learner Programs & Student Achievement | Title I                                | \$26,825      | July 1, 2011   |
| Grade 9 ELA/ELD Writing Notebook  | English Learner Programs & Student Achievement | Title I                                | \$18,500      | July 1, 2011   |
| Library Work On Saturday  | Adams  | EIA-SCE                                | \$5,000       | July 1, 2011   |
| Migrant Education MEES Instruction  | English Learner Programs & Student Achievement | MEES (Migrant Education)               | \$25,207      | July 1, 2011   |



**AGENDA ITEM REQUESTS  
CERTIFICATED  
2010-11**

| <b>TITLE OF ACTIVITY</b>  | <b>SITE</b>                                    | <b>FUNDING</b>                    | <b>NOT TO EXCEED</b> | <b>EFFECTIVE</b>                    |
|---|--|-----------------------------------|----------------------|-------------------------------------|
| Migrant Education MEES Instruction (Ratification)                       | English Learner Programs & Student Achievement | MEES (Migrant Education)          | \$3,502              | June 15, 2011                       |
| Moving Classroom (Ratification)   | Spurgeon                                       | General                           | \$3,000              | June 1, 2011                        |
| New Employee Orientation  | BTSA Induction Program/Human Resources         | Title II                          | \$46,000             | August 1, 2011                      |
| New Employee Orientation  | BTSA Induction Program/Human Resources         | Title II                          | \$3,000              | August 1, 2011                      |
| Planning (Ratification)   | Kennedy  | Title I                           | \$13,000             | January 29, 2011                    |
| Planning For Instructional Program                                      | Adams  | EIA-SCE                           | \$600                | July 1, 2011                        |
| Previously Approved August 25, 2009, High School Inc. - SLC Planning    | Valley   | Smaller Learning Communities      | \$70,000             | August 26, 2009                     |
| Previously Approved June 8, 2010, Staff Development - VHS               | Valley   | Smaller Learning Communities      | \$48,000             | June 22, 2010                       |
| Previously Approved June 14, 2011, SIG Extended Summer Learning Program | Santa Ana                                      | SIG                               | \$75,000             | From June 23, 2011 to June 22, 2011 |
| RTC Kinder And Fall CELDT Testing                                       | Registration & Testing Center                  | EIA-SCE                           | \$18,692             | July 1, 2011                        |
| RTC Kinder And Fall CELDT Testing                                       | Registration & Testing Center                  | EIA-SCE                           | \$4,877              | July 1, 2011                        |
| RTC Kinder And Fall CELDT Testing                                       | Registration & Testing Center                  | EIA-SCE                           | \$56,520             | July 1, 2011                        |
| Staff Development   | Technology/District Office                     | ARRA EETT Competitive (Goal 1110) | \$12,000             | July 1, 2011                        |

**AGENDA ITEM REQUESTS  
CERTIFIED  
2010-11**

[illegible]

**Personnel Calendar  
Board Meeting - June 28, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

| NAME  | POSITION                | SITE           | EFF. DATE      | END DATE | SALARY | COMMENTS                                       |
|---|-------------------------|----------------|----------------|----------|--------|--|
| <b>RECLASSIFICATIONS (Change In Job Title ONLY)</b> |                         |                |                |          |        |  |
|   |                         |                |                |          |        |  |
| Hernandez, Hugo                                     | Network Technician      | Construction   | March 23, 2011 |          | 42/2   | From Data Communications to Network Technician |
| Mendoza, Angel                                      | Network Technician      | Food 4 Thought | March 23, 2011 |          | 42/6   | From Data Communications to Network Technician |
| <b>RESIGNATIONS</b>                                 |                         |                |                |          |        |  |
|   |                         |                |                |          |        |  |
| Caceres, Narciso                                    | Instr. Asst. Computers  | Heninger       | June 17, 2011  |          |        | Personal - 5 months                            |
| Parra, Silvia                                       | Autism Paraprofessional | Jefferson      | June 17, 2011  |          |        | To Sub. Teach for SAUSD - 9 years, 9 months    |
| Pham, Timothy                                       | Instr. Asst. Computers  | Taft           | June 16, 2011  |          |        | Personal - 4 months                            |
| Sinapi, Angela                                      | Instr. Asst. Computers  | Remington      | May 26, 2011   |          |        | Personal - 1 year, 8 months                    |
| <b>RETIREMENT</b>                                   |                         |                |                |          |        |  |
|   |                         |                |                |          |        |  |
| De Leo, Maria S.                                    | Instr. Asst. Sev. Dis.  | Mitchell       | June 17, 2011  |          |        | 14 years, 7 mos.                               |
| Moodian, Armand                                     | Central Kitchen Spvr.   | Food 4 Thought | June 30, 2011  |          |        | 11 years, 6 mos.                               |
|   |                         |                |                |          |        |  |

**Personnel Calendar  
Board Meeting - June 28, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

| NAME  | POSITION                            | SITE        | EFF. DATE     | END DATE       | SALARY | COMMENTS |
|---|-------------------------------------|-------------|---------------|----------------|--------|----------|
| <b>TERMINATION</b>  |                                     |             |               |                |        |          |
| Archie, Ava   | Instr. Asst. Computers              | SAHS        | June 17, 2011 |                |        | 6 months |
| <b>39 MONTH REEMPLOYMENT (100 Day Differential Ended)</b>                 |                                     |             |               |                |        |          |
| Jasso, Ana  | Instr. Asst. Computers              | Jefferson   | June 17, 2011 |                |        |          |
| Navarette, Salvador   | Custodian                           | Bldg. Svcs. | June 13, 2011 |                |        |          |
| <b>LAY-OFFS</b>   |                                     |             |               |                |        |          |
| Flores, Teresa  | Comm. Wkr.                          | Diamond     | June 30, 2011 |                |        |          |
| Prieto, Maribel   | Instr. Asst. Diagnostic & Preschool | Diamond     | June 30, 2011 |                |        |          |
| Ramirez, Raul   | Comm. Wkr.                          | Headstart   | June 30, 2011 |                |        |          |
| <b>ABSENCE (3 to 20 days) - Without Pay</b>                               |                                     |             |               |                |        |          |
| Lara, Paola   | Site Clerk                          | Carver      | May 26, 2011  | June 23, 2011  |        | Personal |
| <b>FAMILY CARE &amp; MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Paid</b> |                                     |             |               |                |        |          |
| Shelton, Gwendolyn  | Payroll Technician                  | Payroll     | June 2, 2011  | June 17, 2011  |        | Personal |
| <b>FAMILY CARE &amp; MEDICAL LEAVE (21 duty days or more) - Paid</b>      |                                     |             |               |                |        |          |
| Burrell, Angela   | Public Information Officer          | PIO         | July 5, 2011  | August 2, 2011 |        | Personal |

**Personnel Calendar  
Board Meeting - June 28, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

| NAME  | POSITION                            | SITE         | EFF. DATE     | END DATE        | SALARY | COMMENTS |
|---|-------------------------------------|--------------|---------------|-----------------|--------|----------|
| <b>FAMILY CARE &amp; MEDICAL LEAVE (21 duty days or more) - Paid (Continued)</b>    |                                     |              |               |                 |        |          |
| Robledo, Ariadna  | Community & Family Outreach Liaison | Willard      | May 9, 2011   | August 24, 2011 |        | Personal |
| <b>EXTENSION FAMILY CARE &amp; MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Paid</b> |                                     |              |               |                 |        |          |
| Garza, Joe E.   | Carpenter                           | Bldg. Svcs.  | June 2, 2011  | August 1, 2011  |        | Personal |
| <b>PROBATIONARY APPOINTMENTS</b>  |                                     |              |               |                 |        |          |
| Ayala, Harlym   | Fd. Svc. Wkr.                       | Lincoln      | June 6, 2011  |                 | 11/1   |          |
| Cortez, Andres  | Student Records Tech.               | PSS          | June 10, 2011 |                 | 30/1   |          |
| Cortez, Maria   | Fd. Svc. Wkr.                       | Washington   | June 6, 2011  |                 | 11/1   |          |
| De Board, Tina  | Site Clerk                          | Sierra       | June 20, 2011 |                 | 24/1   |          |
| Enriquez, Vanessa   | Fd. Svc. Wkr.                       | Carver       | June 6, 2011  |                 | 11/1   |          |
| Fernandez-Robledo, Claudia  | SSP Special Ed.                     | Adams        | June 14, 2011 |                 | 19/1   |          |
| Jimenez, Anabel   | Fd. Svc. Wkr.                       | Lincoln      | June 6, 2011  |                 | 11/1   |          |
| Joaquin, Alejandra  | Fd. Svc. Wkr.                       | Lorin Grisct | June 6, 2011  |                 | 11/1   |          |
| Juvera, Maria   | Fd. Svc. Wkr.                       | Wilson       | June 6, 2011  |                 | 11/1   |          |
| Lopez, Maria  | Fd. Svc. Wkr.                       | Heroes       | June 6, 2011  |                 | 11/1   |          |
| Lopez, Michael  | Instr. Asst. Computers              | Saddleback   | May 20, 2011  |                 | 26/1   |          |
| Marroquin, Saydee   | Distr. Centrex Operator             | Hum. Res.    | May 23, 2011  |                 | 20/2   |          |
| Oropeza, Cesar  | Fd. Svc. Wkr.                       | Godinez      | June 6, 2011  |                 | 11/1   |          |
| Valenzuela, Luz   | Site Clerk                          | Sierra       | June 15, 2011 |                 | 24/1   |          |
|   |                                     |              |               |                 |        |          |
|   |                                     |              |               |                 |        |          |
|   |                                     |              |               |                 |        |          |

**Personnel Calendar**  
**Board Meeting - June 28, 2011**  
**CLASSIFIED PERSONNEL CALENDAR**

| NAME   | POSITION             | SITE            | EFF. DATE         | END DATE         | SALARY      | COMMENTS  |
|--|----------------------|-----------------|-------------------|------------------|-------------|---|
| <b>PROMOTIONAL APPOINTMENT</b>                           |                      |                 |                   |                  |             |   |
| Contreras Jr., Juan                                      | Plant Cust. Int.     | Lathrop         | June 20, 2011     |                  | 32/5        |   |
| Gonzalez, Mayra  | Constr. Admin. Tech. | Constr. Dept.   | June 17, 2011     |                  | 40/1        |   |
| <b>REASSIGNMENTS - ( In Lieu of Lay-Off)</b>             |                      |                 |                   |                  |             |   |
| Bustamante, Monica                                       | Attendance Tech.     | Century         | August 1, 2011    |                  | 24/6 + Bil. |   |
| Quezada, Ricardo   | Comm. Worker         | Early Child Ed. | July 1, 2011      |                  | 20/6        |   |
| White, Lynette   | Site Clerk           | Century         | August 16, 2011   |                  | 24/3        |   |
| <b>REASSIGNMENT</b>                                      |                      |                 |                   |                  |             |   |
| Ruiz, Virginia   | Registrar Int.       | Carr            | June 20, 2011     |                  | 24/6        | From Registrar<br>H.S. 12 months, 8<br>hours to Registrar<br>Int. 11 months, 8<br>hours |
| <b>TEMPORARY ASSIGNMENTS - Out of class Compensation</b> |                      |                 |                   |                  |             |   |
| Carrillo, Maria  | Sr. Fd. Svc. Wkr.    | Food 4 Thought  | April 25, 2011    | April 27, 2011   | 13/6        |   |
| Chamu, Lucia   | Sr. Fd. Svc. Wkr.    | Food 4 Thought  | May 2, 2011       | May 13, 2011     | 13/6        |   |
| Cisneros, Maria  | Sr. Fd. Svc. Wkr.    | Food 4 Thought  | April 26, 2011    | May 19, 2011     | 13/6        |   |
| Cobian de Rubio, Margarita                               | Fd. Svc. Spvr. Elem. | Food 4 Thought  | April 20, 2011    | May 2, 2011      | 13/6        |   |
| Contreras, Sandra  | Fd. Svc. Spvr. Elem. | Food 4 Thought  | December 10, 2010 | February 7, 2011 | 15/5        |   |
| Espidio, Martha  | Sr. Fd. Svc. Wkr.    | Food 4 Thought  | April 28, 2011    | May 11, 2011     | 13/6        |   |

**Personnel Calendar**  
**Board Meeting - June 28, 2011**  
**CLASSIFIED PERSONNEL CALENDAR**

| NAME   | POSITION                | SITE           | EFF. DATE      | END DATE       | SALARY | COMMENTS |
|--|-------------------------|----------------|----------------|----------------|--------|----------|
| <b>TEMPORARY ASSIGNMENTS - Out of class Compensation (Continued)</b> |                         |                |                |                |        |          |
| Flores, Rocha, Maria   | Sr. Fd. Svc. Wkr.       | Food 4 Thought | April 25, 2011 | April 29, 2011 | 13/5   |          |
| Hernandez, Justin  | Registrar Int.          | McFadden       | April 11, 2011 | June 30, 2011  | 24/3   |          |
| Lozano, Noel   | Plnt. Cust. H.S.        | Saddleback     | April 29, 2011 | May 30, 2011   | 35/2   |          |
| Magana, Oliva  | Sr. Fd. Svc. Wkr.       | Food 4 Thought | April 20, 2011 | April 27, 2011 | 13/6   |          |
| Mejia, Yesenia   | Fd. Svc. Spvr. Elem.    | Food 4 Thought | April 27, 2011 | May 16, 2011   | 15/6   |          |
| Mojia, Rita  | Sr. Fd. Svc. Wkr.       | Food 4 Thought | May 12, 2011   | May 19, 2011   | 13/6   |          |
| Ortega, Silvia   | Sr. Fd. Svc. Wkr.       | Food 4 Thought | May 11, 2011   | May 19, 2011   | 13/6   |          |
| Pecharich, Joseph  | Electrician Spvr.       | Bldg. Svcs.    | June 23, 2011  | June 30, 2011  | 46/3   |          |
| Pulido, Daniel   | Plnt. Cust. Int.        | Lathrop        | June 13, 2011  | June 17, 2011  | 32/3   |          |
| Quijada, Reynold   | Sr. Fd. Svc. Wkr.       | Food 4 Thought | April 20, 2011 | April 22, 2011 | 13/3   |          |
| Ramirez, Maria   | Fd. Svc. Spvr. Elem.    | Food 4 Thought | May 9, 2011    | May 20, 2011   | 15/6   |          |
| Sanchez, Cesar   | Fd. Svc. Spvr. Int.     | Food 4 Thought | April 20, 2011 | May 10, 2011   | 27/1   |          |
| Saucedo, Guadalupe   | Fd. Svc. Spvr. Elem.    | Food 4 Thought | April 20, 2011 | May 19, 2011   | 15/6   |          |
| Segura, Ivan   | Sr. Fd. Svc. Wkr.       | Food 4 Thought | April 20, 2011 | April 29, 2011 | 13/2   |          |
| Solares, Ramon   | Delivery Driver         | Food 4 Thought | April 29, 2011 | May 4, 2011    | 27/6   |          |
| Sosa, Christina  | Fd. Svc. Spvr. Elem.    | Food 4 Thought | April 25, 2011 | April 27, 2011 | 15/6   |          |
| <b>EXTRA DUTY</b>  |                         |                |                |                |        |          |
| Alcala, Aida   | Sch. Office Mgr. Elem.  | Edison         | June 6, 2011   | June 30, 2011  |        |          |
| Alvarez, Andrea  | Sch. Office Asst. Elem. | Romero-Cruz    | June 6, 2011   | June 30, 2011  |        |          |
| Amador, Lorena   | Attn. Technician        | Middle College | May 4, 2011    | May 4, 2011    |        |          |
| Ambriz, Fabiola  | Sch. Office Mgr. Elem   | Martin         | June 6, 2011   | June 30, 2011  |        |          |
| Amezcuca, Bertha   | Sch. Office Mgr. Elem   | Wilson         | June 6, 2011   | June 30, 2011  |        |          |
| Anaya, Nylda   | Sch. Office Mgr. Elem   | Thorpe         | June 6, 2011   | June 30, 2011  |        |          |
| Arreola, Gloria  | Sch. Office Mgr. Elem   | Roosevelt      | June 6, 2011   | June 30, 2011  |        |          |

**Personnel Calendar  
Board Meeting - June 28, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

| NAME                          | POSITION                | SITE       | EFF. DATE    | END DATE      | SALARY | COMMENTS |
|-------------------------------|-------------------------|------------|--------------|---------------|--------|----------|
| <b>EXTRA DUTY (Continued)</b> |                         |            |              |               |        |          |
| Avila, Karolina               | School Off. Asst. Elem. | Hoover     | June 6, 2011 | June 30, 2011 |        |          |
| Barron, Sandra                | Sch. Office Mgr. Elem   | Sepulveda  | June 6, 2011 | June 30, 2011 |        |          |
| Barry, Martha                 | Sch. Off. Asst. Elem.   | Jackson    | June 6, 2011 | June 30, 2011 |        |          |
| Beltran, Esther               | Sch. Off. Mgr. Elem.    | Walker     | June 6, 2011 | June 30, 2011 |        |          |
| Cabrera, Rebecca              | Sch. Off. Mgr. Elem.    | King       | June 6, 2011 | June 30, 2011 |        |          |
| Castillo Elizabeth            | Site Clerk              | Adams      | June 6, 2011 | June 30, 2011 |        |          |
| Castillo, Aracelly            | Sch. Off. Asst. Elem.   | Harvey     | June 6, 2011 | June 30, 2011 |        |          |
| Cervantes, Gloria             | Sch. Off. Mgr. Elem.    | Jefferson  | June 6, 2011 | June 30, 2011 |        |          |
| Chavez, Mirella               | Sch. Off. Asst. Elem.   | Fremont    | June 6, 2011 | June 30, 2011 |        |          |
| Cifuentes, Cristina           | Sch. Off. Mgr. Elem.    | Heninger   | June 6, 2011 | June 30, 2011 |        |          |
| Conti, Norma                  | Interpreter/Translator  | Ed. Svcs.  | May 19, 2011 | May 19, 2011  |        |          |
| De Nisi, Jean                 | Sch. Office Mgr. Elem   | Taft       | June 6, 2011 | June 30, 2011 |        |          |
| Dominguez, Rocio              | Sch. Office Mgr. Elem   | Kennedy    | June 6, 2011 | June 30, 2011 |        |          |
| Enriquez, Ana                 | Sch. Office Mgr. Elem   | Lincoln    | June 6, 2011 | June 30, 2011 |        |          |
| Euyoque, Elva                 | Sch. Off. Asst. Elem.   | Walker     | June 6, 2011 | June 30, 2011 |        |          |
| Fernandez, Cuca               | Site Clerk              | Madison    | June 6, 2011 | June 30, 2011 |        |          |
| Fournier, Angelica            | Sch. Office Asst. Elem. | Wilson     | June 6, 2011 | June 30, 2011 |        |          |
| Gallegos, Lorena              | Sch. Off. Mgr. Elem.    | Lowell     | June 6, 2011 | June 30, 2011 |        |          |
| Garcia, Alma L.               | Sch. Off. Asst. Elem.   | Esqueda    | June 6, 2011 | June 30, 2011 |        |          |
| Godinez-Ruiz, Imelda          | Sch. Office Mgr. Elem   | Remington  | June 6, 2011 | June 30, 2011 |        |          |
| Gomez, Liza                   | Site Clerk              | Edison     | June 6, 2011 | June 30, 2011 |        |          |
| Gonzalez, Angelica            | Site Clerk              | Heroes     | June 6, 2011 | June 30, 2011 |        |          |
| Grubbs, Juanita               | Date Entry Tech.        | Ed. Svcs.  | June 6, 2011 | June 30, 2011 |        |          |
| Guillen, Teresa               | Sch. Off. Mgr. Elem.    | Harvey     | June 6, 2011 | June 30, 2011 |        |          |
| Herrera, Brenda               | Sch. Off. Asst. Elem.   | Remington  | June 6, 2011 | June 30, 2011 |        |          |
| Hidalgo, Lizbeth              | Site Clerk              | Adams      | June 6, 2011 | June 30, 2011 |        |          |
| Jagodnik, Kathy               | Sch. Off. Mgr. Elem.    | Greenville | June 6, 2011 | June 30, 2011 |        |          |



**Personnel Calendar  
Board Meeting - June 28, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

| NAME                          | POSITION              | SITE        | EFF. DATE    | END DATE      | SALARY | COMMENTS |
|-------------------------------|-----------------------|-------------|--------------|---------------|--------|----------|
| <b>EXTRA DUTY (Continued)</b> |                       |             |              |               |        |          |
| Johnson, Jeremiah             | Sch. Off. Mgr. Elem.  | Diamond     | June 6, 2011 | June 30, 2011 |        |          |
| Kling, Anne                   | Site Clerk            | Monroe      | June 6, 2011 | June 30, 2011 |        |          |
| Lara, Edith                   | Sch. Off. Asst. Elem. | Garfield    | June 6, 2011 | June 30, 2011 |        |          |
| Lara, Ingrid                  | Sch. Off. Asst. Elem. | Washington  | June 6, 2011 | June 30, 2011 |        |          |
| Livzey, Robin                 | Site Clerk            | Muir        | June 6, 2011 | June 30, 2011 |        |          |
| Lopez, Darlene                | Sch. Off. Mgr. Elem.  | Santiago    | June 6, 2011 | June 30, 2011 |        |          |
| Lopez, Evangelina             | Sch. Off. Mgr. Elem.  | Fremont     | June 6, 2011 | June 30, 2011 |        |          |
| Marthell, Harmony             | Sch. Off. Mgr. Elem.  | Monte Vista | June 6, 2011 | June 30, 2011 |        |          |
| Martinez, Susan               | Sch. Off. Asst. Elem. | Kennedy     | June 6, 2011 | June 30, 2011 |        |          |
| Mejia, Gabriela               | Site Clerk            | Edison      | June 6, 2011 | June 30, 2011 |        |          |
| Mendez-Liardo, Johanna        | Sch. Off. Mgr. Elem.  | Esqueda     | June 6, 2011 | June 30, 2011 |        |          |
| Mendoza, Jorge                | Sch. Off. Mgr. Elem.  | Carver      | June 6, 2011 | June 30, 2011 |        |          |
| Munoz, Leticia                | Sch. Off. Mgr. Elem.  | Romero-Cruz | June 6, 2011 | June 30, 2011 |        |          |
| Osorino, Lucy                 | Sch. Off. Asst. Elem. | King        | June 6, 2011 | June 30, 2011 |        |          |
| Pacis, Monica                 | Sch. Off. Asst. Elem. | Franklin    | June 6, 2011 | June 30, 2011 |        |          |
| Perez, Angelina               | Sch. Off. Mgr. Elem.  | Franklin    | June 6, 2011 | June 30, 2011 |        |          |
| Ramirez, Carla                | SSP Sp. Ed.           | Santiago    | June 6, 2011 | June 30, 2011 |        |          |
| Reyes, Rocio                  | Sch. Off. Mgr. Elem.  | Pio Pico    | June 6, 2011 | June 30, 2011 |        |          |
| Rodriguez, Graciela           | Sch. Off. Asst. Elem. | Jackson     | June 6, 2011 | June 30, 2011 |        |          |
| Rodriguez, Paz                | Sch. Off. Mgr. Elem.  | Muir        | June 6, 2011 | June 30, 2011 |        |          |
| Ruvalcaba, Silvia             | Site Clerk            | Davis       | June 6, 2011 | June 30, 2011 |        |          |
| Saldana, Josefina             | Sch. Off. Mgr. Elem.  | Garfield    | June 6, 2011 | June 30, 2011 |        |          |
| Sillerico, Vanussa            | Site Clerk            | Davis       | June 6, 2011 | June 30, 2011 |        |          |
| Torres, Rosa                  | Sch. Off. Asst. Elem. | Jefferson   | June 6, 2011 | June 30, 2011 |        |          |
| Torres, Sandra                | Sch. Off. Mgr. Elem.  | Madison     | June 6, 2011 | June 30, 2011 |        |          |
| Valdez, Evangelina            | Site Clerk            | Madison     | June 6, 2011 | June 30, 2011 |        |          |

**Personnel Calendar**  
**Board Meeting - June 28, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

| NAME                            | POSITION              | SITE       | EFF. DATE     | END DATE      | SALARY | COMMENTS |
|---------------------------------|-----------------------|------------|---------------|---------------|--------|----------|
| <b>EXTRA DUTY (Continued)</b>   |                       |            |               |               |        |          |
| Van Immelen, Elizabeth          | Sch. Off. Asst. Elem. | Greenville | June 6, 2011  | June 30, 2011 |        |          |
| Villamar, Elvira                | Sch. Off. Mgr. Elem.  | Monroe     | June 6, 2011  | June 30, 2011 |        |          |
| Zamorano, Ely                   | Admin. Secretary      | Ed. Svcs.  | May 4, 2011   | May 4, 2011   |        |          |
| Zavala, Suzanne                 | Exec. Secretary       | Ed. Svcs.  | May 4, 2011   | May 4, 2011   |        |          |
| <b>ACTIVITY SUPERVISOR</b>      |                       |            |               |               |        |          |
| Jimenez, Josefina               | Act. Spvr.            | Santiago   | June 14, 2011 |               |        |          |
| <b>SUBSTITUTES</b>              |                       |            |               |               |        |          |
| Lucas, Norman                   | DSO                   |            | June 1, 2011  |               |        |          |
| Pham, Viet                      | Clerical              |            | June 1, 2011  |               |        |          |
| Picos, Jennifer                 | Instr. Asst.          |            | June 2, 2011  |               |        |          |
| Pita, Lazaro                    | DSO                   |            | June 1, 2011  |               |        |          |
| Velarde, Jose                   | DSO                   |            | June 1, 2011  |               |        |          |
| Weathersby, Brandon             | DSO                   |            | June 1, 2011  |               |        |          |
| Yeargain, Elizabeth             | Clerical              |            | June 16, 2011 |               |        |          |
| <b>EXTRA SERVICE ASSIGNMENT</b> |                       |            |               |               |        |          |
| Prado-Ramirez, Luis             | Yearbook              | Carr       | \$1,056       |               |        |          |

**AGENDA ITEMS REQUESTS  
CLASSIFIED  
2010-11 School Year**

| <b>TITLE OF ACTIVITY</b>   | <b>SITE</b>  | <b>FUNDING</b>                            | <b>NOT TO EXCEED</b> | <b>EFFECTIVE</b>  |
|--|--|---|----------------------|-------------------|
| Activity Supervisor PBIS Training  | Diamond  | PBIS                                      | \$500                | April 1, 2011     |
| Avid Tutors  | Valley   | EIA                                       | \$20,000             | August 24, 2011   |
| Childcare  | Davis  | ARRA                                      | \$1,000              | November 11, 2011 |
| Childcare Providers  | English Learner<br>Programs & Student<br>Achievement | Migrant Education<br>Program              | \$2,000              | July 1, 2011      |
| Classified Extra Duty  | English Learner<br>Programs & Student<br>Achievement | Title I                                   | \$25,000             | July 1, 2011      |
| Computer Relocation Software Installation -<br>Computer Technicians              | Facilities - Construction<br>Department              | Fund 24 SAUSD GO<br>Bond (Measure G)      | \$8,000              | June 1, 2011      |
| Computer Relocation Software Installation -<br>Computer Technicians              | Facilities - Construction<br>Department              | Fund 24 SAUSD GO<br>Bond (Measure G)      | \$8,000              | July 1, 2011      |
| Computer Relocation Software Installation -<br>Instructional Assistant Computers | Facilities - Construction<br>Department              | Fund 24 SAUSD GO<br>Bond (Measure G)      | \$5,000              | June 1, 2011      |
| Computer Relocation Software Installation -<br>Instructional Assistant Computers | Facilities - Construction<br>Department              | Fund 24 SAUSD GO<br>Bond (Measure G)      | \$5,000              | July 1, 2011      |
| Emergency Care and Evacuation Plans for Special<br>Education Students            | Risk Management                                      | Readiness & Emergency<br>Management Grant | \$1,250              | April 13, 2011    |
| Extended Learning Opportunities Counseling                                       | Lathrop  | EIA - SCE                                 | \$3,000              | July 18, 2011     |
| Extra - Bus Aides  | Special Education                                    | Special Education                         | \$20,000             | July 1, 2011      |
| Extra Duties Computer Technician   | Mendez   | General Funds                             | \$1,000              | August 1, 2011    |
| Extra Duties Library Media Technician  | Mendez   | General Funds                             | \$1,000              | August 1, 2011    |
| Extra Duty Assignment  | Special Education                                    | Extra-Duty for JTAs &<br>Job Coaches      | \$8,000              | July 1, 2011      |
| Extra Duty - Bus Supervisors   | Special Education                                    | Special Education                         | \$20,000             | July 1, 2011      |
| Extra Help (Ratification)  | Davis  | ARRA                                      | \$1,300              | May 1, 2011       |

**AGENDA ITEMS REQUESTS  
CLASSIFIED  
2010-11 School Year**

| <b>TITLE OF ACTIVITY</b>   | <b>SITE</b>                                       | <b>FUNDING</b>                 | <b>NOT TO EXCEED</b> | <b>EFFECTIVE</b> |
|--|---|--------------------------------|----------------------|------------------|
| Extra Help - Technician  | English Learner Programs & Student Achievement    | Migrant Education Program      | \$2,000              | July 1, 2011     |
| Extra Duty Translator/Interpreter                                  | English Learner Programs & Student Achievement    | EIA-SCE                        | \$6,000              | July 1, 2011     |
| Library Classified (Librarian)                                     | Adams   | EIA-SCE                        | \$300                | July 1, 2011     |
| Migrant Education Extra Duty (Ratification)                        | English Learner Programs & Student Achievement    | Migrant Education Program      | \$4,000              | July 1, 2011     |
| Migrant Education MEES Instruction                                 | English Learner Programs & Student Achievement    | MEES (Migrant Education        | \$6,682              | July 1, 2011     |
| Nutrition Network Leadership & Coordination of Network Department. | Network for a Healthy California/Special Projects | Nutrition Network Grant        | \$8,000              | August 1, 2011   |
| Parent Input Meeting (Ratification)                                | Special Education                                 | Special Education              | \$500                | June 8, 2011     |
| Parent Input Meeting (Ratification)                                | Special Education                                 | Special Education              | \$80                 | June 8, 2011     |
| Parent Input Meeting (Ratification)                                | Special Education                                 | Special Education              | \$93                 | June 8, 2011     |
| Parent Input Meeting (Ratification)                                | Special Education                                 | Special Education              | \$323                | June 8, 2011     |
| RTC Kinder & Fall CELDT Testing                                    | Registration & Testing Center                     | EIA - SCE                      | \$11,454             | July 1, 2011     |
| RTC Kinder & Fall CELDT Testing                                    | Registration & Testing Center                     | EIA-SCE                        | \$29,184             | July 1, 2011     |
| SIG Extended Learning Summer Classified 2011                       | Saddleback  | School Improvement Grant (SIG) | \$5,000              | June 21, 2011    |
| SIG Extended Learning Summer Classified 2012                       | Saddleback  | School Improvement Grant (SIG) | \$10,000             | July 1, 2011     |

**AGENDA ITEMS REQUESTS  
CLASSIFIED  
2010-11 School Year**

| <b>TITLE OF ACTIVITY</b>                                  | <b>SITE</b>                   | <b>FUNDING</b>                       | <b>NOT TO EXCEED</b> | <b>EFFECTIVE</b> |
|---|-------------------------------|--------------------------------------|----------------------|------------------|
| Staff Development   | District<br>Office/Technology | ARRA EETT<br>Competitive (Goal 1110) | \$5,000              | July 1, 2011     |
| Staff Development   | District<br>Office/Technology | ARRA EETT<br>Competitive (Goal 1110) | \$5,000              | July 1, 2011     |
| Staff Development (Ratification)                          | District<br>Office/Technology | ARRA EETT<br>Competitive (Goal 1110) | \$5,000              | June 14, 2011    |
| Staff Development (Ratification)                          | District<br>Office/Technology | ARRA EETT<br>Competitive (Goal 1110) | \$5,000              | June 14, 2011    |
| SST Scheduling (Ratification)                             | Davis                         | ARRA                                 | \$840                | May 1, 2011      |
| Summer Reading Program                                    | Washington                    | ARRA                                 | \$225                | July 1, 2011     |
| Translation I (Instructional Assistant Special Education) | Adams                         | EIA - SCE                            | \$2,100              | July 1, 2011     |
| Translation II (Computer Technician)                      | Adams                         | EIA - SCE                            | \$300                | July 1, 2011     |
| Translation III (Office)                                  | Adams                         | EIA - SCE                            | \$300                | July 1, 2011     |
| Tutors  | Mendez                        | EIA - SCE                            | \$30,000             | August 1, 2011   |

**AGENDA ITEM BACKUP SHEET**  
**June 28, 2011**

**Board Meeting**

**TITLE:** Board and Staff Reports/Activities

**ITEM:** Reports  
**SUBMITTED BY:** Jane A. Russo, Superintendent

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**BACKGROUND INFORMATION:**

The purpose of this item is for members of the Board of Education and staff to make announcements to the community of events and activities within Santa Ana schools and the community as it relates to student achievement.

**RATIONALE:**

Members of the Board of Education have requested an item on the Agenda of each Regular Meeting as an opportunity for announcements.

This item will provide pertinent information to the general public.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Board members will make announcements of community events and activities within Santa Ana schools and the community.