

**AGENDA ITEM BACKUP SHEET**  
**January 25, 2011**

**14.0**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 10/11-2863 – Uniform System of Prequalifying and Rating Bidders for District Construction Projects

**ITEM:** Action

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board adoption of Resolution No. 10/11-2863 – Uniform System of Prequalifying and Rating Bidders for prequalification on District construction projects pursuant to Public Contract Code Section 20111.5.

**RATIONALE:**

Public Contract Code Section 20111.5 requires local agencies to adopt prequalification documents, which includes an objective rating system.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt Resolution 10/11-2863 - Uniform System of Prequalifying and Rating Bidders for District Construction Projects.

1 RESOLUTION NO. 10/11-2863  
2 BOARD OF EDUCATION  
3 SANTA ANA UNIFIED SCHOOL DISTRICT  
4 ORANGE COUNTY, CALIFORNIA

5 ADOPTING UNIFORM SYSTEM OF PREQUALIFYING AND RATING BIDDERS FOR  
6 PREQUALIFICATION ON CERTAIN CONSTRUCTION PROJECTS PURSUANT TO PUBLIC CONTRACT  
7 CODE SECTION 20111.5  
8

9 WHEREAS, the Santa Ana Unified School District ("District") desires to  
10 prequalify potential bidders for certain designated District construction  
11 projects;  
12

13 WHEREAS, the District has prequalified contractors for many of its projects  
14 in the past but wishes now to update its prequalification process and its  
15 prequalification documents  
16

17 WHEREAS, Public Contract Code section 20111.5 authorizes school districts to  
18 require prospective bidders to submit a standardized questionnaire and other  
19 documentation prior to bidding on specific construction projects;  
20

21 WHEREAS, Public Contract Code 20111.5 (b) authorizes school districts to  
22 adopt and apply a uniform system of rating bidders on the basis of completed  
23 questionnaires and financial statements, in order to determine the size of  
24 the contracts upon which each bidder shall be deemed qualified to bid;  
25

26 WHEREAS, District staff has developed a Contractor's Prequalification  
27 Questionnaire ("Questionnaire") and a Prequalification Evaluation Procedure  
28 ("Procedure") in accordance with Public Contract Code section 20111.5. A  
29 sample of the Questionnaire and Procedure are attached hereto as Exhibit "A"  
30 and incorporated herein;  
31

32 WHEREAS, District staff has developed a uniform system of rating potential  
33 bidders based upon the completed Questionnaires ("Rating System"). The  
34 Procedure includes this Rating System;  
35

36 WHEREAS, the minimum criteria set forth in the Rating System shall include,  
37 inter alia, a requirement for a potential bidder to have constructed a  
38 minimum number of California school district or community college  
39 construction projects of a minimum size within the recent past for the same  
40 license classification, and with a similar scope of work to the type of work  
41 for which they are bidding;  
42

43 WHEREAS, if a potential bidder meets the minimum criteria set forth in the  
44 Rating System, the District desires:  
45

- 46 • To prequalify each potential bidder to bid on certain projects;  
47
- 48 • To deem a prequalification "valid for up to one calendar year  
49 following the date of initial prequalification" (Public Contract  
50 Code section 20115(e)), unless the bidder fails to maintain the  
51 requirements to satisfy the minimum criteria;  
52
- 53 • To require a bidder that the District prequalified on a previous  
54 project and bids on a subsequent project to re-prequalify if that  
55 subsequent project either exceeds the project cost amount of the  
56 previous project or differs in scope from the previous project.

(Collectively, the "Prequalification Process")

WHEREAS, the Questionnaire includes a process for potential bidders to appeal certain decisions with respect to the Prequalification Process ("Appeal Process");

WHEREAS, the District desires to adopt the Questionnaire, Procedure, Rating System, Prequalification Process, and Appeal Process for prequalification on certain District projects consistent with the documents attached as Exhibit "A", but tailored to each particular construction project contemplated by the District, and consistent with and in compliance with Public Contract Code section 20111.5;

NOW, THEREFORE, the Governing Board of the Santa Ana Unified School District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. That the Questionnaire, Procedure, Rating System, Prequalification Process, and Appeal Process are approved and adopted pursuant to Public Contract Code section 20111.5.

Section 3. That the District's Superintendent, or her designee, is hereby delegated the authority to determine the specific projects on which to prequalify contractors.

Section 4. For those projects on which the District will prequalify contractors, the District shall utilize a Questionnaire, Procedure, Rating System, Prequalification Process, and Appeal Process that are consistent with the documents attached as Exhibit "A" and tailored to the particular construction project(s) contemplated by the District, and consistent with and in compliance with Public Contract Code section 20111.5.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Santa Ana Unified School District on this 25, day of January 2011, by the following vote:

AYES:

NOES:

ABSTENTIONS:

\_\_\_\_\_  
President of the Governing Board of the  
Santa Ana Unified School District

Attested to:

\_\_\_\_\_  
Clerk of the Governing Board of the  
Santa Ana Unified School District

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Exhibit "A"  
Contractor's Prequalification Questionnaire  
And  
Prequalification Evaluation Procedure



SANTA ANA UNIFIED SCHOOL DISTRICT  
1601 East Chestnut Avenue  
Santa Ana, California 92701-6322  
(714) 558-5576

Bid Number: \_\_\_\_\_  
Project Title: \_\_\_\_\_

Project Number: \_\_\_\_\_  
School: \_\_\_\_\_ H.S.

**CONTRACTOR'S  
PREQUALIFICATION QUESTIONNAIRE**

\_\_\_\_\_, 20\_\_

The Santa Ana Unified School District ("District") has determined that bidders on this Project must be prequalified prior to submitting a bid on the project. Each prospective contractor shall be currently licensed and shall submit the following information to establish its qualifications to bid to perform construction work on the Project. **A Contractor's bid for the Project will not be accepted unless the District has prequalified the Contractor.**

A Contractor who submits a complete Prequalification Questionnaire thereby consents to and will comply with the procedures outlined below and as set forth in greater detail in this document.

- A. **Form.** Each Contractor shall fully complete the Prequalification Questionnaire and timely submit all documents **in yellow** as indicated therein. No other prequalification documents submitted by Contractor will meet these requirements. All information requested in the Prequalification Questionnaire must be provided in order for a Prequalification Questionnaire to be considered responsive. The Prequalification Questionnaire shall be submitted simultaneously as one package – it shall not be submitted piecemeal. Contractors shall submit one (1) completed **yellow** Prequalification Questionnaires in a sealed envelope as indicated above. A Contractor's submission of an incomplete and/or unclear Prequalification Questionnaire will likely result in a determination that the Contractor is non-responsive.
- B. **District's Review.** Information submitted in the Prequalification Statement shall not be public information and shall not be open to public inspection, to the extent permitted by law. Once a Contractor's Prequalification Statement is submitted, the District will notify the Contractor if the Contractor meets the prequalification requirements.
- C. **Nonresponsiveness.** A Contractor's Prequalification Questionnaire shall be deemed nonresponsive if:
1. The Prequalification Questionnaire is not returned on time.
  2. Contractor does not provide all requested information on District forms (**yellow** in color).

3. The Prequalification Questionnaire is not signed under penalty of perjury by individuals who have the authority to bind the Contractor on whose behalf they are signing.
4. Information contained in the Prequalification Questionnaire is not updated under penalty of perjury when it is no longer accurate.
5. Any information provided by the Contractor is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported). Even after a Contractor has been prequalified, the District reserves the right to revoke that determination at any subsequent time, to terminate any contract awarded, and to cease making payments if it determines that any information provided by the Contractor in its Prequalification Questionnaire or subsequently was incomplete, misleading, or inaccurate in any material manner.

**D. Previously Prequalified Contractors May Need to Provide Additional Information.**

A Contractor that has prequalified on a District project within the past twelve (12) months need not re-prequalify, but must satisfy the following criteria for this project or it must submit additional information: “Has your firm and/or any firm identified in Section B of the Prequalification Questionnaire contracted for and completed construction of a minimum of five (5) California K-14 public school district or community college district construction projects of the same license requirement and type of scope of work, each with a value equal or greater than your bid amount within the past five (5) years?” A Contractor that prequalified on a District project within the past twelve (12) months and needs to list additional projects to satisfy these criteria must submit a Prequalification Questionnaire, but need only do the following:

1. Write “Unchanged” on all sections of the Prequalification Questionnaire that remain unchanged;
2. Provide additional information for the sections of the Prequalification Questionnaire that the Contractor must update, including “**Section: G. PROJECT REFERENCES**”; and
3. Recertify the Prequalification Questionnaire by executing “**Section: I. CERTIFICATION.**”

**E. Appealing A Prequalification Finding**

A Contractor may appeal the District’s decision. If a Contractor decides to appeal the District’s prequalification decision, it must follow this procedure: Within three (3) working days from receipt of the District’s prequalification notice/finding, Contractor must submit, in writing, a request for a meeting with the District’s staff. Contractor must submit with the request any and all information that it believes supports a finding that District’s determination should be changed.

**FAILURE OF A CONTRACTOR TO TIMELY FOLLOW THIS APPEAL PROCEDURE SHALL BE A WAIVER OF THE CONTRACTOR’S RIGHT TO APPEAL THE DISTRICT’S DECISION.**

**A. CONTRACTOR'S INFORMATION**

Firm name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

(Name of individual completing Prequalification Questionnaire)

Years in business as a **insert license requirement** licensed contractor: \_\_\_\_\_

Types of work performed with own forces: \_\_\_\_\_

\_\_\_\_\_

Years in business under current firm name: \_\_\_\_\_

Years at the above address: \_\_\_\_\_

Receipt and acceptance of the following addenda is hereby acknowledged:

No. \_\_\_\_\_, Dated \_\_\_\_\_

No. \_\_\_\_\_, Dated \_\_\_\_\_

No. \_\_\_\_\_, Dated \_\_\_\_\_

## B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

For Firms That Are Corporations:

- 1 Date incorporated : \_\_\_\_\_
- 2 Type of corporation (e.g., S Corp., C Corp., LLC): \_\_\_\_\_
- 3 Under the laws of what state: \_\_\_\_\_
- 4 Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent (10%) of the corporation's stock. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

For Firms That Are Partnerships:

- 1 Date of formation: \_\_\_\_\_
- 2 Type of partnership (e.g., general, limited): \_\_\_\_\_
- 3 Under the laws of what state: \_\_\_\_\_
- 4 Provide all the following information for each partner who owns ten percent (10%) or more of the firm. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

For Firms That Are Sole Proprietorships:

- 1 Date of commencement of business: \_\_\_\_\_

Name	Position	Years with Co.



**For Firms That Intend to Bid as a Joint Venture:**

- 1 Date of commencement of joint venture: \_\_\_\_\_
- 2 Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects. Attach all additional references and/or information on separate signed sheets.

Name of Firm	% of Ownership of Joint Venture

- 3 Provide all the following information for each owner of a firm that is a participant in a joint venture. Attach all additional references and/or information on separate signed sheets.

Firm Name	Name of Owner	Position	Years with Co.	% Ownership of Co.

**C. ASSOCIATED FIRMS**

Identify every construction firm and/or construction management firm that the contractor or any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past five (5) years. Attach all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refer to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock, if the business is a corporation.

State Person's Name or "Contractor" if Your Firm was Associated with Another Firm	Construction Firm or Construction Management Firm Name	Contractor's License No.	Dates of Person's Participation with Company

#### **D. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE**

Has there been any change in ownership of the firm at any time during the past three years? **NOTE:** A corporation whose shares are publicly traded is not required to answer this question.

(Please circle one)                      Yes                      No

If "yes," explain on a separate signed sheet.

Is the firm a subsidiary, parent, holding company, or affiliate of another construction firm? **NOTE:** Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

(Please circle one)                      Yes                      No

If "yes," explain on a separate signed sheet, including the name of the related company and the percent ownership

**Are any corporate officers, partners or owners connected to any other construction firms?**  
**NOTE:** Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

(Please circle one)                      Yes                      No

If "yes," explain on a separate signed sheet.

State your firm's gross revenues for each of the past three (3) years:

Year	Gross Revenue
	\$
	\$
	\$

## E. CONTRACTOR'S LICENSES

Contractor shall be licensed in the State of California and shall submit the following information:

1. Name of license holder exactly as on file with the California State License Board: \_\_\_\_\_
2. License classification(s): \_\_\_\_\_
3. License #: \_\_\_\_\_
4. Expiration Date: \_\_\_\_\_
5. Number of years license holder has held the listed license(s): \_\_\_\_\_
6. Number of years contractor has done business in California under contractor's license law: \_\_\_\_\_
7. Number of years contractor has done business in California under **current** contractor's license: \_\_\_\_\_
8. Has your firm changed names or license numbers in the past five years?  

(Please circle one)YesNo

If "yes," explain on a separate signed sheet, including the reason for the change.

## F. EVALUATION CRITERIA

## 1. Essential Criteria

- a. Has your firm and/or any firm identified in Section B above contracted for and completed construction of a minimum of five (5) California K-14 public school district or community college district construction projects of the same license requirement and type of scope of work, each with a value equal or greater than your bid amount within the past five (5) years?
- (Please circle one) Yes No
- b. Has your firm held for the past five (5) years without revocation or suspension all contractors license(s) necessary to perform the scope of work you will bid on for this Project?
- (Please circle one) Yes No
- c. Has your firm and/or any firm identified above in Section B and/or Section C defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership within the past five (5) years?
- (Please circle one) Yes No
- d. Has your firm and/or any firm identified above in Section B and/or Section C ever been disqualified, debarred, forbidden, found non-responsible, or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within California within the past five (5) years?
- (Please circle one) Yes No
- e. Has your firm and/or any firm identified in Section B and/or Section C ever been terminated for cause by any school district or other public agency on any project within California within the past five (5) years?
- (Please circle one) Yes No
- f. Has your firm and/or any firm identified in Section B and/or Section C or any of its owners or officers been convicted of a crime involving the bidding for, awarding of, or performance of a contract with a public entity; making a false claim(s) to any public entity; or fraud, theft, or other act of dishonesty to any contracting party?
- (Please circle one) Yes No



**If you answered “NO” to Question a or b, or “YES” to Question c, d, e, or f, then STOP. You are not eligible for prequalification at this time. Otherwise, please complete the remainder of this Prequalification Questionnaire.**

## 2. Other Criteria

- a. Has your firm and/or any firm identified in Section B or Section C ever been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years?

(Please circle one)

Yes

No

If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of incidents.

- b. Has your firm and/or any firm identified in Section B or Section C ever been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past five (5) years?

(Please circle one)

Yes

No

If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.

- c. Has CAL OSHA cited and assessed penalties against your firm and/or any firm identified above in Section B and/or Section C for any "serious," "willful" or "repeat" violations of its safety or health regulations within the past five (5) years?

(Please circle one)

Yes

No

If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

- d. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm and/or any firm identified above in Section B and/or Section C within the past five (5) years?

(Please circle one)

Yes

No

If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

- e. Has your firm and/or any firm identified in Section B or Section C been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years?
- (Please circle one)                      Yes                      No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

- f. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by the District.

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## G. PROJECT REFERENCES

List **ALL** projects performed by the firm identified in Section B above during the past **five (5) years** with a contract value equal or greater than your bid amount. At least **five (5)** of these projects must be with a California K-14 public school district or community college district and of the same license requirement and type of scope of work, or contractor cannot prequalify for District work.

You may limit your response to the twenty (20) most recently-completed projects, but you must include the most-recently completed K-14 projects with a contract value equal or greater than your bid amount and of the same license requirement and type of scope of work, even if those K-14 projects are not within your twenty (20) most recently-completed projects.

District will assign points based on standardized questions that the District will ask each contractor's references.

Project Name/Identification: \_\_\_\_\_

- 1 Name of contractor/entity performing work: \_\_\_\_\_
- 2 Project owner: \_\_\_\_\_
- 3 Project architect (name and telephone number for District reference): \_\_\_\_\_
- 4 If contractor was a subcontractor on the project, name of general contractor: \_\_\_\_\_
- 5 Specific license classification required by the contract/scope of work: \_\_\_\_\_
- 6 Project address/location: \_\_\_\_\_
- 7 Original completion date: \_\_\_\_\_
- 8 Date completed: \_\_\_\_\_
- 9 Initial contract value (as of time of bid award): \_\_\_\_\_
- 10 Final contract value: \_\_\_\_\_
- 11 Were liquidated damages assessed (If yes, explain): \_\_\_\_\_
- 12 Contact for verification (name and telephone number for District reference): \_\_\_\_\_
- 13 Did the project include constructing or modernizing an earthquake resistant building? \_\_\_\_\_
- 14 Did the project owner, general contractor, architect, or construction manager file claim(s) in an amount exceeding \$50,000 against you or your firm, or did you or your firm file claim(s) in an amount exceeding \$50,000 against a project owner, general contractor, architect, or construction manager? If yes, explain and indicate on separate signed sheet(s) the project name(s), claim(s), and date(s) of claim(s).

## H. CONTRACTOR'S BONDING/SURETY

Contractors must fully comply with all bid conditions including, without limitation, a ten percent (10%) bid bond, a hundred percent (100%) payment bond, and a hundred percent (100%) performance bond. Contractor's surety must be admitted and authorized to transact business as a surety in California. List all sureties utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

Name of bonding company (not agency): \_\_\_\_\_

Address of company: \_\_\_\_\_

Name of agent: \_\_\_\_\_

Address and telephone number of agent: \_\_\_\_\_

Years contractor has been with this surety: \_\_\_\_\_

- 1 Amounts paid out by or work performed by surety in the past five (5) years that were in any way related to construction activities of contractor and/or any firm identified above in section B and/or Section C (Please provide an explanation on separate signed sheets):  
\$ \_\_\_\_\_
- 2 Has your firm and/or any firm identified in Section B above paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) at any time during the past five (5) years? If yes, state the percentage paid. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so: \_\_\_\_\_ %
- 3 During the past five (5) years, has your firm and/or any firm identified above in Section B and/or Section C, ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?  
(Please circle one)                      Yes                      No  
  
If yes, provide details on a separate signed sheet indicating the date(s) when your firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.
- 4 Provide written evidence of your firm's total bonding capacity.



## **I. CONTRACTOR'S INSURANCE**

List all insurers your firm and any firm identified in Section B utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

- 1 Name of insurance company ("Insurer"): \_\_\_\_\_  
\_\_\_\_\_
- 2 Address of Insurer: \_\_\_\_\_  
\_\_\_\_\_
- 3 Name of agent: \_\_\_\_\_
- 4 Address of agent: \_\_\_\_\_  
\_\_\_\_\_
- 5 Telephone number of agent: \_\_\_\_\_
- 6 Years your firm and any firm identified in Section B has been with this Insurer: \_\_\_\_\_
- 7 Amounts paid out by Insurer in the past five (5) years that were in any way related to construction activities of your firm or any firm identified in Section B (Please provide an explanation on separate signed sheets): \$ \_\_\_\_\_
- 8 Insurer's "Best" rating: \_\_\_\_\_

**J. WORKERS' COMPENSATION EXPERIENCE MODIFICATION RATE**

State your firm's Workers' Compensation Experience Modification Rate for the past five (5) years (including any firm identified in Section B, above):

Year	Modification Rate
(Current):	

Within the past five (5) years, has there ever been a period when your firm or any firm identified in Section B above had employees but was without workers' compensation insurance or state-approved self-insurance?

(Please circle one)

Yes

No

If yes, indicate on separate sheet(s) of paper the date(s) and reason(s) for the absence of workers' compensation insurance.

**K. CONTRACTOR'S FINANCIAL INFORMATION**

Your firm must submit an audited or reviewed financial statement for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

**L. CERTIFICATION**

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

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

Proper Name of Contractor: \_\_\_\_\_

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

By: \_\_\_\_\_ (Print Name)

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

**SANTA ANA UNIFIED SCHOOL DISTRICT  
PREQUALIFICATION EVALUATION PROCEDURE**

\_\_\_\_\_, 20\_\_\_\_

Name of Contractor: \_\_\_\_\_

**1. Confirm Essential Criteria (See Section F(1) of Questionnaire)**

- a. **School Projects.** Has the Contractor contracted for and completed construction of a minimum of five (5) California K-14 public school district or community college district construction projects of the same license requirement and type of scope of work, each with a value equal or greater than its bid amount within the past five (5) years?  
(Please circle one. If "No," then Contractor is not qualified.)      Yes      No
- b. **License.** Has the Contractor held for at least five (5) years without revocation or suspension all license(s) necessary to perform the work for which it is now bidding?  
(Please circle one. If "No," then Contractor is not qualified.)      Yes      No
- c. **Default or Bankruptcy.** Within the past five (5) years has the contractor defaulted on a contract, declared bankruptcy or been placed in receivership?  
(Please circle one. If "Yes," then Contractor is not qualified.)      Yes      No
- d. **Debarment/Not Responsible.** Has the Contractor ever been disqualified, debarred, forbidden, found non-responsible, or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within the State of California within the past five (5) years?  
(Please circle one. If "Yes," then Contractor is not qualified.)      Yes      No
- e. **Termination for Cause.** Has the Contractor ever been terminated for cause by any school district or other public agency on any project within the State of California within the past five (5) years?  
(Please circle one. If "Yes," then Contractor is not qualified.)      Yes      No
- f. **Criminal Conviction.** Has the Contractor or any of its owners or officers been convicted of a crime involving the bidding for, awarding of, or performance of a contract with a public entity; making a false claim(s) to any public entity; or fraud, theft, or other act of dishonesty to any contracting party?  
(Please circle one. If "Yes," then Contractor is not qualified.)      Yes      No

**2. Contact References**

If the District contacts references for this Project, the District must contact each of Contractor's references for the most recent K-14 projects, then other public entity projects, and then private owner projects, until the District contacts a total of three (3) references for Contractor.

**3. Complete Evaluation Worksheet**

<b>Insert total score from evaluation worksheet</b>	
If the District <b>contacts</b> references for this Project, Contractor must have the following number of points or higher to qualify	<b>160</b>
If the District <b>does not</b> contact references for this Project, Contractor must have the following number of points or higher to qualify	<b>112</b>

**SANTA ANA UNIFIED SCHOOL DISTRICT  
PREQUALIFICATION EVALUATION REFERENCE FORM**

\_\_\_\_\_, 20\_\_\_\_

(To be utilized by District to evaluate references)

The District should fill out the information in Section I and then telephone the contact person. The District should then ask the questions in Section II, ensuring that it obtains the information as to whether the Contractor's performance in that area was unsatisfactory, below average, average or above average. The District should then complete section III with that information and enter the average of the Total Numerical Rating of all the Evaluation Reference Forms for that Contractor at the corresponding place on the Evaluation Worksheet.

**Section I - General Project Information**

Name of Contractor:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
License Classification of Work/Scope of Work:	
Name of Public Agency/School District:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:

## Section II – Telephone Interview Questions

1. **Quality of Work.** Were there quality-related problems on the project? Were these problems attributable to the Contractor? Was the Contractor cooperative in trying to resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to quality of work as either unsatisfactory, below average, average, or above average.**

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2. **Scheduling.** Rate the Contractor's performance with regard to adhering to project schedules. Did the Contractor meet the project schedule? If not, was the delay attributable to the Contractor? **Please rate the Contractor with respect to scheduling as either unsatisfactory, below average, average, or above average.**

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3. **Subcontractor (Project) Management.** Rate the Contractor's ability to manage and coordinate subcontractors (if no subcontractors, rate the Contractor's overall project management). Was the Contractor able to effectively resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to project management as either unsatisfactory, below average, average, or above average.**

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4. **Change Orders.** Rate the Contractor's performance with regard to change orders and extras. Did the Contractor unreasonably claim change orders or extras? Were the Contractor's prices on change orders and extras reasonable? If not, provide specific examples. **Please rate the Contractor with respect to change orders as either unsatisfactory, below average, average, or above average.**

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5. **Working Relationships.** Rate the Contractor's working relationships with other parties (i.e. owner, designer, subcontractors, etc.). Did the Contractor relate to other parties in a professional manner? If not, provide specific examples. If not, provide specific examples. **Please rate the Contractor with respect to working relationships as either unsatisfactory, below average, average, or above average.**

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6. **Paperwork Processing.** Rate the Contractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, DSA-required documentation, etc.). Did the Contractor submit the required paperwork promptly and in proper form? If not, provide specific examples. **Please rate the Contractor with respect to paperwork processing as either unsatisfactory, below average, average, or above average.**

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7. **Responsiveness to Questions.** Rate the Contractor's responsiveness to telephone calls, emails, meetings, requests for action, etc. Did the Contractor respond to inquiries promptly and substantively? If not, provide specific examples. **Please rate the Contractor with respect to responsiveness as either unsatisfactory, below average, average, or above average.**

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8. **On-Site Contractor Staff.** Rate the Contractor's on-site staff relating to their management of the site, communication and interaction with District staff, and familiarity with project scope and status. **Please rate the Contractor's on-site staff as either unsatisfactory, below average, average, or above average.**

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### Section III - Numerical Rating

If the contact person rates the Contractor unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

Contractor's Name: \_\_\_\_\_

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	8	16	24	
2. Scheduling	0	3	7	10	
3. Subcontractor (Project) Mgt.	0	3	7	10	
4. Change Orders	0	3	7	10	
5. Working Relationship	0	2	4	6	
6. Paperwork Processing	0	2	4	6	
7. Responsiveness	0	2	4	6	
8. On-Site Staff	0	2	4	6	
Total Numerical Rating					

# SANTA ANA UNIFIED SCHOOL DISTRICT PREQUALIFICATION EVALUATION WORKSHEET

\_\_\_\_\_, 20\_\_\_\_

Name of Contractor: \_\_\_\_\_

1. **Essential Criteria** (\_\_\_\_\_) Points  
**DEDUCT** 100 points if the Essential Criteria are not met.  
**There is no need to complete the remainder of the evaluation if this is the case.**
  
2. **References** \_\_\_\_\_ Points  
 Use the attached Evaluation Reference Form for each reference contacted for each contractor. Insert the average of all the scores from all references for each contractor.  
**Insert the AVERAGE of all the scores from all references for each contractor.**
  
3. **Years in Business Under Current License** (See Section E.7 of Questionnaire) \_\_\_\_\_ Points
 

10 or more years	=	10 Points
2 to 9 years	=	5 Points
0 to 2 years	=	0 Points
  
4. **Non-Compliance with Applicable Laws** (See Section F.2 a of Questionnaire) \_\_\_\_\_ Points
 

0 Projects	=	10 Points
1 Project	=	5 Points
2 or more Projects	=	0 Points
  
5. **Environmental Citations** (See Section F.2 b of Questionnaire) \_\_\_\_\_ Points
 

0 Incidents	=	10 Points
1 or more Incidents	=	0 Points
  
6. **OSHA Citations** (See Section F.2 c of Questionnaire) \_\_\_\_\_ Points
 

0 Incidents	=	10 Points
1 or more Incidents	=	0 Points
  
7. **Federal OSHA Citations** (See Section F.2 d of Questionnaire) \_\_\_\_\_ Points
 

0 Incidents	=	10 Points
1 or more Incidents	=	0 Points
  
8. **Prevailing Wage Violations** (See Section F.2 e of Questionnaire) \_\_\_\_\_ Points
 

0 Incidents	=	10 Points
1 or more Incidents	=	0 Points
  
9. **Liquidated Damages Per Project** (See Section G.11 of Questionnaire) \_\_\_\_\_ Points
 

0 Incidents	=	24 Points
1 to 3 Incidents	=	8 Points
4 or more Incidents	=	0 Points
  
10. **Surety Payment or Work on behalf of Contractor** (See Section H.1 of Questionnaire) \_\_\_\_\_ Points
 

0 Incidents	=	24 Points
1 or more Incidents	=	0 Points
  
11. **Workers Compensation Modifier** (See Section J of Questionnaire) \_\_\_\_\_ Points
 

Less than or equal to 1.0	=	10 Points
More than 1.0	=	0 Points

**TOTAL POINTS**



**AGENDA ITEM BACKUP SHEET**  
**January 25, 2011**

**Board Meeting**

**TITLE:** Approval of Revised Job Description: School Psychologist

**ITEM:** Action

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the revised job description: School Psychologist. This is not a new position and will not require any additional staffing. This position will report to the Assistant Superintendent of Support Services.

**RATIONALE:**

The revisions to the job description of School Psychologist are essential in providing a full range of school psychological services. This includes active involvement in developing interventions for at-risk general education students, combined with:

- ♦ Behavior intervention planning
- ♦ Provide parent education
- ♦ Teacher consultation and collaboration

This revised job description was developed collaboratively between District administration, school psychologists, and SAEA. The revised job description is attached.

**FUNDING:**

General Fund: Psychologist Salary Schedule: \$ 70,232 - \$ 104,339 (No change)

**RECOMMENDATION:**

Approve the revised job description: School Psychologist.

SANTA ANA UNIFIED SCHOOL DISTRICT

SCHOOL PSYCHOLOGIST

BASIC FUNCTION:

Under the direction of the ~~Director of Special Education Assistant Superintendent~~, Support Services provide a full range of school psychological services to children ages 0 to 21. This includes active involvement in developing interventions for at-risk general education students. The school psychologist conducts individual and group counseling, has an active role in behavior intervention planning and provides parent education, teacher consultation and collaboration with outside agencies. The school psychologist completes this role in accordance with standards as outlined in State and Federal guidelines pertaining to special education. ~~identification and recommendations for the students with learning and/or behavior problems.~~

REPRESENTATIVE DUTIES:

~~Assess psychological and educational factors of students who demonstrate learning or behavior problems; make recommendations to the School Intervention Team regarding the appropriateness of conducting a psychological evaluation of a student. E~~

Perform psycho-educational assessments as a member of the multi-disciplinary team and develop the Multi-Disciplinary Assessment (MDA) report in accordance with current State and Federal guidelines. Through the utilization of the most current professional standards based assessment tools and procedures, the school psychologist assists the IEP Team in determining eligibility status for students referred for Special Education evaluation. Assessment is completed in all areas of suspected disability. A written report is generated and the findings are presented by the school Psychologist. Who then assists with the development of recommendations for goals and objectives and services. E

~~Prepare individual case studies on students referred because of learning or behavior problems utilizing observations, testing, medical and school records; provide a written case study, outlining the results of the psychodiagnostic testing. E~~

Provide consultation to and collaborate with teachers and administrators. In collaboration with the Coordination of Services Team (COST) or other school based teams, the School Psychologist addresses the needs of at-risk students. The school psychologist will analyze data and complete or oversee the progress monitoring of those students in need (behaviorally or academically). The school psychologist will offer his/her expertise during these team meetings (such as the Student Success Team) by making recommendations for interventions (empirically-supported behavioral interventions and

SCHOOL PSYCHOLOGIST: (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

**empirically-supported academic interventions) and assist in determining if a Multi-Disciplinary Assessment is warranted. E**

~~Present case study of assessed student to the Individualized Education Program Team; make recommendations to the Individualized Education Program Team regarding the acceptance or dismissal of students in Special Education classes. E~~

**Promote the utilization of positive behavioral supports to encourage student engagement. Provide information on the principles of behavior observation and techniques to support positive behavior change. Assist in the development of Behavior Support Plans. Determine the need for a Functional Analysis Assessment (FAA) and Behavior Intervention Plan (BIP). If designated, the School Psychologist will serve as a Behavior Interventions Case Manager (BICM) complete FAA/BIP with the assistance of the site school psychologist. E**

~~Plan and recommend courses of action for parents to follow in helping their child overcome behavior or learning problems. E~~

**Respond to crisis events, assess for risk factors related to a crisis and provide appropriate crisis intervention services. Assess students for risk of suicide and/or homicide or violent behavior. Provide appropriate counseling and referrals as needed. Evaluate the risk factors placing individuals in a state of crisis and provide crisis intervention as appropriate in response to traumatic events experienced by staff and/or students. Provide appropriate referrals to students, families and staff as needed. E**

~~Assist teachers with remedial activities to be used in helping students with learning or behavior problems. E~~

**Plan and present valuable information to staff and/or parents. Provide in-service training to staff on topics such as implementing behavior interventions and the legal mandates pertaining to special education. Assist in providing information to parents on such topics as parenting skills and procedural safeguards pertaining to special education students. E**

~~Recommend appropriate educational changes and referral to outside agencies for students with unique needs. E~~

**Provide counseling services and/or outside agency referral as needed. Determine the needs of students whose social, behavioral and/or emotional factors interfere with educational performance. Provide counseling services and/or make referrals to Orange County Mental Health, Regional Center or other appropriate agencies for those students in need. E**

SCHOOL PSYCHOLOGIST: (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

~~Participate as a voting member of the School Intervention Team/Individualized Education Program Team. E~~

**Provide expertise when a student's behavior leads to the consideration of disciplinary action. Follow legal mandates pertaining to special education students and provide expertise to determine if the student's behavior in question was or was not a manifestation of his/her disability. If the behavior in question was expellable, provide documentation of findings and present relevant information at a manifestation determination IEP meeting and disciplinary hearing. E**

~~Provide individual and/or group counseling to selected students whose problems may be ameliorated by this assistance. E~~

**Assist in the development of appropriate transition recommendations. Provide assistance for special education students transitioning from level to level (Pre-K to Elementary, Elementary to Intermediate, and Intermediate to High School). Assist IEP team in post High School Transition by addressing vocational and independent living skills, adult transition recommendations and/or planning for post secondary education. E**

~~Plan and present in-service training for teachers, parents and administrators regarding Special Education laws and services. E~~

**Follow and abide by the "Code of Ethics" of the California Association of School Psychologists and the National Association of School Psychologists. E**

~~Maintain test records of students assessed. E~~

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cultural free **and appropriate** assessments for use with **English Language Learners**.

Standardized test procedures.

~~Cultural free test scoring techniques.~~

~~Eligibility criteria for Special Education.~~

State and federal laws **pertaining to special education** regarding identification process.

~~Appropriate placement of students in Special Education categories.~~

~~Effective remedial materials and techniques for~~

~~Helping students overcome learning and/or behavior problems.~~

~~District policies, practices and procedures for~~

~~identification and placement of students in Special Education.~~

SCHOOL PSYCHOLOGIST: (CONTINUED)

KNOWLEDGE AND ABILITIES: (CONTINUED)

KNOWLEDGE OF: (CONTINUED)

~~Social, cultural, linguistic diversity of district, city and communities.~~

**Effective interventions for facilitating positive student engagement.**

**Ethical responsibilities of a school psychologist.**

**Response to Intervention to include progress monitoring, including data collection and data analysis techniques, data-based decision making and empirically-supported behavioral and academic interventions.**

ABILITY TO:

**Prioritize job functions and responsibilities.**

~~Interpret and analyze test scores.~~

**Demonstrate flexibility and ability to adapt to a variety of variables and changes in job demands.**

**Demonstrate effective communication and interpersonal skills.**

**Administer psycho-educational assessment and interpret and analyze assessment data.**

**Interpret accurately and communicate effectively laws and regulations governing Special Education to parents and staff.**

**Demonstrate professional judgment when parameters are not clearly defined (as provided by NASP ethical guidelines and Best Practices).**

~~Organize and plan annual reviews of students placed in Special Education.~~

**Write Assessment reports case studies using clear concise language to accurately and professionally communicate findings.**

**Analyze and interpret progress monitoring data on a student's response to intervention.**

**Effectively complete behavioral observations with data collection on behavioral frequency, intensity and duration as well as determination of antecedent and consequence of behavior.**

**Complete a Functional Analysis Assessment of a student and develop effective Behavior Intervention Plans or Behavior Support Plans.**

**Intervene in the event of a crisis and assess for risk factors and imminent danger.**

**Access community resource and make appropriate referrals when necessary.**

**Utilize various computer programs including Microsoft Excel and Word and ability to learn and use computer based scoring programs and computer based systems used in district.**

~~Make behavioral observations.~~

~~Manage time and resources efficiently.~~

~~Perform the essential functions of the job.~~

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to~~ **A minimum of a Master's degree or higher from an accredited institution in school psychology or counseling with**

SCHOOL PSYCHOLOGIST: (CONTINUED)

EDUCATION AND EXPERIENCE: (CONTINUED)

**1200 hour post master's internship.** ~~with major in counseling or psychology.~~

LICENSES, **CERTIFICATES** AND OTHER REQUIREMENTS:

Valid California General Pupil Personnel Services credential authorizing services as a school psychologist **and a valid California driver's license.**

~~Biliterate English/Spanish preferred.~~

WORKING CONDITIONS:

**School office environment, conference room, and/or classroom environment.**

~~ENVIRONMENT:~~

~~School office environment.~~

PHYSICAL ABILITIES:

Hearing and speaking accurately to exchange information and make presentations.

Seeing To read a variety of materials and **drive a vehicle assess student performance.**

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to write and operate equipment.

Lifting or moving objects, normally not exceeding twenty (20) pounds.

**Reasonable** 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: (1/84) 5/01

**AGENDA ITEM BACKUP SHEET**  
**January 25, 2011**

16.0

**Board Meeting**

**TITLE:**                    **Approval of New Job Description: Program Specialist**

**ITEM:**                    **Action**

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the new job description: Program Specialist. This position will report to the designated site administrator.

**RATIONALE:**

The job description of Program Specialist is essential in providing collaboration in the design of goals and objectives for both short-term and long-range planning for the program. The job description is attached.

**FUNDING:**

General Fund: Teacher Salary Schedule: \$48,660 - \$94,284

**RECOMMENDATION:**

Approve the new job description: Program Specialist

SANTA ANA UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST

BASIC FUNCTION:

Under direction of the designated site administrator, implement, coordinate, and facilitate programs that are more than one school in scope.

REPRESENTATIVE DUTIES:

Collaborate in design of goals and objectives for both short-term and long-range planning for the program. E

Coordinate, facilitate, and implement program activities. E

Work cooperatively and serve as a liaison between community members and outside agencies including district colleagues, parents, students, other staff members in the program. E

Plan and coordinate staff development. E

Assist with budget management and reports as required. E

Assist in implementation of a monitoring system for continuous assessment of progress toward program objectives, fiscal management, and services to students. E

Maintain accurate records of program implementation to assure compliance and completion of reports. E

Participate on committees when appropriate. E

Attend conferences, meetings, and trainings appropriate to program operation. E

Perform duties specifically related to the program to which assigned. E

Create, implement, and evaluate program components for compliance with district, state and federal guidelines/standards. E

Provide appropriate staff development to staff including teachers, administrators and classified staff. E

Facilitate parent meetings and communication with community. E

Perform related duties as assigned. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral and written communication skills.

Board Policies and Administrative Regulations.

Applicable sections of State Education Code.

Effective staff development practices.

Effective research-based instructional strategies and techniques.



PROGRAM SPECIALIST (CONTINUED)

KNOWLEDGE AND ABILITIES: (CONTINUED)

KNOWLEDGE OF: (CONTINUED)

Monitoring and assessment techniques.

Community cultures.

Special programs.

Needs of students of differing socioeconomic, ethnic and linguistic backgrounds.

Social, cultural, linguistic diversity of District, city and communities.

District organizational and operational systems.

ABILITY TO:

Organize and plan effectively.

Lead discussions and make presentations.

Communicate effectively orally and in writing.

Prepare and maintain fiscal integrity of program budget.

Maintain weekly plans as well as long-range goals and objectives.

Work effectively with administration, teaching staff, parents, and community.

Utilize district student information systems and databases and other computer record systems.

Work effectively in multicultural and bilingual environments.

Follow district guidelines for personnel and payroll functions.

Perform essential functions of the job.

EDUCATION AND EXPERIENCE:

Bachelor's degree, Master's degree preferred, from an accredited institution and experience in a leadership position in education.

At least five years' teaching or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California teaching or service credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Drive a vehicle to conduct work.

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.

Dexterity of hands and fingers to write and operate equipment.

Bending at the waist, kneeling or crouching.

Lifting or moving objects, normally not exceeding twenty (20) pounds.

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

Board Approved:

**AGENDA ITEM BACKUP SHEET**  
**January 25, 2011**

**Board Meeting**

**TITLE:** Approval of New Job Description: Program Specialist - Health Services

**ITEM:** Action

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the new job description: Program Specialist – Health Services. This is not a new position. The Program Specialist – Health Services will report to the Senior Director of Pupil Support Services.

**RATIONALE:**

The new job description of Program Specialist – Health Services sets forth essential job functions, such as:

- Serving as a liaison with the Orange County Health Care Agency and other private, public and voluntary agencies.
- Consulting with administrators, nurses, other school personnel and parents.
- Serving as a liaison with the Orange County Department of Education and school nurses organizations in providing staff development and dissemination of pertinent information related to school health issues.

The new job description is attached.

**FUNDING:**

General Fund: Teacher Salary Schedule: \$48,660 - \$94,284

**RECOMMENDATION:**

Approve the new job description: Program Specialist – Health Services.

SANTA ANA UNIFIED SCHOOL DISTRICT  
PROGRAM SPECIALIST - HEALTH SERVICES

BASIC FUNCTION:

Under the direction of the Director of Pupil Support Services, provide coordination, consultation, program development and evaluation for District health services.

REPRESENTATIVE DUTIES:

Maintain a liaison with (1) Orange County Health Care Agency, (2) other public, private and voluntary agencies and (3) private practitioners to facilitate needs of students and District health services. **E**

Serve as a consultant to administrators, staff nurses, other school personnel and parents in matters related to health services. **E**

Maintain a liaison with the Orange County Department of Education and School Nurses Organizations to assist in providing staff development and dissemination of pertinent information related to school health services. **E**

Develop methods for instituting additional screening or testing programs as they are required or requested by local and State health authorities (i.e., tuberculosis testing, scoliosis screening). **E**

Assess the validity of requests for home instruction and medically related transportation and schedule the appropriate services indicated. **E**

Participate in personnel recruitment and selection and make assignments for staff nurses, home teachers and others. **E**

Provide orientation and guidance to new nurses and other nursing staff members as needs arise. **E**

Plan training and staff meetings for staff nurses, and other district staff as needed. Examples include: Automated External Defibrillator, Cardio Pulmonary Resuscitation, Blood Borne Pathogens, etc. **E**

Serve as a member of Support Services and Special Education coordination efforts as requested. **E**

Provide support to Special Education or Support Services as requested. **E**

Submit payroll information for staff nurses, home teachers, and others as needed. **E**

Assist in the development of its budget and monitor expenditures as provided by the budget. **E**

Maintain inventory control of Health Department equipment. **E**

Coordinates the District's MMA Program and LEA Medi-Cal billing. **E**

PROGRAM SPECIALIST - HEALTH SERVICES (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Plan, implement, and evaluate the delivery of health care sources. E

Update and maintain website. E

Prepare and submit reports and surveys as required by the District, County and State. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws and regulations governing school health services.

Laws and regulations relating to special education programs and criteria for student placement with special emphasis on health considerations.

Processes involved in health and disease and the prevention of disease.

Community resources and referral options for children with physical defects and/or handicapping conditions.

ABILITY TO:

Write and speak in clear concise terms.

Organize and plan.

Interpret laws and regulations relating to health services to others.

Communicate effectively both orally and in writing.

Plan and supervise work.

Cooperatively and tactfully collaborate with other student services, staff members and other school personnel.

Devise and revise forms for reports and information sheets.

EDUCATION AND EXPERIENCE:

Master's degree in Nursing, Health Education, Education or School Administration following a Bachelors degree in Nursing or Nursing Education, MSN preferred.

and

At least five years experience in school nursing.

LICENSE, CERTIFICATES AND OTHER REQUIREMENTS:

Valid California credential authorizing service as a school nurse; current California Registered Nurse license; California certification as a school audiometrist; valid California driver's license.

Board Approved:

**AGENDA ITEM BACKUP SHEET**  
**January 25, 2011**

18.0

**Board Meeting**

**TITLE:**                   **Approval of New Job Description: Program Specialist - Special Education**

**ITEM:**                   **Action**

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the new job description: Program Specialist – Special Education. This is not a new position. The Program Specialist – Special Education will report to the Assistant Superintendent of Support Services.

**RATIONALE:**

The new job description of Program Specialist – Special Education sets forth the duties of a Program Specialist in the area of special education, such as:

- assisting parents, teachers, administrators and other personnel to ensure the rights of students with disabilities.
- providing program development, resources and information to all staff regarding best practices with the delivery of special education programs and services.
- maintaining appropriate records and prepare reports as determined by state and federal law and District policy to ensure compliance.

The new job description is attached.

**FUNDING:**

General Fund: Teacher Salary Schedule: \$48,660 - \$94,284

**RECOMMENDATION:**

Approve the new job description: Program Specialist – Special Education

SANTA ANA UNIFIED SCHOOL DISTRICT  
PROGRAM SPECIALIST - SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Support Services, coordinate and facilitate the District's Special Education programs; provide coordination, consultation, and program development for specific, assigned Special Education programs.

REPRESENTATIVE DUTIES:

Assist parents, teachers, administrators and other personnel to ensure the rights of students with disabilities. E

Serve as a consultant to parents, teachers, administrators, and other personnel to assist with the delivery of services to students with disabilities. E

Provide program development, resources and information regarding various disabilities, remediation techniques, instructional methodologies and materials, and behavioral strategies; observe and assist special education staff to include the development and writing of Individualized Education Programs (IEP). E

Plan programs, coordinate curricular resources, and evaluate effectiveness of programs for students with disabilities. E

Participate in each school's staff development, program development, and innovation of special methods and approaches. E

Establish and maintain open communication with general and special education staff members and parents of students with disabilities; support collaboration and implementation of Response to Intervention (RtI) models; establish and maintain effective working relationships with county Special Education Local Plan Area (SELPA) programs, nonpublic schools, state and community agencies and Orange County Department of Education (OCDE); assist with nonpublic, county and state school placements. E

Coordinate adaptation of District core curriculum and program development for special education programs in cooperation with the early start, preschool, elementary, secondary and adult transition programs. E

Assist with program activities, including ordering of new materials for site special education personnel; attend and support IEP team meetings throughout the District; may serve as administrative designee at IEP meetings, as appropriate; serve as liaison between the District, school sites, special education personnel, and community agencies. E

Develop, conduct and evaluate staff development programs for special education staff and parents; coach and mentor special education staff on best practices. E

## PROGRAM SPECIALIST - SPECIAL EDUCATION (CONTINUED)

### REPRESENTATIVE DUTIES (CONTINUED)

Participate in certificated and classified personnel recruitment, interview and selection process for special education programs; plan staff development activities; develop long-range program planning in accordance with state and District priorities; maintain current staff-student ratios and make staffing recommendations; assist with budget management as required. **E**

Maintain appropriate records and prepare reports as determined by state and federal law and District policy to ensure compliance; maintain current knowledge of state and federal laws pertaining to special education programs and compliance issues; monitor records of special education students and programs to meet standards and regulations. **E**

Participate in Community Advisory Committee (CAC) and other District and county committees, as appropriate; work cooperatively with others on projects. **E**

Meet regularly with the Assistant Superintendent, Support Services, and contribute to and effectively work with other members of the special education coordination team; participate in Special Education Leadership Team (SELT) meetings. **E**

Monitor, review and evaluate data and programs at federal, state, district school and student levels; evaluate effectiveness of programs for individuals with special needs; assist with state verification review, coordinated compliance review, etc. as required by state and federal law. **E**

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Laws and regulations of current state and federal laws governing special education.

District's Individualized Education Program (IEP) process.

Computer programs such as the Special Education Information System (SEIS) program and student information system Aeries student database.

Special Education testing and evaluation procedures, as well as curriculum materials, effective research-based instructional techniques for general and special education students, and classroom management strategies.

Effective staff development practices.

Social, cultural and linguistic diversity in the community.

Write and speak in clear and concise terms.

#### ABILITY TO:

Maintain professional confidentiality and work collaboratively and cooperatively with colleagues.

Work effectively with students, parents, and a wide variety of professional at all levels.

Establish and maintain cooperative and professional working relationships with individuals, groups, and public/private agencies to ensure effective methods of program coordination.

PROGRAM SPECIALIST - SPECIAL EDUCATION (CONTINUED)

KNOWLEDGE AND ABILITIES: (CONTINUED)

ABILITY TO: (CONTINUED)

Respond promptly to requests of others, providing them with needed directions, assistance, training, and resources.  
Effectively communicate orally and in writing.  
Organize and plan effectively.  
Lead discussions and make presentations.  
Prepare and maintain fiscal integrity of program budget.  
Have a valid CA driver's license and travel to various sites, as necessary.

EDUCATION AND EXPERIENCE:

Master's degree in Special Education or related area and five years teaching experience, three of which are in the education of individuals with exceptional needs.

A Program Specialist is a specialist who holds a valid special education credential, clinical rehabilitative services credential, and/or school psychologist authorization and has advanced training and related experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in preschool disabilities, career vocational development, or one or more areas of major disabling conditions (i.e., IDEA Part B and Part C; birth to age 22).

LICENSE, CERTIFICATES AND OTHER REQUIREMENTS:

A valid California Special Education teaching credential; and a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Typical office environment, conference room, and/or classroom environment  
Drive a vehicle to conduct work

PHYSICAL ABILITIES:

Hear and speak accurately to exchange information and make presentations  
See to read a variety of materials and drive a vehicle  
Sit and Stand for extended periods of time  
Dexterity of hands and fingers to write and operate equipment  
Bend at the waist, kneel or crouch  
Lift or move objects, normally not exceeding twenty (20) pounds

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

Board Approved:



**Personnel Calendar**  
**Board Meeting - January 25, 2011**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENTS</b>					
Heard, Anthony F.	Teacher	Lorin Grisct	January 31, 2011		Retirement - 16 years
<b>RESIGNATIONS</b>					
Hartzell, Annee	Teacher	Edison	June 30, 2009		Personal - 3 years
<b>NEW HIRES/RE-HIRES</b>					
Ramirez, Scott	Teacher	Mitchell	January 13, 2011		New Hire - Intern
<b>CHANGE IN STATUS</b>					
Shanks, Saldetor	Teacher	Godinez	August 27, 2010		From Intern to Probationary II
<b>LEAVE (21 duty days or more) - Without Pay</b>					
Powe, Micheal	Teacher	Century	January 10, 2011	June 20, 2011	Personal
Turner, Sheri	Teacher	Lathrop	February 2, 2011	June 20, 2011	Personal
<b>CHANGE IN CONTRACT LENGTH</b>					
Canzone, Janna	Teacher	Educational Services Secondary Division	August 27, 2010		From 75% to 80% Contract

**Personnel Calendar**  
**Board Meeting - January 25, 2011**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTRA DUTY - CORRECTION</b>					
Lopez-O'Rourke, Rosa	Psychologist	Psychological Services	August 2, 2010	August 13, 2010	Regular Hourly Rate
<b>FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Without Pay - CHANGE IN DATE</b>					
Mendoza, Gabriela	Preschool Teacher	Child Development	October 18, 2010	From January 10, 2011 to January 7, 2011	Child Care
<b>DEPARTMENT CHAIRS</b>					
Rice, Rae		McFadden	January 10, 2011		Special Education
<b>CO-CURRICULAR</b>					
Holliman, Rebecca	Teacher	Century	2010-2011		Math Team
<b>WINTER SPORTS</b>					
Cavanaugh, John	Assistant Coach	Century	2010-2011		Basketball (Boys)
Crego, Ted	Assistant Coach	Century	2010-2011		Basketball (Boys)
Lindblom, Taylor	Assistant Coach	Century	2010-2011		Soccer (Boys)
Mazur, Marc	Head Coach	Century	2010-2011		Basketball (Boys)
Silverman, Steven	Head Coach	Century	2010-2011		Soccer (Boys)

**Personnel Calendar**  
**Board Meeting - January 25, 2011**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUBSTITUTES</b>					
Barrera, David					
Brown, Sonia					
Butcher, Jacqueline					
Coustaut, Mareva					
Fryslie, Sandra					
Gaytan, Maria					
Heredia, Valarie					
Hicks, Laura					
Hogg, Allison					
Hurst, Paul					
Krikorian, Michael					
Marquez, Juan					
Naylor, Regina					
Olson, Elizabeth					
Orea, Jeanette					
Palacios, Rosa A.					
Perez, Daniel Jr.					
Quiles, Maria					
Rajpurkar, Anagha					
Resnick, Bryan					
Rocha Rodriguez, Diego					
Ryen, Gladys					
Salverson, Jaime					
Sanluis, Nieves					
Schlenz, Jessica					
Schultz, Matthew					

# CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUBSTITUTES (Continued)</b>					
Vickers, Mary					
Viducic, Kristen					
Wilkie, Scott					
<b>RETIRED SUBSTITUTES</b>					
Antosh, Carol					

**AGENDA ITEM REQUESTS  
CERTIFICATED  
2010-11**

[illegible]

**Personnel Calendar**  
**Board Meeting - January 25, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RETIREMENTS</b>						
Aeppli, Karen	Dir. Of Purchasing & Stores	Purchasing	March 31, 2011			29 years
Alvarado, Rafael	Custodian	Bldg. Svcs.	June 30, 2011			12 years 6 months
Chairez, Gregory	Custodian	Jackson	February 18, 2011			11 years
Dawson, John	User Svcs. Analyst	ITC	June 30, 2011			13 years, 9 months
Grammatica, Marco	Mechanic Equip. Repair Wkr.	Bldg. Svcs.	March 18, 2011			26 years
Gutierrez, Christine	Sch. Off. Mgr. H.S.	Santa Ana	June 29, 2011			32 years, 1 month
<b>RESIGNATIONS</b>						
Arquieta, Marie	Site Clerk	Century	December 1, 2010			1 year
Barajas, Maritza	Instr. Asst. Computers	Lincoln	January 6, 2011			1 year, 2 months
Buenrostro, Jose	Sr. Fd. Svc. Wkr.	Food 4 Thought	January 10, 2011			9 years, 4 months
Prado, Gabriel	Instr. Asst. Sp. Ed.	Garfield	December 6, 2010			3 years, 10 months
Solares, Maria Juana	Fd. Svc. Spvr. Elem.	Food 4 Thought	January 10, 2011			18 years, 11 months
<b>PROBATIONARY APPOINTMENTS</b>						
Carbajal, Sara	Site Clerk	Valley	January 10, 2011		24/1	
Padilla, Lizbeth	Comm. & Family Outreach Liaison	Valley	January 10, 2011		36/1	
Perez, Jessica	Site Clerk	Ed. Svcs.	January 5, 2011		24/1	

**Personnel Calendar**  
**Board Meeting - January 25, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>PROMOTIONAL APPOINTMENTS</b>						
Cervantes, Maria Del Lourdes	Comm. & Family Outreach Liaison	Sierra	January 10, 2011		36/1	
Gonzalez, Laura	Sch. Off. Mgr. Cont.	Lorin Griset	January 10, 2011		28/5 + Bil.	
<b>TEMPORARY ASSIGNMENTS - Out of Compensation</b>						
Ashbaugh, Timothy	Sch. Police Officer	School Police	January 1, 2011	June 30, 2011	40/1 + Diff.	
Azucena, Wilfredo	Delivery Driver	Warehouse	December 1, 2010	December 10, 2010	24/6	
Benz, Michael	Sch. Police Officer	School Police	November 8, 2010	June 30, 2011	40/4 + Diff.	
Chesmore, Brian	Sch. Police Officer	School Police	January 1, 2011	June 30, 2011	40/5+ Diff.	
Chumpitaz, Nelly	Fd. Svc. Spvr. Elem.	Food 4 Thought	December 6, 2010	December 8, 2010	15/5	
Cobian, Margarita	Fd. Svc. Spvr. Elem.	Food 4 Thought	December 1, 2010	December 10, 2010	15/5	
Hernandez, Gamaliel	Sr. Baker	Food 4 Thought	November 30, 2010	December 17, 2010	21/5	
Hernandez, Patricia	Attendance Tech.	Lathrop	November 29, 2010	December 10, 2010	24/6 + Bil.	
Johnson, Jeff	Alarm Monitor Dispatcher	School Police	January 1, 2011	June 30, 2011	22/6	
Lacy, Ronald	Maint. Wkr. II	Bldg. Svcs.	November 1, 2010	January 31, 2011	30/5	
Mancilla, Hector	Int. Ld. Custodian	Bldg. Svcs.	December 13, 2010	February 28, 2011	25/5 + Diff.	
Morales, Gabriella	Sch. Acct. Clk.	Godinez	December 6, 2010	January 21, 2011	25/5	
Sogsti, Stephen	Sch. Police Officer	School Police	January 1, 2011	June 30, 2011	40/2 + Diff.	
Solares, Ramon	Storekeeper	Warehouse	November 30, 2010	December 21, 2010	28/5	
Solorio, Mary	Alarm Monitor Dispatcher	School Police	January 1, 2011	June 30, 2011	22/6 + Bil.	
Sullivan, Gary	Maint. Spvr.	Bldg. Svcs.	November 1, 2010	January 31, 2011	46/1	
Wimberly, Brent	Sch. Police Officer	Bldg. Svcs.	August 22, 2010	October 26, 2010	41/6 + Diff.	
Yates, Rick	Sch. Police Officer	School Police	January 1, 2011	June 30, 2011	40/4 + Diff.	

**Personnel Calendar  
Board Meeting - January 25, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ACTIVITY SUPERVISORS</b>						
Diaz, Luis	Activity Supervisor	Century	December 28, 2010			
Dominguez Cruz, Noemi	Activity Supervisor	Santa Ana	January 7, 2011			
Gonzales, Mabel	Activity Supervisor	Monroe	January 7, 2011			
Monterossa, Teresa	Activity Supervisor	Lincoln	January 7, 2011			
Nguyen, Ana	Activity Supervisor	Jefferson	January 7, 2011			
<b>HOURLY APPOINTMENTS</b>						
Avila, Luis	Instr. Provider	Century	December 13, 2010			
Colin Cardenas, Jessica	Fd. Svc. Wkr.	Food 4 Thought	November 10, 2010			
Ornelas, Mauricio	Instr. Provider	Mendez	December 17, 2010			
<b>SUBSTITUTES</b>						
Alvarez, Daniel	Storekeeper		January 7, 2011			
Lopez, Esteban	Sch. Acct. Clk.		December 28, 2010			
Montalvo, Maria	Instr. Asst.		January 7, 2011			
<b>ATHLETIC SPECIALIST</b>						
Alaman Jr., Alvin	Assistant Basketball	Valley	November 15, 2010		18.981	
Andrade, Aida	Assistant Basketball	Valley	November 15, 2010		18.981	
Antunez, Jazmin	Assistant Soccer	Valley	November 15, 2010		18.981	
Choy, Thavri	Assistant Basketball	Century	November 30, 2010		18.981	



**Personnel Calendar  
Board Meeting - January 25, 2011**

**CLASSIFIED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST - (Continued)</b>						
Cortez Pimentel, Victor	Assistant Wrestling	Century	January 6, 2011		18.981	
Franco, Susana	Assistant Basketball	Century	November 10, 2010		18.981	
Galaviz, Maria	Assistant Soccer	Century	November 15, 2010		18.981	
Galvez Noyola, Samuel	Assistant Wrestling	Century	November 30, 2010		18.981	
Garcia, Jose	Assistant Soccer	Century	November 15, 2010		18.981	
Gomez Carbajal, Justin	Head Wrestling	Century	November 15, 2010		23.726	
Maldonado, Christopher	Assistant Basketball	Valley	November 15, 2010		18.981	
Martinez, Freddy	Assistant Basketball	Saddleback	December 7, 2010		18.981	
Martinez, Yobanny	Head Soccer	Valley	November 15, 2010		23.726	
Mendez, David	Head Basketball	Century	November 15, 2010		23.726	
Munoz , Liana	Assistant Basketball	Century	November 15, 2010		18.981	
Oviedo, Frank	Assistant Basketball	Valley	November 15, 2010		18.981	
Ramirez, Roberto	Assistant JV Basketball	Century	November 15, 2010		18.981	
Rodriguez Jr., Roger	Assistant Wrestling	Valley	November 15, 2010		18.981	
Romero Ceja, Enrique	Assistant Soccer	Century	November 15, 2010		18.981	
Rucker, Frostee	Assistant Basketball	Valley	November 15, 2010		18.981	
Sanchez, Rogelio	Assistant Soccer	Valley	November 15, 2010		18.981	
Sanchez, Steve	Assistant Wrestling	Valley	November 15, 2010		18.981	
Sierra, Candelario	Head Soccer	Century	November 15, 2010		23.726	
Sonora Vega, Irving	Assistant Soccer	Valley	January 10, 2011		18.981	
Sophabmixay, Peter	Assistant Waterpolo	Valley	November 15, 2010		18.981	
Suarez, Ruben	Assistant Soccer	Century	November 15, 2010		18.981	
Tolento Navarro, Juan	Assistant Soccer	Valley	November 15, 2010		18.981	
Valencia, Jaime	Assistant Soccer	Century	November 15, 2010		18.981	
Werdel, Joshua	Assistant Wrestling	Valley	November 15, 2010		18.981	

**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>
After School Dual Language Program Tutoring	Jefferson	Title III	\$15,000	January 12, 2011
CAHSEE Clerical	Century	General Fund	\$500	January 28, 2011
CAHSEE Clerical	Century	General Fund	\$1,100	March 2, 2011
CAHSEE Clerical	Chavez	General Fund	\$300	January 31, 2011
CAHSEE Clerical	Chavez	General Fund	\$300	March 7, 2011
CAHSEE Clerical	Community Day	General Fund	\$200	March 8, 2011
CAHSEE Clerical	Godinez	General Fund	\$900	March 3, 2011
CAHSEE Clerical	Lorin Grisnet	General Fund	\$300	February 1, 2011
CAHSEE Clerical	Lorin Grisnet	General Fund	\$300	March 8, 2011
CAHSEE Clerical	Saddleback	General Fund	\$300	January 28, 2011
CAHSEE Clerical	Saddleback	General Fund	\$800	March 1, 2011
CAHSEE Clerical	Santa Ana	General Fund	\$200	January 31, 2011
CAHSEE Clerical	Santa Ana	General Fund	\$950	March 4, 2011
CAHSEE Clerical	Valley	General Fund	\$500	January 27, 2011
CAHSEE Clerical	Valley	General Fund	\$1,000	March 3, 2011
Extra Duty	Sepulveda	Title I	\$800	November 1, 2010
Extra Duty - Bus Aides	Special Education	Special Education	\$33,873	August 1, 2010
Extra Duty	Sepulveda	Title I	\$800	November 1, 2010
Extra Duty - Hughes and Physical Intervention	Special Education	Special Education	\$46	October 27, 2010
Extra Duty - IEP Interpretation	Special Education	Special Education	\$2,823	August 1, 2010
Head Start	Head Start	Head Start	\$3,000	August 25, 2010
LASER Science Kit Training	Educational Services	Science @ OC LASER	\$342	January 3, 2011
Saturday Academy of Mathematics	Title I	Willard	\$500	October 23, 2010
Saturday Academy of Mathematics	Title I	Willard	\$8,000	October 30, 2010