

**AGENDA ITEM BACKUP SHEET****December 14, 2010****Board Meeting**

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

**ITEM:** **Action**



**SUBMITTED BY:** **Cathie Olsky, Ed.D., Deputy Superintendent**

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**BACKGROUND INFORMATION:**

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

**RATIONALE:**

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

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

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

SANTA ANA UNIFIED SCHOOL DISTRICT  
GIFTS RECOMMENDED FOR ACCEPTANCE - December 14, 2010

School:	Gift:	Amount:	Donor:	Used for:
Adams Elementary		\$ 2,060	Adams School PTA Mr. Eric Duran Santa Ana	Instructional supplies
Greenville Fundamental Elementary		\$ 500	Orange County Community Foundation Ms. Adele Lee Newport Beach	Instructional supplies
Romero-Cruz Elementary		\$ 1,000	Superior Grocers and Nestle Ms. Graciela Landero Montebello	Student field trips
Mendez Fundamental Intermediate	2 clarinets, 2 flutes, 1 alto saxophone, 2 violins	\$ 1,900	Mrs. Sabrina Green Orange	Daily student use in Music Department
Century High		\$ 1,500	Ricoh Electronics, Inc. Ms. Kim Kline Tustin	Academic-related activities or programs for students
Visual and Performing Arts Program		\$ 700	Dana Sharp Memorial Music Fund Ms. Bonnie L. Sharp Santa Ana	Purchase of new violin and trumpet cases
SAUSD		\$ 2,100	SchoolsFirst Federal Credit Union Ms. Kristin Crellin Santa Ana	District employee recognitions and other events
<b>December 14, 2010 donations</b>		<b>\$ 9,760</b>		
<b>2010 Total donations</b>	<b>\$ 435,314</b>	<b>\$445,074</b>		

/eh

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 10/11-2859 – Certifying Continued Participation in Class Size Reduction Operations Funding Program for Grades K-3 for 2010-11 School Year

**ITEM:** Action 

**SUBMITTED BY:** Herman Mendez, Assistant Superintendent, Elementary Education

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the application to obtain Class Size Reduction (CSR) Operations Funding for the 2010-11 school year. The Board is required to certify information contained in the District's Operations Funding Program application is true and correct.

The delay of the application is due to the late passage of the State Budget.

**RATIONALE:**

The CSR program was established in 1996-97 to improve the educational program, especially in reading and mathematics, for children in grades K-3. A dollar amount is appropriated to the Superintendent of Public Instruction for allocation to school districts to provide assistance in implementing a pupil-teacher ratio of 20:1 in up to four grade levels (K-3).

Beginning in 2008-09 the State of California adopted flexibility in the penalty structure of CSR funding allowing districts to receive CSR funding (reduced by the penalty) amount for classes that were above the 20:1 requirements up to a 30:1 classroom ratio. The flexibility for CSR funding will expire at the end of the 2011-12 school year unless extended by the State Legislature. As part of the district Board priorities the district is continuing to participate in the CSR funding program with staffing allocations of approximately 23:1 in grade 1; 24:1 in grade 2; 30:1 in grade 3 and the Option 2 for kindergarten.

The funds received for participation in the CSR program (with penalty) are built into the unrestricted general fund budget for 2010-11. In order to comply with the State of California and receive these funds, the Board is required to certify by a Board Resolution or an entry in the Board meeting minutes that information on the 2010-11 CSR Operations application is accurate.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt resolution no. 10/11-2859 – certifying continued participation in class size reduction operations funding program for grades K-3 for 2010-11 school year..



RESOLUTION NO. 10/11-2859

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

**Certification of Information Relating to Continued Participation in  
2010-2011 Class Size Reduction Operations Funding Program**

WHEREAS, Education Code sections 52120, et. seq., established the Class Size Reduction Program for the purpose of allowing school districts that maintain any kindergarten or any of grades 1 through 3 to apply to the Superintendent of Public Instruction for an apportionment to implement a class size reduction program; and,

WHEREAS, Education Code section 52122 requires an application for operational funding for the 2010-2011 school year to be submitted by a school district to the Superintendent of Public Instruction by January 6, 2011; and,

WHEREAS, the District wishes to participate in the Class Size Reduction Program and to obtain operational funding for the program; and,

WHEREAS, the District will submit forthwith to the Superintendent of Public Instruction by January 6, 2011, an application for operational funds pursuant to the Class Size Reduction Program contained in Education Code sections 52120, et. seq.; and,

WHEREAS, Education Code section 52123 requires the following certifications by the Board.

NOW, THEREFORE, BE IT RESOLVED: The Governing Board of the Santa Ana Unified School District hereby certifies that the following statements are true and accurate:

1. The number of classes listed on the application form in each eligible grade level is correctly identified.

2. The pupil counts listed in column 3 ("Number of enrolled pupils") on the application form do not include special education pupils enrolled in and attending special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home-study program for the full regular school day. Pupil counts listed in column 3 are not greater than enrollment as of October of the previous calendar year.

3. A certificated teacher has been hired by the District and is providing direct instructional services to each class participating in the Class Size Reduction Program. There will not be more than an average of 20.44 pupils for Option 1 classes. It is the intent of the District that each such certificated teacher will provide direct instructional services to each pupil enrolled in the separate class to which the teacher is assigned.

4. As part of its Class Size Reduction Program, the District will provide a staff development program for any teacher who will participate for the first time in the Class Size Reduction Program and provide direct instructional services for reduced-size classes in this program as specified in certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils.

5. The District will collect and maintain data required by the Superintendent of Public Instruction for evaluation of the Class Size Reduction Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent.

6. Priority for reducing class size is according to the following order at each school site:

- a) If only one grade level, the grade level will be the 1<sup>st</sup> grade.
- b) If only two grade levels, the grade levels will be the 1<sup>st</sup> and 2<sup>nd</sup> grades.
- c) If three to four grade levels, the grade levels will be 1<sup>st</sup> and 2<sup>nd</sup> and then any combination of kindergarten and/or 3<sup>rd</sup> grade.

7. The District has implemented the Class Size Reduction Program for 2010-2011.

8. The District will submit final enrollment counts on the J-7 CSR form to the School Facilities Planning Division by May 13, 2011.

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

AYES:

NOES:

ABSENT

STATE OF CALIFORNIA       )  
                                      ) SS:  
COUNTY OF ORANGE       )

I, Jane A. Russo, Secretary of the Board of Education of the Santa Ana Unified School District of Orange County, California, hereby certify that the above and foregoing Resolution was duly adopted by the said Board at a regular meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2010, and passed by a vote of \_\_\_\_\_ of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of December 2010.

\_\_\_\_\_  
Jane A. Russo, Secretary  
Board of Education  
Santa Ana Unified School District

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**Board Meeting**

**TITLE:** Approval of Second Amendment to State School Readiness Contract With Children and Families Commission of Orange County to Extend Term of Agreement

**ITEM:** Action   
**SUBMITTED BY:** Herman Mendez, Assistant Superintendent, Elementary Education  
**PREPARED BY:** Janneth Linnell, Early Childhood Education Coordinator

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the second amendment to the State School Readiness Contract with Children and Families Commission of Orange County (CFCOC). The amendment to contract number FC-SR2-24 would extend the term of the agreement by 12 months and increase the funding amount by \$820,000.

**RATIONALE:**

The Children and Families Commission of Orange County awarded an additional \$820,000 for the District to continue to provide State School Readiness Services for an additional 12 months. This contract represents an ongoing collaboration with CFCOC that promotes early intervention and school readiness services for children 0-5 years old within the District through direct preschool services.

**FUNDING:**

Children and Families Commission of Orange County (Proposition 10): \$820,000

**RECOMMENDATION:**

Approve the second amendment to State School Readiness contract with Children and Families Commission of Orange County.



**Board Meeting**

**TITLE:**                   **Approval of Participation in Dental Services Grant for Valley High School Community Through Partnership With Santa Ana Building Healthy Communities**

**ITEM:**                   **Action**

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval to participate in a grant with Healthy Smiles For Kids of Orange County and St. Joseph Puente a La Salud Dental Clinic to establish a student oral health prevention treatment program at Valley High School. If awarded, funding would be provided through a Santa Ana Building Healthy Communities California Endowment Grant. The goal is to provide clinical services and education to students and families located in the Santa Ana Building Healthy Communities target area. At this time, Valley High School students are enrolled in the Medical Careers component of the Career Technical Education program. This project would expand student experiences to include administrative duties, oral care, hygiene and dental assistance.

**RATIONALE:**

This proposal encompasses a three-year timeframe with an ultimate goal of establishing an on-site school dental facility to function as both an oral health clinic and student vocational training site. In year one, St. Joseph would serve students through its mobile Dental Clinic on the Valley High School campus 20 after-school/weekend hours per week. Healthy Smiles would provide administrative set-up, billing, insurance and related technology in addition to administrative and clinical intake policies. By the final year of the project, the enhanced Valley High School site would be fully operational and sustained through state insurance reimbursements and sliding scale fees for uninsured families after school hours.

For the purposes of this proposal, Healthy Smiles will serve as the fiscal agent and be the responsible parties for the day-to-day grant coordination, reporting, and evaluation. The indirect fees would be shared between Santa Ana Unified School District, Healthy Smiles, and St. Joseph Puente.

This grant will award \$425,000 over a three year period to the Healthy Smiles For Kids of Orange County and St. Joseph Puente for services to Santa Ana Unified School District youth.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve participation in the Dental Services Grant for the Valley High School community through a partnership with Santa Ana Building Healthy Communities.

## GRANT SUMMARY

Title:	Dental Services Grant
Funding Source:	California Endowment
Due Date:	December 17, 2010
Contact Person:	Doreen Lohnes
Amount/Duration:	\$425,000 for three years
Grade Level / Target Population:	Grades 9-12
Related Board Goals:	<p>Five-Year Strategic Plan – District Goals</p> <ul style="list-style-type: none"> <li>• Academic achievement – equip students to achieve their highest academic potential by improving safety in and around school sites.</li> <li>• Prepared students – assure that students are prepared to succeed in higher education and to accomplish their life goals.</li> <li>• Quality academic programs – offer rigorous and outstanding learning opportunities that will be aligned with state standards and federal guidelines.</li> <li>• Strategic allocation of resources – communicate clearly, consistently, responsively, and proactively with all stakeholders.</li> </ul>
Grant Summary:	<p>The purpose of the Dental Services Grant is to coordinate professional services in the community and make them available to Valley High School students. It will form a partnership between SAUSD, Healthy Smiles, St. Joseph's and . to provide dental and oral health awareness services. There is a three year plan, beginning with the use of a mobile van in year one and culminating in year three with a permanent after school dental clinic, utilizing the Valley High School Career Tech dental lab. Ultimately it will increase students' general health and promote academic achievement.</p>
Goals:	<p>The goals of the Dental Services Grant is to provide free dental care to students in the Valley High School area by establishing long term services there.</p>
Objectives:	<p>Increased student health Increased student academic achievement rates Increased school attendance rates</p>
Budget Impact:	None
Indirect Rate:	An indirect rate of 20% will be shared by the partners within the grant.
Personnel Impact:	None
Survey Questions:	<i>None without prior District approval and parent consent</i>

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**Board Meeting**

**TITLE:** Certification of First Interim Financial Status (Qualified)

**ITEM:** Action

**SUBMITTED BY:** Michael P. Bishop, Sr., CBO, Associate Superintendent, Business Services

**PREPARED BY:** Swandayani Singgih, Assistant Director of Fiscal Services

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board certification of the First Interim. Education Code Section 42130 requires district superintendents to prepare and submit two interim financial reports to governing boards. A certification by the Governing Board concerning the financial stability of the District is required to be submitted to the County Superintendent of Schools.

**RATIONALE:**

Education Code Section 42131 requires the Board to certify whether or not the District is able to meet its financial obligations for the remainder of this fiscal year and for the subsequent two fiscal years based on the financial information known as of October 31, 2010.

The report shows that, given the magnitude of recent State Budget reductions, the District may not be able to merit its financial obligations through the remainder of this fiscal year or for the subsequent two years.

The District Certification of Interim Report sheet, upon acceptance by the Board, will be forwarded to the Orange County Department of Education as required. The detailed General Fund schedules for attendance, revenues, expenditures, cash flow, and criteria and standards summary review will also be forwarded.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Certify the District financial status as "qualified."

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 10/11-2858 – Establishing County Treasurer Funds for General Obligation Bond (Series E and F)

**ITEM:** Action

**SUBMITTED BY:** Michael P. Bishop, Sr., CBO, Associate Superintendent, Business Services

**PREPARED BY:** Christeen Betz, Assistant Director of Fiscal Services/Accounting

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**BACKGROUND INFORMATION:**

Due to the issuance and sale of the remaining \$45.9 million of general obligation bonds, staff is seeking Board adoption of Resolution No. 10/11-2858 to establish funds with the Orange County Treasurer for Measure G General Obligation Bond Election 2008 Series E (Fund 21-29) and Measure G General Obligation Bond Election 2008 Series F (Fund 21-30).

**RATIONALE:**

All issuances of these bonds were previously Board authorized on November 9, 2010. The District currently has other bond funds already established with the Orange County Treasurer. However, bonds must be deposited into separate sub-funds to account for the differences in cost of issuances, interest, and to comply with Federal regulations.

The District needs to establish the following funds, Measure G General Obligation Bond Election 2008 Series E (Fund 21-29) and Measure G General Obligation Bond Election 2008 Series F (Fund 21-30) at the Orange County Treasurer.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt Resolution No. 10/11-2858 Establishing County Treasurer Funds for the General Obligation Bond (Series E and F) Issuances.

RESOLUTION NO. 10/11-2858

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

**Establishment of Fund 21-29 for Measure G General Obligation Bond Election 2008**

**Series E and Fund 21-30 for Measure G General Obligation Bond Election 2008**

**Series F to be deposited at the Orange County Treasurer**

On the motion of \_\_\_\_\_, duly seconded, the following resolution was adopted:

WHEREAS, Section 39890 of the Education Code provides for the establishment of funds for Measure G General Obligation Election 2008 Bond Series E and F and

WHEREAS, the Governing Board has determined that there is a need to provide separate funds for the issuance of the Measure G General Obligation Bond Series E and F, and

WHEREAS, disbursements from this fund may be made for the payment of all activities related to the Measure G General Obligation Bond,

NOW, THEREFORE, BE IT RESOLVED: That the Board of Education hereby authorizes the Administration to establish the above bond issuance Funds.

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

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA )

) SS:

COUNTY OF ORANGE )

1 I, Jane Russo, Secretary of the Board of Education of the Santa Ana Unified  
2 School District of Orange County, California, hereby certify that the above and  
3 foregoing Resolution was duly adopted by the said Board at a regular meeting  
4 thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2010, and passed by a vote of  
5 \_\_\_\_\_ of said Board.

6 IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of  
7 \_\_\_\_\_, 2010.

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10 \_\_\_\_\_  
Jane Russo, Secretary

11 Board of Education

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**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**Board Meeting**

**TITLE:** Authorization to Obtain Bids to Purchase Storage Array Network

**ITEM:** Action

**SUBMITTED BY:** Michael P. Bishop, Sr., CBO, Associate Superintendent, Business Services

**PREPARED BY:** Ricardo Enz, Director, Information Technology Center

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to obtain Bids for Storage Array Network (SAN) Implementation.

**RATIONALE:**

On November 9, 2010, the Board approved District submission of a proposal for the American Recovery and Reinvestment Act (ARRA) Enhancing Education Through Technology (EETT) Competitive Grant. The grant proposal focused on developing and implementing a data system that would use predictive data to support student success in high school graduation and college and career readiness. On November 23, 2010, the District was notified of our selection to receive funding for the ARRA EETT Competitive Grant in the amount of \$1,000,000.

As a component of the ARRA EETT Competitive Grant Implementation Project, the Storage Array Network will enable the District to meet the hardware requirements to store key education, fiscal and human resource related data, as a central data sources. The ability of a Storage Array Network to facilitate the exchange of data between server systems and storage elements has been identified as a component needed to successfully implement the grant's focus of student success in high school graduation and college and career readiness. Additional Storage Array Network infrastructure will be needed to support current growth for existing storage requirements of mission critical applications such as eBusiness and Exchange. The purchase of the Storage Array Network will be funded through the EETT ARRA Competitive Grant and General funds.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Authorize staff to obtain Bids for the purchase of necessary Storage Array Network for the successful implementation of the ARRA EETT Competitive Grant Implementation Project and expected growth in storage requirement.

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**Board Meeting**

**TITLE:** Authorization to Obtain Request for Proposals for Education Data Warehouse Software Solution

**ITEM:** Action

**SUBMITTED BY:** Michael P. Bishop, Sr., CBO, Associate Superintendent, Business Services

**PREPARED BY:** Ricardo Enz, Director, Information Technology Center

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to obtain Request for Proposals (RFP) for Educational Data Warehouse software solution.

**RATIONALE:**

On November 9, 2010, the Board approved District submission of a proposal for the American Recovery and Reinvestment Act (ARRA) Enhancing Education Through Technology (EETT) Competitive Grant. The grant proposal focused on developing and implementing a data system that would use predictive data to support student success in high school graduation and college and career readiness. On November 23, 2010, the District was notified of our selection to receive funding for the ARRA EETT Competitive Grant in the amount of \$1,000,000.

As a component of the ARRA EETT Competitive Grant Implementation Project, the Education Data Warehouse will enable the District to gather, integrate and manage key education, fiscal and human resource related data, from a wide variety of operational systems and data sources. The ability of an Education Data Warehouse to provide valuable insights into student achievement, support analysis and informed decision-making has been identified as a component needed to successfully implement the grant's focus of student success in high school graduation and college and career readiness. The purchase of the Education Data Warehouse Software Solution will be funded through the use of EETT ARRA Competitive Grant.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Authorize staff to obtain Request for Proposals to purchase and implement Educational Data Warehouse Software Solution.



**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**Board Meeting**

**TITLE:**                    **Ratification of Purchase of Oracle Learning Management Software Program Through California Multiple Award Schedule Contract**

**ITEM:**                    **Action**

**SUBMITTED BY:** **Michael P. Bishop Sr., CBO, Associate Superintendent, Business Services**

**PREPARED BY:** **Jonathan Geiszler, Manager of Purchasing**

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board ratification of the purchase of Oracle Learning Management Software Program using California Multiple Award Schedule (CMAS) contract. At the November 23, 2010, Board meeting the Board authorized staff to purchase Oracle Learning Management Software which is in compliance with the purchasing rules set forth by the Orange County Department of Education (OCDE) as well as adds an additional layer of review to the contracting process by the California Department of Government Service.

**RATIONALE:**

Through the purchasing process it was determined that it would be in the best interest of the District to purchase Oracle Learning Management through an Oracle Platinum Partner under their CMAS contract. This ensures that the District is receiving the best possible pricing for the product. OCDE requires that the Board specifically approve acquisitions that involve CMAS contracts.

**FUNDING:**

Microsoft Education Technology K-12 Voucher Program: \$125,086.50

Title II Funds: \$15,956.20

Risk Management Grant: \$25,000

**RECOMMENDATION:**

Ratify the purchase of Oracle Learning Management Software using CMAS contract # 3-99-70-1047A.

**AGENDA ITEM BACKUP SHEET****December 14, 2010****Board Meeting**

**TITLE:** Approval of Consultant Agreement for Health Benefits Consulting Services

**ITEM:** Action

**SUBMITTED BY:** Michael P. Bishop Sr., CBO, Associate Superintendent, Business Services

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

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of consultant agreement for Health Benefits Consultant.

**RATIONALE:**

At the August 24, 2010, Board meeting the Board approved District staff to Obtain Request for Proposals for Health Benefits Consulting Services. The District's current consulting agreement for health benefits consulting services terminates on December 31, 2010. The District obtained proposals for health benefits consulting services through the Request for Proposal (RFP) process. The District received five quotes from the following Broker/Firms.

A subcommittee of the District Health Benefits Review Committee analyzed the proposals for qualifications and experience and five firms were invited to participate in an oral interview. Three firms were invited back for a second tier oral interview and two firms were advanced to a final interview with management and bargaining unit presidents. See the rating criteria below:

<b>Name of Firm</b>	<b>Experience</b>	<b>Transition Plan</b>	<b>Market Presence</b>	<b>References</b>	<b>Amount</b>
<b>Alliant Insurance Services, Inc</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>\$198,000</b>
BB&T John Burnham Insurance	3	3	3	3	\$125,000
Buck Consultants	5	5	5	5	\$200,000
Mercer Health Benefits	2	2	2	2	\$196,000
The Segal Company	4	4	4	4	\$195,000
					\$203,000
					\$211,000

Based on key personnel who will be consulting with the District, the number of years of experience in providing employee benefits consulting, legal, and actuarial services to large public entity employer groups in the State of California., references from management and associations of other school districts and the firm's plans for implementation and transition result in the recommendation to appoint Alliant Insurance Services, Inc. as the District's health benefits consultant. The District is not compelled to hire the lowest bidder when seeking professional services. The amount of the agreement would be \$198,000 per year, beginning January 1, 2011, with a two year renewable option for 2012 and 2013.

**FUNDING:**

General Fund: \$198,000

**RECOMMENDATION:**


Approve consulting agreement with Alliant Insurance Services, Inc. for health benefits consulting services.

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**14.0**

**Board Meeting**

**TITLE:** Authorization to Remodel Valley High School Culinary Arts Classroom To Include Furniture and Equipment Purchases, Design and Obtaining Bids for Construction

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to remodel Valley High School Culinary Arts Classroom to include furniture and equipment purchases, design, and obtaining bids for construction.

**RATIONALE:**

The Valley High School Culinary Arts Academy is currently functioning in the originally designed Home Economics classroom. As a popular academy program at Valley High School, it will be significantly enhanced by providing a modern design conducive to culinary arts instruction.

**FUNDING:**

Measure G: \$585,000

**RECOMMENDATION:**

Authorize staff to award a contract to Ghataode Bannon Architects to provide design and engineering and authorize staff to purchase furniture and equipment, and obtain bids for construction.

**AGENDA ITEM BACK SHEET**  
**December 14, 2010**

**15.0**

**Board Meeting**

**TITLE:** Approval of Agreement With City of Santa Ana to Finance Design of Community Center at Garfield Elementary School

**ITEM:** Action

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

**PREPARED BY:** Tova K. Corman, Sr. Facilities Planner

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**BACKGROUND INFORMATION:**

The purpose of this agenda items is to seek Board approval to enter into agreement with the City of Santa Ana (City) for financing the complete design of the proposed Joint Use Community Center at Garfield Elementary School.

**RATIONALE:**

On Monday, October 18, 2010, Santa Ana City Council approved various actions for proposed development of the Garfield Elementary School Community Center. The actions include:

1. Direct the City Attorney to prepare and authorize the City Manager and Clerk of the Council to execute an agreement for architectural services for the design of a community center at Garfield Elementary School in the amount not to exceed \$130,000.
2. Amend the Fiscal Year 2010-11 Community Development Block Grant Program to increase the Public Facilities Improvements Program by \$1,500,000 from prior years' unexpended funds for a total of \$2,500,000 for the development of a community center at Garfield Elementary School.
3. Approve a Funding Analysis with a total estimate project cost of \$2,500,000.

**FUNDING:**

City of Santa Ana: \$130,000

**RECOMMENDATION:**

Approve agreement with City of Santa Ana to finance the design of a Community Center at Garfield Elementary School.

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**16.0**

**Board Meeting**

**TITLE:** Authorization to Obtain Bids for New Construction at Davis and Edison Elementary Schools Under Overcrowding Relief Grant Program

**ITEM:** Action

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to obtain bids for new construction at Davis and Edison Elementary Schools under the Overcrowding Relief Grant (ORG) program. It is anticipated that the State Allocation Board will be awarding funds for projects on the unfunded approval list that can be under construction within 90 days. Language will be added to these bids making the award of bids contingent upon state apportionment of funds.

**RATIONALE:**

On January 27, 2010, the State Allocation Board approved Santa Ana Unified School District's request for ORG funding (unfunded approval) at Davis and Edison Elementary Schools. At this time we are requesting authorization to bid for Davis and Edison Elementary Schools.

**FUNDING:**

State School Facility Program:	\$13,007,394
Measure G:	<u>\$26,014,788</u>
Total:	\$39,022,182

**RECOMMENDATION:**


Authorize staff to obtain bids for new construction projects under Overcrowding Relief Grant program at Davis and Edison Elementary Schools.

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**17.0**

**Board Meeting**

**TITLE:** Authorization to Obtain Bids for Modernization Projects at Hoover, Jackson, and Sepulveda Elementaries, MacArthur Fundamental, and Willard Intermediate, and Saddleback High Schools

**ITEM:** Action 

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to obtain bids for modernization projects at Hoover, Jackson, and Sepulveda Elementaries, MacArthur Fundamental, and Willard Intermediate, and Saddleback High schools. It is anticipated that the State Allocation Board will be awarding funds for projects on the unfunded approval list that can be under construction within 90 days. Language will be added to these bids making the award of bids contingent upon state apportionment of funds.

**RATIONALE:**

On January 27, 2010, and May 26, 2010, the State Allocation Board (SAB) approved Santa Ana Unified School District's request for Modernization funding (unfunded approval) at six schools: Hoover, Sepulveda, and Jackson Elementaries, MacArthur Fundamental, and Willard Intermediate, and Saddleback High schools. In preparation for construction to begin to meet the SAB requirements, the District must request bids for the modernization projects. Award of contracts must be completed prior to March 15, 2011.

**FUNDING:**

State School Facility Program:	\$24,505,607
Measure G:	<u>\$16,337,071</u>
Total:	\$40,842,678

**RECOMMENDATION:**


Authorize staff to obtain bids for Modernization projects at Hoover, Jackson, and Sepulveda Elementaries, MacArthur Fundamental, and Willard Intermediate, and Saddleback High schools.

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**18.0**

**Board Meeting**

**TITLE:**                   **Approval of Appointment of Construction Management Firms for Overcrowding Relief Grant Projects at Davis and Edison Elementary Schools and Modernization Projects at Hoover and Jackson Elementary, MacArthur Fundamental and Willard Intermediate, and Saddleback High Schools**

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval to appoint Construction Management firms to the Overcrowding Relief Grant (ORG) projects and Modernization (MOD) projects. On September 9, 2008, the Board of Education approved Barnhart and PCM3 from a selection of construction management firms that met minimum qualifications.

**RATIONALE:**

It is anticipated that the State Allocation Board will be awarding funds for construction-ready projects on the unfunded approval list which include the ORG and MOD projects. To capture the State matching funds, the District must certify that the two ORG projects at Davis and Edison Elementary Schools and the five MOD projects at Hoover and Jackson Elementary, MacArthur Fundamental and Willard Intermediate, and Saddleback High Schools can be under contract within 90 days of apportionment. The execution of these two ORG projects and four MOD projects, in conjunction with the existing and planned construction projects, would considerably increase the construction workload and would necessitate hiring construction management firms to ensure quality project management and delivery. Contracts will be contingent upon apportionment of State funds.

Recommendations as follows:

Schools:	Construction Management:	Amount:
Davis Elementary	Barnhart	\$458,138
Edison Elementary	Barnhart	\$968,609
Hoover Elementary	PCM3	\$196,860
Jackson Elementary	PCM3	\$150,329
MacArthur Fundamental Intermediate	PCM3	\$372,252
Willard Intermediate	Barnhart	\$723,597
Saddleback High	PCM3	\$1,579,435

**FUNDING:**

State School Facility Program/Measure G: \$4,449,220

**RECOMMENDATION:**

Approve the appointment of Barnhart for Davis Elementary, Barnhart for Edison Elementary, PCM3 for Hoover Elementary, PCM3 for Jackson Elementary, PCM3 for MacArthur Fundamental Intermediate, Barnhart for Willard Intermediate, and PCM3 for Saddleback High schools for construction management services for the Overcrowding Relief Grant and Modernization projects.



December 14, 2010

**Board Meeting**

**TITLE:** Appointment of Representative to Delegate Assembly for California School Boards Association (CSBA) Region 15

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board appointment of two representatives to the CSBA 2011-13 Delegate Assembly for Region 15. There are two Delegate Assembly meetings each year, one in May and the other in December. The CSBA Delegate Assembly sets the general policy direction for the Association. Delegates fulfill a critical governance role by communicating the interest of local boards to CSBA's Board of Directors, Executive Committee, and staff.

**RATIONALE:**

Instructions for appointing representatives to the CSBA Delegate Assembly states that voting must be by official action of the Board. Each District must appoint two members of the Board to serve as CSBA Delegates. Mr. Richardson is the District's current representative; his term ends in 2011.

The SAUSD did not acquire membership for two years due to budget restraints, one seat expires in 2011 and the other will expire in 2012.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**


Approve the appointment of \_\_\_\_\_ (two-year term) and \_\_\_\_\_ (expires March 31, 2012) as representatives to the Delegate Assembly of the California School Boards Association to serve from April 1, 2011 through March 31, 2013.

/cg

**AGENDA ITEM BACKUP SHEET**  
**December 14, 2010**

**Board Meeting**

**TITLE:** Approval of New Job Description: Risk Management Benefits Specialist

**ITEM:** Action 

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

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

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**BACKGROUND INFORMATION:**

This is not an additional position. It would displace an existing position.

The purpose of this agenda item is to seek Board approval on the new job description: Risk Management Benefits Specialist. This position will report to the Executive Director of Risk Management and is necessary in order to provide adequate service in the implementation of health and welfare insurance programs.

With the elimination of Manager of Benefits in 2008, the benefits office has functioned without a designated lead. This position will provide the appropriate oversight for the benefits office which provides essential support to over 5,000 employees.

The Director of Human Resources met with California School Employees Association (CSEA) on July 7, 2010, July 28, 2010 and September 2, 2010 in regards to this new job description.

**RATIONALE:**

This position is essential in the District's implementation of health and welfare insurance benefits programs including medical, dental, vision, retirement, life insurance plans and Interval Revenue Code (IRC) Section 125 plans and applicable laws, codes, rules, and regulations. In addition, this position will oversee the planning and coordination of the School District's Civic Center Permit process. The new job description is attached.

**FUNDING:**

Self-Insurance Fund: Classified Salary Schedule: Grade 39 - \$4,278 - \$5,463

**RECOMMENDATION:**

Approve the new job description of Risk Management Benefits Specialist.

SANTA ANA UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT BENEFITS SPECIALIST

BASIC FUNCTION:

Under administrative direction, plan, organize, and coordinate the services and activities of the District's employee health and welfare insurance benefits programs; participate in reviewing and selecting benefit plans, vendors, and providers; train staff; perform related duties as assigned.

REPRESENTATIVE DUTIES:

Plan, organize and coordinate the services and activities of the District's employee health and welfare insurance benefits programs including medical, dental, vision, Interval Revenue Code (IRC) Section 125 plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules, and regulations. **E**

Participate in the reviewing and selecting of benefit plans, vendors and providers; research, analyze, cost out and make formal recommendations regarding proposed bids, rates, contracts, and amendments. **E**

Train and coordinate the use of department staff; assure confidential, quality customer service is provided to employees, dependents, retirees and others seeking assistance with benefit matters. **E**

Coordinate District-wide open enrollments; compose related communications and oversee the publication and distribution of insurance informational materials such as manuals, guides, handbooks, and brochures. **E**

Serve as a liaison between the District and insurance company representatives and agents; remain current on benefits related policy changes; implement updates pertaining to employee benefit issues. **E**

Develop and recommend policies and regulations related to employee health and welfare insurance benefits. Provide information for the Collective Bargaining Agreements. **E**

RISK MANAGEMENT BENEFITS SPECIALIST (Continued)

REPRESENTATIVE DUTIES: (Continued)

Communicate with District employees, administrators, retirees, and outside agencies such as insurance providers and the District's broker/consultant to coordinate activities, resolve issues and conflicts and exchange information. **E**

Provide information and guidance to employees and retirees regarding enrolling in a benefit plan to best meet their needs, insurance claims resolution, eligibility requirements, enrollment procedures, coverage and other related issues. **E**

Provide separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants. **E**

Develop and conduct effective in-service employee workshops, seminars and other communication strategies related to benefits for new, existing and retired employees. **E**

Oversee accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums and payroll deductions. **E**

Prepare or oversee the preparation of a wide variety of auditable reports, records, databases and files related to assigned activities; compile enrollee data for insurance brokers as requested; compose Request for Proposals, policies, manuals and contracts. **E**

Provide technical expertise and information to the Executive Director of Risk Management regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. **E**

Oversee budgets for assigned activities; control expenditures in accordance with established guidelines and limitations. **E**

Participate in the development, implementation and management of benefits management information systems. **E**

## RISK MANAGEMENT BENEFITS SPECIALIST (Continued)

### REPRESENTATIVE DUTIES: (Continued)

Operate a computer and assigned software. **E**

Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions. **E**

Serve as a member of assigned committees such as the Health Benefits Committee; prepare and deliver oral presentations as requested. **E**

Oversee, plan and coordinate the School District's Civic Center Permit process. **E**

### DISTINGUISHING CHARACTERISTICS:

The Risk Management Benefits Specialist plans, organizes and coordinates the services and activities of the District's employee health and welfare insurance benefits programs. An incumbent will take leadership in reviewing and selecting benefit plans, and train staff. Will negotiate with vendors and carriers.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Coordination, organization and management of employee benefit programs.

Methods, practices and procedures used in benefits and contract negotiations administration.

Regulatory agencies governing health and welfare insurance.

Principles and practices of collective bargaining agreements.

Applicable laws, codes, rules and regulations related to assigned activities.

Budgeting and accounting practices regarding monitoring and control.

Research methods and report writing techniques.

Record-keeping techniques.

Principles and practices of assuring high-quality customer service.

Principles and practices of training and supervision.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

RISK MANAGEMENT BENEFITS SPECIALIST (continue)

KNOWLEDGE AND ABILITIES: (Continued)

KNOWLEDGE OF: (Continued)

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operations of a computer and assigned software.

ABILITY TO:

Plan, organize and manage the services and activities of the District's employee health and welfare insurance benefits program.

Prepare and oversee the preparation of a variety of auditable records, file, and reports.

Analyze situations accurately and adopt an effective course of action.

Analyze, interpret and explain benefits contract language.

Apply and explain applicable benefit laws, codes, rules and regulations.

Train staff.

Prepare and deliver oral presentations.

Compose complex communications and informational materials.

Oversee the accounting activities of benefit programs and contracts.

Participate in the development and preparation of preliminary budgets.

Monitor and control expenditures.

Analyze and develop work methods, procedures, and schedules.

Communicate effectively both orally and in writing.

Plan and organize work.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

A High School Diploma and a minimum of 30 college units.

Three years of experience coordinating employee benefits program. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly desirable.

RISK MANAGEMENT BENEFITS SPECIALIST (Continued)

EDUCATION AND EXPERIENCE: (Continued)

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

OTHER REQUIREMENTS:

Certified Employee Benefit Specialist (CEBS) certification is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders, and horizontally to file materials.

Bending at the waist, kneeling or crouching to file materials.

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**  
**December 14, 2010**

21.0

**Board Meeting**

**TITLE:**                   **Approval of New Job Description: Medi-Cal Billing Programs Project Technician**

**ITEM:**                   **Action**

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

**PREPARED:**         **Art Jimenez, 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: Medi-Cal Billing Programs Project Technician. This position will report to the Assistant Superintendent of Support Services and will be fully supported through Medi-Cal Administrative Activities (MAA) funding. This position will provide training and technical support to District personnel regarding Medi-Cal Administrative Activities and Medi-Cal Billing Options, ensuring fiscal and reporting compliance to maximize income from funding sources.

**RATIONALE:**

This position is essential in the collection and submission of all data required by the District, regulatory agencies and other agencies. The District receives federal funding through Medi-Cal and Medical Administrative Activities billing for health related activities. Medi-Cal funds are received for services performed by staff, such as speech and occupational therapy through reports that service providers submit. MAA, which draws unrestricted funding, is the targeted area in which SAUSD could increase revenue. It requires administrators to document health related activities that support student health. A survey of other school districts with above average MAA revenue has shown that clerical support has been a significant factor in increasing revenue.

The Medi-Cal Billing Programs Project Technician will prepare performance reports indicating revenues and maintain documentation of audits, including annual budgets, for Medi-Cal Administrative Activities and Medi-Cal Billing Options. The position will also link students, parents and their families with the resources to apply for Medi-Cal and/or to apply for medical care. Through the efforts of this new position, the goal is to more than double the MAA revenue income - from \$700,000 in 2009-10 to over 2 million dollars in the future - and to ensure good documentation for possible audits.

The Director of Human Resources met with California School Employees Association (CSEA) on November 12, 2010 in regard to this new job description. The new job description is attached.

**FUNDING:**

Classified Salary Schedule - Grade 30 - \$3,417 - \$4,369

Funding: 50% District Medical Administrative Funds (MAA) and 50% federal MAA funds

**RECOMMENDATION:**

Approve the new job description of Medi-Cal Billing Programs Project Technician.



Santa Ana Unified School District

Medi-Cal Billing Programs Project Technician

BASIC FUNCTION:

Under general direction of assigned Director, assist with Medi-Cal Administrative Activities (MAA) and Medi-Cal Billing Option (LEA Billing) programs; help to provide training and technical support to District personnel regarding MAA/LEA fiscal and reporting requirements; perform reconciliation, auditing, and reporting of data; maintain knowledge of current legislation related to MAA/LEA to ensure compliance. Work on Special Projects assigned to the position.

REPRESENTATIVE DUTIES:

Maximize income from funding sources. **E**

Oversee development and completion of vendor contracts. **E**

Arrange for and participate in annual MAA/LEA trainings. **E**

Develop complex data reports with the use of electronic sources. **E**

Help to provide individual and small group training and technical assistance to program personnel including administrators, certificated and classified staff regarding program requirements in order to maximize funding. **E**

Identify eligibility for new and continuing claimants; collect, maintain, and submit job descriptions and/or duty statements for all claimants. **E**

Provide required notification to staff of each claiming period and/or reporting period; follow-up on any missing claims or other information with relevant staff. **E**

Coordinate the collection and analyze all data required by the District, regulatory agencies, and other agencies and submit as appropriate. **E**

Maintain a complete set of records of financial transactions including annual budgets for MAA/LEA and Special Projects. **E**

Prepare periodic performance reports by determining revenues; computing cost-of-service by allocating labor, materials and services to funds and accounts; and comparing operating data. **E**

Maintain documentation for program audits and work with outside agencies conducting audits. **E**

Medi-Cal Billing Programs Project Technician (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Assist in the development and updating of specific program systems, policies, procedures, and related forms and notices. **E**

Attend and assist at meetings related to Medi-Cal billing. **E**

Work with contractors, vendors, community agencies, and regulatory agencies as needed. **E**

Compose correspondence; maintain records and files. **E**

Attend conferences and trainings related to assigned programs. **E**

Perform related duties as required to accomplish the objectives of the position. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requires knowledge of general accounting principles, theories, and practices; auditing procedures.

Specific accounting practices and procedures of the organization.

Requires knowledge of computer software such as Microsoft Access, Excel, Power Point, and Word programs.

ABILITY TO:

Must be able to plan, develop, implement, and evaluate integrated, comprehensive programs.

Requires the ability to collect and analyze data objectively and prepare related recommendations and reports.

Must be able to effectively conduct surveys and organizational studies.

Requires the ability to assist with the development and implementation of relevant training programs.

Requires the ability to understand legislation specific to assigned programs such as the *California School-Based Medi-Cal Administrative Activities Manual*, applicable sections of *State Education Code*, and other applicable laws.

Must have the ability to communicate technical concepts to others. Ability to communicate using patience and courtesy, and in a manner that reflects positively on the District.

Ability to work well independently and as part of a team.

EDUCATION AND EXPERIENCE:

High School Diploma or completion of GED and two (2) years of college level coursework and any combination of training and/or experience which demonstrates the ability to perform the duties as described.

LICENSES AND OTHER REQUIRMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking accurately to exchange information in person or on the telephone.  
Seeing to read a variety of materials and drive a vehicle.  
Sitting, standing, walking, for extended periods of time.  
Stooping, lifting, carrying or moving objects, normally not exceeding thirty (30)pounds.  
Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment.

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**  
**December 14, 2010**

**Board Meeting**

**TITLE:** Approval of New Job Description: Student Records Technician

**ITEM:** Action

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

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

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**BACKGROUND INFORMATION:**

This is not an additional position; it would replace the Department Specialist existing position, which is vacant at this time.

The purpose of this agenda item is to seek Board approval of the new job description: Student Records Technician. This position will report to the Senior Director of Pupil Support Services. This position is required to evaluate, code and maintain records for data retention in accordance with Federal, State and District requirements.

**RATIONALE:**

This position is essential in the preparation and transmittal of confidential records from schools for processing or storage. The Student Records Technician will work with current and former students, parents, school staff and other districts or agencies as requested. This position will be responsible for processing requests for transcripts, student records, information and verification of data per regulations and laws pertaining to student records and record management.

The Director of Human Resources met with CSEA regarding this job description on November 12, 2010. The new job description is attached.

**FUNDING:**

General Fund: Classified Salary Schedule - Grade 30 - \$3,417 - \$4,369

**RECOMMENDATION:**

Approve the new job description of Student Records Technician.

SANTA ANA UNIFIED SCHOOL DISTRICT

STUDENT RECORDS TECHNICIAN

Basic Function:

Under general supervision, perform various moderately complex clerical support and record keeping duties related to pupil enrollment and withdrawal of students accordance with established policies and procedures; perform specialized functions related to student records management, transcripts analysis, and data input; identification, classification, retention, scanning, storage and destruction of district and student records; performs other related work as required.

Representative Duties:

Maintain, process, classify, retain, and dispose of school district student records. **E**

Interact with diversified school personnel or the public in matters requiring a detailed knowledge of rules, procedures, and policies pertaining to school and student records. **E**

Prepare documents based on data obtained from records and other sources and process them in accordance with prescribed procedures. **E**

Create and maintain computerized records and files. **E**

Input information into various database programs. **E**

Recommend modifications to district policies, regulations, and procedures. **E**

Operate a computer to input, output, update and to access a variety of records and information; generate records, reports, lists and summaries; operate a variety of office machines; assure proper maintenance of equipment. **E**

Coordinate procedures and policies on student records for the District's schools in accordance with the Education Code, State Laws and District Policies. **E**

Coordinate preparation and transmittal of records from schools for processing and/or information storage. Evaluate, code, and maintain records for data retention. **E**

Receive/review student transcripts and records in a variety of formats for content, accuracy and completeness. **E**

## STUDENT RECORDS TECHNICIAN (CONTINUED)

### Representative Duties: (CONTINUED)

Receive/process requests for transcripts, student records, information and verification of data for all former students. **E**

Analyze student transcripts and make accurate independent judgment. **E**

Process court orders for sealing of records. **E**

Compose correspondences and prepare reports, memos and letters, and maintain data processing schedules. **E**

Coordinate transfer, preservation, and storage of District and student records with administrative and supervisory personnel. **E**

Purge, organize, and index information in preparation for storage and transfer. **E**

Update files. **E**

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### Knowledge of:

Current office practices and procedures.

Proper filing/indexing methods and procedures.

Health and safety regulations, safe working methods and procedures.

Correct English usage, spelling, grammar, punctuation and composition.

Correct oral and written usage of English and a designated second language.

Operate standard office equipment including personal computer, typewriter, and calculator.

Proficient computer skills in data entry and software integration.

#### ABILITY TO:

Learn software applications.

Use interpersonal skills using tact, patience and courtesy.

Learn and understand laws and regulations pertaining to student records and records management/retention for school districts.

Create computer indexing for the retrieval of information.

Type, file, request, and send cumulative student records to and from other schools according to established procedures.

Create query statements to print various reports.

Conduct record searches including verifying birth dates, graduation dates, legal names and dates of attendance.

## STUDENT RECORDS TECHNICIAN (CONTINUED)

### KNOWLEDGE AND ABILITIES: (CONTINUED)

#### ABILITY TO: (CONTINUED)

Receive, monitor, track, log, maintain and review student cumulative, confidential, and drop files.

Organize the storage of cumulative files for all students for several years as well the storage of reports and other documentation of records as needs.

Send student permanent records to district archives according to established time lines.

Use both electronic and manual record keeping systems which will allow for efficient collection, retention, and retrieval of information.

Complete information for surveys and reports, immigration, employment and graduation verification.

Assure the accuracy of student classification data within the student information system by responding to system audits conducted by various District departments, such as Special Programs, Special Youth Services, and Information Systems.

Perform and complete a wide variety of technical functions such as word processing, files, records and reports.

Post, maintain and review records accurately.

Prepare general, statistical and special reports.

Plan and organize work.

Work independently with little direction.

Work confidentially with discretion, and complete work with interruptions and in a timely manner.

Meet critical deadlines.

Prioritize work and perform several tasks at one time.

Support and assist school and district staff with records' policies and procedures.

Provide customer service, meet and greet the public tactfully and courteously.

Make arithmetical calculations accurately.

Type and enter data at a speed necessary for successful job performance, a minimum of 30-35 words per minute.

Have an outstanding appreciation of human diversity.

Understand and carry out oral and written instructions.

Establish and maintain cooperative working relationships.

Attend and participate in a variety of in-service trainings and meetings.

Oversee and maintain "self-service" computer center for optimal information retrieval.

### EDUCATION AND EXPERIENCE:

A High School Diploma or GED and any combination equivalent to two years of college with course work in computers/technology and/or experience in the area of record keeping.

STUDENT RECORDS TECHNICIAN (CONTINUED)

LICENSES AND OTHER REQUIREMENTS:

Valid California Drivers License.

WORKING CONDITIONS

Environment:

Office and warehouse environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES

Hearing and speaking accurately to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Sitting or standing for periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting or moving objects, normally not exceeding thirty (30)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

CERTIFICATED PERSONNEL CALENDAR

Board Meeting - December 14, 2010

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RETIREMENTS</b>					
Avdee, Michael	Teacher	Fremont	November 29, 2010		Retirement - 25 years
<b>RESIGNATIONS</b>					
Bassine, Alex	Teacher	Villa	June 30, 2010		Personal - 5 years
Lorentzen, Richard J.	Counselor	Saddleback	June 30, 2010		Personal - 9 years
Torres, Steven	Learning Director	Santa Ana	December 31, 2010		Accepted another position/Moving - 1 year
<b>NEW HIRES/RE-HIRES</b>					
Whitney, Kristen	Teacher	Sierra	December 1, 2010		New Hire - Probationary I
<b>39-MONTHS REEMPLOYMENT</b>					
Queen, Elvia	Preschool Teacher	Educational Services Elementary Division	November 18, 2010	February 18, 2014	
<b>CHANGE IN STATUS</b>					
Aycock, Christy	Speech and Language Pathologist	Speech Department	August 27, 2010		From 44911 to Probationary I

# Personnel Calendar

## CERTIFICATED PERSONNEL CALENDAR

Board Meeting - December 14, 2010

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid</b>					
Aubuchon, Diana	Teacher	McFadden	November 9, 2010	January 7, 2011	Personal
Zamartia, Eva	Teacher	Washington	January 10, 2011	April 1, 2011	Child Care
<b>CHANGE IN DATE - FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Without Pay</b>					
Davidson, Charlotte	Teacher	Taft	October 25, 2010	Rescission from November 29, 2010 back to December 17, 2010	Personal
<b>GRADE LEVEL LEADERS</b>					
Adams, Sharon		Taft	2010-2011		
Edmunds, Marilyn		Taft	2010-2011		
Gale, Rachelle		Taft	2010-2011		
Groves, Mark		Taft	2010-2011		
Langemak, Jinx		Taft	2010-2011		
Mata-Azvedo, Theresa		Taft	2010-2011		
Moock, Michelle		Taft	2010-2011		
Peters, Christopher		Taft	2010-2011		
Saran, Sandra		Taft	2010-2011		
Terhune, Rohry		Taft	2010-2011		
Weaver-Posse, Rebecca		Taft	2010-2011		

**Personnel Calendar**  
**Board Meeting - December 14, 2010**

**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTRA DUTY</b>					
Schiesl, Sharon	Retired Substitute	Century	October 1, 2010	June 17, 2011	Retired Substitute Daily Rate
<b>WINTER SPORTS</b>					
Fedele, Stephen	Assistant Coach	Saddleback	2010-2011		Basketball (Girls)
Mc Cord, Derek	Head Coach	Saddleback	2010-2011		Water Polo
Mc Cord, Lamonte	Assistant Coach	Saddleback	2010-2011		Water Polo
Mesenhimer, Timothy	Head Coach	Saddleback	2010-2011		Basketball (Boys)
Pesak, Rod	Assistant Coach	Saddleback	2010-2011		Wrestling
Silva, Meliton	Head Coach	Saddleback	2010-2011		Soccer
Solso, Jeffrey	Assistant Coach	Saddleback	2010-2011		Basketball (Boys)
Byers, Timothy	Assistant Coach	Santa Ana	2010-2011		Wrestling
Glabb, Scott	Head Coach	Santa Ana	2010-2011		Wrestling
Kelly, Erin	Head Coach	Santa Ana	2010-2011		Water Polo
Leon, Jose J.	Assistant Coach	Santa Ana	2010-2011		Wrestling
Lomeli, Isaac	Assistant Coach	Santa Ana	2010-2011		Wrestling
Nguyen, Michael	Assistant Coach	Santa Ana	2010-2011		Basketball (Boys)
Ramirez, Luis	Assistant Coach	Santa Ana	2010-2011		Wrestling
Ramirez, Robert	Assistant Coach	Santa Ana	2010-2011		Basketball (Girls)
Salgado, Ernest	Head Coach	Santa Ana	2010-2011		Soccer (Boys)
Alonzo, Yvonne	Assistant Coach	Seegerstrom	2010-2011		Basketball (Girls)
Altamirano, Michael	Assistant Coach	Seegerstrom	2010-2011		Basketball (Boys)
Castanha, William	Assistant Coach	Seegerstrom	2010-2011		Soccer (Girls)

Personnel Calendar

CERTIFICATED PERSONNEL CALENDAR

Board Meeting - December 14, 2010

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>WINTER SPORTS (Continued)</b>					
Gomez, Adrian	Head Coach	Segerstrom	2010-2011		Basketball (Boys)
Hayes, Richard	Assistant Coach	Segerstrom	2010-2011		Basketball (Girls)
Perez, Gonzalo	Assistant Coach	Segerstrom	2010-2011		Wrestling
Stevenson, Neil	Head Coach	Segerstrom	2010-2011		Soccer (Boys)
Watts, Jeffrey	Head Coach	Segerstrom	2010-2011		Basketball (Girls)
<b>ADMINISTRATIVE SUBSTITUTE</b>					
	Administrative Substitute	Saddleback High			As-Needed-Basis
Williams, Johnny					
<b>ROP TEACHERS 2010-2011</b>					
Aguilar, Monica					
<b>RETIRED SUBSTITUTES</b>					
Greco, Paula					
Lloyd, Carol					
<b>SUBSTITUTES</b>					
Antompietri, Erica					
Arredondo, Humbelina					
Bahner, Benjamin					
Dethlefsen, Sarah					

# CERTIFICATED PERSONNEL CALENDAR

## Board Meeting - December 14, 2010

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>SUBSTITUTES (Continued)</b>					
Eldred, Ashley					
Fiscus, Kerry					
Gonzales, Christina					
Gulan, Corrine					
Hanvey, Christina					
Hernandez, Jamie					
Igarta, Blaine					
Maresh, Jennifer					
Montes De Oca, Adriana					
Moore, Patricia					
Rice, David					
Rogers, Marissa					
Romeo, Angelica					
Spector, Amberlynn					
Stadlman, Kristy					
Taylor, Kristen					
Wong-Perez, Monica					
Wright, Jennifer C.					
<b>HOME TEACHERS</b>					
Rosenberg, Joel	Home Teacher	Pupil Support Services	November 17, 2010	June 30, 2011	If and as needed basis
Shimasaki, Darren	Home Teacher	Pupil Support Services	October 26, 2010	June 30, 2011	If and as needed basis

**Personnel Calendar**

**CERTIFICATED PERSONNEL CALENDAR**

**Board Meeting - December 14, 2010**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>HOME TEACHERS (Continued)</b>					
Smith, Blake	Home Teacher	Pupil Support Services	October 27, 2010	June 30, 2011	If and as needed basis
Tarrow, Paula	Home Teacher	Pupil Support Services	October 12, 2010	June 30, 2011	If and as needed basis
Taylor, Jennifer	Home Teacher	Pupil Support Services	October 26, 2010	June 30, 2011	If and as needed basis
Thompson, Taryn	Home Teacher	Pupil Support Services	November 2, 2010	June 30, 2011	If and as needed basis
Yardumian, Miriam	Home Teacher	Pupil Support Services	November 18, 2010	June 30, 2011	If and as needed basis

**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>
AVID Facilitation	Sierra	Title I	\$7,000	December 15, 2010
AVID Tutorial Trainings	Middle College	Title I - ARRA	\$2,500	December 15, 2010
Before/After School Tutoring	Middle College	Teacher Extra Duty/Title I	\$15,000	December 15, 2010
Before/After School Tutoring	Middle College	Teacher Extra Duty/ARRA	\$5,000	December 15, 2010
Before/After School Tutoring 2 (Ratification)	McFadden	Title I	\$2,000	October 26, 2010
CAHSEE After School/Saturday Preparation Classes	Santa Ana	CAHSEE	\$20,000	January 18, 2011
CAHSEE Remediation	Middle College	CAHSEE	\$10,000	December 15, 2010
K-5 Intervention Substitutes (Ratification)	Harvey	ARRA	\$13,900	October 18, 2010
Pentathlon Coach	MacArthur	General Fund	\$6,600	January 11, 2011
ROP Program Planning And Articulation (Correction - Previously approved August 24, 2010)	ROP	Correction from Carl D. Perkins Career and Technical Education -132 to Carl D. Perkins Career and Technical Education -131	\$19,100	Correction from August 30, 2010 to November 10, 2010
Saturday Math Academy	Mendez	EIA-LEP	\$25,000	December 14, 2010
Saturday Math Academy (Ratification)	Lathrop	EIA/LEP	\$7,100	October 23, 2010
Saturday Social Studies/Science	Mendez	ARRA	\$35,000	December 15, 2010
Saturday Social Studies/Science Curriculum	Mendez	ARRA	\$1,000	December 15, 2010
Staff Development	Davis	ARRA	\$4,055	December 14, 2010
Strengthening Academic Content In ROP (Correction - Previously approved August 24, 2010)	ROP	Correction from Carl D. Perkins Career and Technical Education -132 to Carl D. Perkins Career and Technical Education -131	\$4,000	Correction from August 30, 2010 to November 10, 2010
Substitute/Intervention Teacher	Hoover	ARRA	\$7,600	January 22, 2011
Support For Waiver SLPs (Ratification)	Special Education	Special Education	\$14,000	September 1, 2010
Thinking Maps - Staff Development	Godinez	Title II	\$20,000	December 15, 2010

**Board Meeting  
December 14, 2010**

**AGENDA ITEM REQUESTS  
CERTIFICATED  
2010-11**

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**Personnel Calendar**  
**Board Meeting - December 14, 2010**

**CLASSIFIED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RETIREMENT</b>						
Chavez, Maria De Jesus	Food Service Worker	Food 4 Thought	January 10, 2011			31 years
Hernandez, Angie	Food Service Worker	Valley	December 3, 2010			29 years, 10 months
<b>RESIGNATIONS</b>						
Maon, Araceli	Food Service Worker	Segerstrom	November 16, 2010			13 years, 10 months
Topete, Syliva	Food Service Worker	Food 4 Thought	November 18, 2010			4 years, 2 months
Whittle, Rachel	Instr. Asst. Computers	Harvey	November 23, 2010			1 year, 2 months
<b>TERMINATION</b>						
Wilson, Brian	Custodian	Bldg. Svcs.	November 18, 2010			2 months
<b>PROBATIONARY APPOINTMENTS</b>						
Archie, Ava	Instr. Asst. Computers	Santa Ana	December 6, 2010		26/1	
Foster, Lauren	Instr. Asst. Computers	Monte Vista	November 22, 2010		26/1	
Tardif, Carol	Site Clerk	Godinez	November 15, 2010		24/1	
<b>PROMOTIONAL APPOINTMENTS</b>						
Lopez, Arnulfo	Roving Ld. Custodian	Bldg. Svcs.	November 18, 2010		28/5 + Diff.	
Ortiz, Raymond	Roving Ld. Custodian	Bldg. Svcs.	November 18, 2010		28/5 + Diff.	

**Personnel Calendar  
Board Meeting - December 14, 2010**

**CLASSIFIED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>REASSIGNMENT</b>						
Cherif, Wanda	Attendance Technician	Lathrop	November 29, 2010		30/6 + Bil.	
Franco, Blanca	Food Service Worker	Century	August 26, 2010		11/3	
<b>TEMPORARY ASSIGNMENTS - Out of Class Compensation</b>						
Atilano, Miguel	Int. Lead Custodian	Bldg. Svcs.	December 1, 2010	December 10, 2010	25/6 + Diff.	
Azucena, Wilfredo	Driver	Food 4 Thought	October 18, 2010	October 22, 2010	24/6 + Diff.	
Aguilar, Giovanni	Int. Lead Custodian	Bldg. Svcs.	November 1, 2010	December 31, 2010	25/6 + Diff.	
Briseno, Martha	Sr. Fd. Svc. Wkr.	Food 4 Thought	October 11, 2010	October 29, 2010	13/1	
Cobian, Margarita	Fd. Svc. Spvr. Elem.	Food 4 Thought	November 4, 2010	November 19, 2010	15/5	
Fregoso, Maria	Sr. Fd. Svc. Wkr.	Food 4 Thought	September 20, 2010	October 8, 2010	13/1	
Garcia, Leticia	Sch. Off. Mgr. Elem.	Esqueda	October 19, 2010	October 29, 2010	28/5 + Bil.	
Gardea, Evelyn	Sch. Off. Mgr. Int.	Villa	September 20, 2010	October 22, 2010	28/5 + Bil.	
Gonzalez, Laura	Admin. Secretary	PIO	December 2, 2010	December 2, 2010	30/5 + Bil.	
Hernandez, Leonel	Roving Ld. Custodian	Bldg. Svcs.	November 15, 2010	January 31, 2011	28/2 + Diff.	
Hernandez, Patricia	Attendance Technician	Lathrop	November 1, 2010	November 30, 2010	24/6 + Bil.	
Juarez, Mara	Fd. Svc. Supvr. H.S.	Food 4 Thought	September 22, 2010	November 19, 2010	31/1	
Loera, Faride	Site Clerk	Segerstrom	December 2, 2010	March 30, 2011	24/3	
Lopez, Martha	Sch. Acct. Clk.	Segerstrom	December 2, 2010	March 30, 2011	25/4	
Lopez, Sandra	Sr. Fd. Svc. Wkr.	Food 4 Thought	October 4, 2010	October 22, 2010	13/4	
Lopez, Sandra	Sr. Fd. Svc. Wkr.	Food 4 Thought	November 1, 2010	November 3, 2010	13/5	
Martinez, Imelda	Sch. Off. Asst. Sec.	Valley	December 6, 2010	January 15, 2011	24/2	
Martinez, John	Mgr. of Grounds.	Bldg. Svcs.	March 1, 2010	June 30, 2010	Level 22/1	
Mejia, Yesenia	Fd. Svc. Supvr. Elem.	Food 4 Thought	September 20, 2010	October 18, 2010	15/5	
Mendoza, Esther	Personnel Clerk	Hum. Res.	October 18, 2010	December 31, 2010	22/6 + Bil.	