

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

MINUTES

REGULAR MEETING
SANTA ANA BOARD OF EDUCATION

February 10, 2009

CALL TO ORDER

The meeting was called to order at 4:55 p.m. by Board President Hernández. Other members in attendance were Mr. Richardson and Dr. Yamagata-Noji. Mr. Palacio and Mr. Reyna arrived during Closed Session.

Cabinet members present were Ms. Russo, Dr. Olsky, Mr. Murrey, Mr. Lopez, Mr. Mendez, Mr. Ayala, Ms. Lohnes, and Mr. Dixon.

PUBLIC PRESENTATIONS

Board President Hernández asked those wishing to address the Board in matters pertaining to Closed Session to step to the podium.

There were no speakers to address the Board regarding Closed Session items.

RECESS TO CLOSED SESSION

The Regular meeting was immediately recessed to Closed Session to consider student discipline issues, legal matters, and personnel matters.

RECONVENE OPEN MEETING

The Regular meeting reconvened at 6:47 p.m.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Jania Soligan, fifth grade student at Kennedy Elementary School.

REPORT OF ACTION TAKEN IN CLOSED SESSION

Mr. Hernández reported that the Board had taken the following actions in Closed Session:

By a vote of 5-0, the Board took action to reject and modify the Hearing Officer's decision in regards to suspension and dismissal of a classified employee as named in Closed Session.

Moved:	Hernández	___	Richardson	x	Yamagata-Noji	___	Palacio	___	Reyna	___
Seconded:	Hernández	___	Richardson	___	Yamagata-Noji	___	Palacio	___	Reyna	x
Vote:	Ayes	5	Noes	0	Abstain	_____	Absent	_____		

As part of the reduction in managerial positions previously approved on June 10, 2008, the Board approved a reduction from four custodial supervisory positions to two custodial managerial positions for a savings of over \$130,000 to the General Fund. As a result of this action, by a vote of 3-2, the Board approved the appointment of Paul Arroyos to the position of Manager of Custodial Services.

Moved:	Hernández	Richardson	x	Yamagata-Noji	Palacio	Reyna
Seconded:	Hernández	Richardson		Yamagata-Noji	x	Palacio
Vote:	Ayes	3	Noes	2	Abstain	Absent

SUPERINTENDENT' S REPORT

Ms. Russo began her report by showing a video clip of the Channel 7 coverage of a press conference held in the Board Room on February 2, 2009, to point out that the State budget is in critical shape and highlight that the Governor and legislators are proposing funding cuts to education in the billions of dollars. Because the District receives about 90% of its operating revenue from the State, any cuts to education greatly impact our schools. Viewers were urged to contact their legislators requesting that a budget be passed and that it give school districts flexibility to make funding decisions at the local level.

The Superintendent gave special recognition to the Santa Ana Educators Association for the recent donation of a collection of 200 books, valued at \$1,000, earmarked for school libraries. Mr. Dave Barton and Ms. Jennifer Isensee were present to receive the appreciation of the Board and Administration for their ongoing support of students.

Saddleback High School senior Phil Bui was congratulated for his recognition in a creative writing contest sponsored by the California Association of Teachers of English. His essay entitled "My Modified Mind" won second place for grades 11 and 12.

Ms. Russo updated those present on the lottery registration process for the fundamental schools of the District.

February 17 is the date Century High School will host a special event to draw awareness to staying fit through physical activity and healthy choices. The Healthy for Life "anti-childhood obesity" initiative is sponsored by a collaboration of St. Joseph Health System, American Academy of Pediatrics, and more than 100 Century students.

Senior Transition Resource Day on February 20 at the Santa Ana College campus will introduce Special Education students to the many options and opportunities that are available to them as they transition from high school to adult life.

Ms. Russo announced "Love Your Teeth" fair for toddlers and children through age 5 at Lincoln Elementary School on February 21. Children and Families Commission of Orange County has partnered with the District to make this day of free dental screenings and family activities available.

The SAUSD food services division, Food 4 Thought, is sponsoring a "Design a School Breakfast Superhero Contest" in celebration of National School Breakfast Week, March 2-6. Students are asked to draw and name their own original school breakfast superhero. Deadline for entries is March 4.

The Superintendent drew attention to the creative student artwork displayed by Edison Elementary and Century High School students.

Presentation #1 - Proposition 84 Grant Application to Install Synthetic Turf and Lights at Willard Intermediate

Dr.Olsky stated the Board had approved a new Joint Use Agreement with the City of Santa Ana for Willard Intermediate School. The City is in the process of writing a grant to receive funding under Proposition 84 to be used for synthetic turf and lights at Willard Intermediate to improve the fields. She

asked that Mr. Gerardo Mouet and Mr. Ron Ono of the City of Santa Ana Parks, Recreation, and Community Services review the plans and process.

Mr. Mouet reviewed passage of Proposition 84 - Statewide Park Development and Community Revitalization Program of 2008, which provides \$368 million in competitive grant funding available for recreational facilities to benefit the most critically underserved communities in California. The maximum grant request is \$5 million with no matching funding required. He emphasized that community input will be sought through at least five community meetings and the plan must demonstrate that residents' ideas have been included in the project. He outlined the objectives of the plan as follows:

- Sports lighting (shielded to direct lighting away from residents)
- Synthetic turf striped for football and soccer
- Running track for community and school use

The plan being developed is for a grant request of approximately \$3.5 million to be submitted in fall 2009.

Following Mr. Mouet's presentation, each member of the Board had the opportunity to give input.

CHANGE IN ORDER OF AGENDA

Board President Hernandez received consensus of the members to move the agenda to the Public Presentation segment, followed by Item 10.0 - Board Policy 6146.1 - Graduation Requirements - Senior High School.

PUBLIC PRESENTATIONS

President Hernández asked those members of the community who wished to address the Board to step forward as he called their names.

Dr. Gary Reynolds, teacher at Santa Ana High School, spoke to the Board regarding RIF procedures whereby staff is notified of the possible elimination of position due to budget constraints. He urged that a process be implemented which will rehire teachers at the earliest possible time in order to retain qualified staff.

The following attendees spoke regarding the high school graduation requirements: Jerry Wheeler, Segerstrom High School; Becky Aten, District Office; Greg Rankin, Godinez principal; Suzanne Stephens, Villa staff; Loren Lighthall, Santa Ana High School staff; Victoria Zaragoza, Kennedy parent; Juana Nunez, parent; Jesus Martinez, parent; Michael Parra, Valley staff; Meg Robinson, Saddleback staff; and Paul Raya, Lathrop staff.

10.0 BOARD POLICY (BP) 6146.1 - GRADUATION REQUIREMENTS - SENIOR HIGH SCHOOL (REVISION: FOR ADOPTION)

It was moved by Mr. Hernandez and seconded by Mr. Reyna to adopt revised Board Policy 6146.1 - Graduation Requirements - Senior High School.

Superintendent Russo started the discussion of this proposal with a pledge to continue emphasis on student achievement. She reviewed the history from 2001 to present, outlining the 2001 increase to a 240 credit requirement and stated that, although well intentioned, that plan was not working for students. She stated that this proposal holds students to the highest standards, while providing equity and opportunity.

Ms. Miller, Director of Secondary Education, highlighted the revisions to the Policy, emphasizing that the District is recommending no change to the University of California or California State University course requirements and no change to the California State-mandated requirements. Revisions will retain the rigor of the current requirements. She reviewed the follow-up to requests made by the Board at the previous meeting regarding implementation of College and Career Planning and Health curriculum. She gave an overview of the budget and staffing implications inherent to the proposal. She further outlined the recommendations of the Administration.

Ms. Miller stated that progress reports would be provided to the Board this coming October; after the conclusion of the first semester; and following the second semester.

Ms. Miller responded to questions throughout the presentation.

Discussion took place at the conclusion with each member of the Board being given the opportunity to voice his/her rationale in anticipation of the action on the measure.

Mr. Palacio stated his frustration at the lack of Board knowledge regarding the implementation over the last seven years. He stated that the Board was not informed that the current plan was not being carried out. He stated that he didn't want to wait another seven years and find out the new plan wasn't being implemented.

Mr. Richardson reminded those present that the District had funding in 2001 through the High Priority School grant, which made a 7-period day possible. Although the funding was available for a limited time, the 240 credit requirement remained in place. He also voiced concern that the Board hold staff accountable and that assurances be given. He questioned not receiving a report until October and asked that an interim report be given at the time the master schedule is developed for the new school year. He further praised the Administration for the very smooth start to the current school year!

Dr. Yamagata-Noji stated that she had been shocked when she was elected to the Board after years of not being a member to learn that the credits had increased. She stated that she felt this proposal would allow a more well-balanced curriculum and that it would provide a systematic approach in preparing students for success in the CAHSEE. She further voiced enthusiasm for the embedding of Career and College Planning over a longer period of time, giving students exposure throughout intermediate and high school years. She stated concern regarding the requirements to be placed on the counseling staff in advising students and parents, while also praising the opportunity this will afford students and parents to work with the curriculum.

Mr. Reyna also praised the work that counselors do and echoed concerns on their behalf.

Mr. Hernandez stated that revising this policy had been a priority of his since coming on the Board and that he and the Superintendent had been discussing it for more than a year. He expressed appreciation to staff for a well thought out plan, which in no way compromises the rigor of the District's standards.

Following further discussion and upon call for the vote, the motion to adopt revisions to Board Policy 6146.1 - Graduation Requirements - Senior High School carried 4-1, Mr. Palacio dissenting.

A copy of the Board Policy, as revised, is attached.

RECESS

The President called a recess at 9:20 p.m.

MEETING RECONVENED

The Regular Meeting was reconvened at 9:45 p.m.

PRESENTATIONS

#2 - Update and Status of Overcrowding Relief Grant Projects

Mr. Dixon, Assistant Superintendent, Facilities/Governmental Relations, stepped to the podium to introduce an overview of the District's Overcrowding Relief Grant projects. He stated that the District submitted competitive grants for \$43 million.

Ms. Tova Corman, Facilities Planner, reviewed the purpose of the program: (1) to replace portable classrooms with two-story permanent buildings on overcrowded school sites; and (2) to create additional open space and recreation opportunities. She stated that the District has five projects, totaling 134 new classrooms. She asked that the architects of these projects step to the podium to depict the plans.

Mr. Sam Reifsnnyder of HMC gave a video presentation of the plans for Sierra Intermediate School and Santa Ana High School.

Mr. Jim Cordoba of NTD showed to the Board a video of projects at Spurgeon Intermediate, Heninger Elementary, and Century High School.

Board members gave significant input throughout the presentations.

#3 - Budget Update

Mr. Murrey, Associate Superintendent, Business Services, started his report by stating that there has been no change in the State's budget crises. Although rumors of passage of the 2008-09 Budget abound, there has been no passage and therefore school districts throughout the State are obligated to continue planning without firm facts and figures.

Mr. Murrey stated that the State deficit is currently \$42 billion and growing. The Legislature is still deadlocked on proposals to resolve the crises. The directive from the Orange County Department of Education is to utilize the Governor's proposal for budgeting purposes including the upcoming Second Interim Report; and to identify and approve needed budget reductions for 2009-10 by March 15. He reviewed the estimated unrestricted budget reduction impact, total estimated cuts of \$21.9 million for the 2008-09 school year and \$35.9 million for the 2009-10 school. These cuts would have impact on Santa Ana Unified School District, as follows:

- Permanent loss of approximately \$1,200 per student in the next 18 months
- Potential loss of 750 jobs

He emphasized that the federal stimulus plan is not a permanent solution to this crises. He discussed the urban impact on students. He stated that school districts need the flexibility to make local decisions to support the basic instructional program.

Mr. Murrey outlined flexibility proposals to the Governor's 2009-10 budget, as follows:

- Use selected restricted categorical funds for any purpose
- Reduce Routine Maintenance account to 1%
- Eliminate Deferred Maintenance match
- Reduce General Fund reserve to half of what is currently required, i.e. SAUSD reserves reduced to 1%

He reviewed the priorities of the Board and District, as follows:

- Continue to offer K-3 Class Size Reduction (CSR)
- Preserve counselor and library services
- Maintain athletics and music programs (Urban Impact)
- Safety (Urban Impact)
- Minimize the impact of cuts to students and employees
- Maintain fiscal solvency

Mr. Murrey reviewed the recommendations to meet District goals and priorities including a listing of items or positions that may no longer be provided due to loss or redirection of categorical funding. He stated that the District has taken actions to minimize layoffs by freezing vacant positions where possible and by offering an early retirement incentive to qualified, credentialed staff. However, he stated that layoff impact now needs to be considered as part of the budget assumptions. Given the magnitude of the cuts, a total of 750 teacher, support staff, and administrative positions (equaling 12% of the District's employees) will need to receive layoff notices, due to the lack of an adopted State Budget. He indicated that these reductions will definitely impact students!

The Budget timeline was outlined as follows:

February 10th Board Meeting

- Identify priorities and items no longer funded or provided
- Approve reduction of force notifications to meet statutory deadlines and maintain fiscal solvency

February 24th Board Meeting

- Review preliminary Second Interim Budget data
- Review proposed budget reductions for 2008-09 and 2009-10 - cuts need to be approved by March 15th

March 10th Board Meeting

- Approve budget reductions for 2008-09 and 2009-10
- Approve Second Interim Report as either a positive, qualified, or negative certification.

Staff responded to questions throughout the presentation.

EXTENSION OF MEETING

It was moved by Mr. Hernandez, seconded by Mr. Reyna, and carried 5-0 to extend the meeting until midnight.

APPROVAL OF MINUTES

It was moved by Mr. Richardson, seconded by Dr. Yamagata-Noji, and carried 5-0 to approve the Minutes of the Regular Meeting of January 26, 2009, and the Minutes of the Special Meeting of January 31, 2009.

1.0 APPROVAL OF CONSENT CALENDAR

The following items were removed from the Consent Calendar for discussion and separate action: Approval of Extended Field Trips; Approval of Expulsion of Students for Violation of California Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915© According to Board Policy 5144.1; Approval of Expenditure Summary and Warrant Listing of Checks for Period of January 14 through January 26, 2009; Approval of disposal of Obsolete Unrepairable Computer Equipment, Miscellaneous Unrepairable Furniture, Equipment, or Textbooks; Approval of Substitution of Listed New Building Addition Subcontractor for COS1 Santiago and Martin Elementary Schools; and Approval of Substitution of Listed New Classroom Building Subcontractor for COS 3 Santiago and Martin Elementary Schools.

Mr. Reyna indicated he had removed item 1.1 and 1.5 in order to abstain due to conflict of interest with his employment.

It was moved by Mr. Richardson, seconded by Mr. Reyna, and carried 4-0, Mr. Reyna abstaining, to approve Item 1.1 Approval of Field Trips and Item 1.5 Approval of Summary and Warrant Listing of Checks for Period of January 14 through January 26, 2009; and carried 5-0 to approve the remainder of the Consent Calendar as follows:

1.2 Adoption of Resolution No. 08/09-2771 authorizing Amendment 01 to Prekindergarten and Family Literacy Contract for the 2008-09 program year (copy attached)

1.3. Approval of payment and reimbursement of costs incurred for designated instructional services for student with disabilities.

1.5 Approval of Expenditure Summary listing all checks created and Warrant Listing of expenditures over \$25,000 for the period of January 14 through January 26, 2009.

1.6 Approval of Purchase Order Summary of orders \$25,000 and over for the period of January 14 through January 26, 2009.

1.8 Approval of listing of agreements/contracts between the Santa Ana Unified School District and various consultants submitted for the period of January 14 through January 26, 2009.

1.9 Authorization to award a contract for 800MHz radios Districtwide pursuant to Bid No. 21-09, to Advanced Electronics, in the amount of \$157,302.28, for one year with the option to renew for two additional years.

1.10 Ratification of approval of annual membership in Orange County Schools Boards Association at a cost of \$125.

1.11 Authorization to award the contract for auditing services Districtwide to Vavrinek, Trine, Day & Co., LLP (VTD), for an additional two years for the 2009-10 and 2010-11 school years, at the same cost as previously approved of \$88,000 per year.

1.12 Approval of appointment of architectural services for Segerstrom High School for stadium bleacher seating to Ralph Allen Architects at a cost not to exceed \$25,000 (Special Reserve Fund/Tustin Settlement)

1.13 Approval of appointment of Thornton-Tomasetti Engineering for structural engineering services for Critically Overcrowded Schools - Measure G at a cost not to exceed \$50,000.

- 1.14 Acceptance of the February 10, 2009, completion of contracts for site preparation and installation of playground equipment at Adams, Diamond, Franklin, Martin, and Taft Elementary schools to Micon Construction Services in the amount of \$42,005; Fleming environmental in the amount of \$14,750; and Creative Construction, Corp. in the amount of \$8,800, for a total amount of \$90,710.
- 1.15 Acceptance of the February 10, 2009, completion of contracts for site preparation and installation of playground equipment at Edison, Garfield, Heninger, Lincoln, Monroe, Pio Pico, and Remington Elementary schools to Ortco, Inc. in the amount of \$30,326; R.E. Schultz Construction Services in the amount of \$43,765; and Creative Contractors, Inc. in the amount of \$33,223; for a total amount of \$107,224.
- 1.18 Approval of appointment of TAC, Chevron Energy Solutions, Borrego Solar Systems, Inc., and Siemens Building Technologies, Inc. to provide energy savings services including energy audit plus design, installation, and commissioning of solar photovoltaic electric generating system(s) for future District projects.

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION AND SEPARATE ACTION:

1.4 Ms. Russo removed this item from the Consent Calendar to remove student #328769 from the list. It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 5-0 to Approve the recommendations by administrative hearing panels to expel the following students for the recommended terms and with the recommended remediation conditions:

170919 - Century

For violation of Education Code Section 48900, paragraph a, that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after June 19, 2009.

300746 - McFadden

For violation of Education Code Section 48900, paragraphs .2 and .4, that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after June 19, 2009.

172970 - McFadden

For violation of Education Code Section 48900, paragraph a, that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after June 19, 2009.

169288 - Mendez

For violation of Education Code Section 48900, paragraph 3, and 48915, paragraphs c(3), that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after February 10, 2010.

182801 - Sierra

For violation of Education Code Section 48900, paragraph f and g, that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after June 19, 2009.

336111 - Sierra

For violation of Education Code Section 48900, paragraph f and g, that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after June 19, 2009.

307118 - Spurgeon

For violation of Education Code Section 48900, paragraph a, that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after February 3, 2009.

334216 - Spurgeon

For violation of Education Code Section 48900, paragraph a, that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after June 19, 2009.

337785 - Valley

For violation of Education Code Section 48900, paragraph e, that the Board expel the student from the schools of the District, and that the date eligible to reapply be on or after June 19, 2009.

1.7 Approval to dispose of obsolete unrepairable computer equipment, miscellaneous unrepairable furniture, equipment, or textbooks

Dr. Yamagata-Noji removed this item from the Consent Calendar to ask how these books could be made available to parents, students, and the public. She stated that the Board had outlined procedures for this in November and the plan had not been implemented.

Ms. Russo stated that the problem is in the time it takes for pickup at the school sites to get the books to the Warehouse. She stated that a report will be brought back to the Board on redistributing materials to the community.

It was moved by Dr. Yamagata-Noji, seconded by Mr. Richardson, and carried 5-0 to approve disposal of the listed obsolete unrepairable computer equipment, miscellaneous furniture, equipment, or textbooks.

1.16 Approval of substitution of Silver Creek Industries, Inc., of Perris, California, as the new building addition subcontractor for COS1 Diamond and Kennedy Elementary schools

and

1.17 Approval of substitution of Silver Creek Industries, Inc., of Perris, California, as the new classroom building subcontractor for COS3 Santiago and Martin Elementary schools

Mr. Palacio stated that he had removed these two items from the Consent Calendar to question the policies regarding bonding of subcontractors.

Mr. Dixon stated that the District requires bonds for subcontractors to provide recourse and protect the District's interests.

It was moved by Mr. Hernandez, seconded by Mr. Richardson, and carried 4-1, Mr. Palacio dissenting, to approve the substitution of Silver Creek Industries, Inc., of Perris, California, as the new building addition subcontract for COS1 Diamond and Kennedy Elementary schools (Item 1.16); and as the new classroom building subcontractor for COS3 Santiago and Martin Elementary schools (Item 1.17).

REGULAR AGENDA - ACTION ITEMS

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

It was moved by Mr. Richardson and seconded by Mr. Hernandez to accept gifts in accordance with Board Policy 3290 - Gifts, Grants, and Bequests.

Dr. Olsky stepped to the podium to review the gifts valued at \$29,100, bringing the total for the 2009 calendar year to \$283,600.

She further asked that the Board recognize Freda Odum for her effort in garnering \$26,000 for transportation for 13 schools to attend Inside the Outdoors Program.

Upon call for the vote, the motion carried 5-0. A listing of the gifts is attached.

3.0 RATIFICATION OF SUBMISSION OF 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT APPLICATION FOR GREENVILLE FUNDAMENTAL ELEMENTARY

It was moved by Dr. Yamagata-Noji, seconded by Richardson, and carried 5-0 to ratify the submission of the 21st Century Community Learning Centers K-8 grant application for Greenville Fundamental Elementary to the California Department of Education.

4.0 RATIFICATION OF SUBMISSION OF 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT APPLICATION FOR IDENTIFIED PROGRAM IMPROVEMENT SITES

It was moved by Mr. Reyna, seconded by Dr. Yamagata-Noji, and carried 5-0 to ratify the submission of the 21st Century Community Learning Centers K-8 grant application for identified Program Improvement sites to the California Department of Education.

5.0 APPROVAL OF SUBMISSION OF 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT APPLICATION FOR IDENTIFIED NON-PROGRAM IMPROVEMENT SITES

It was moved by Mr. Richardson and seconded by Mr. Palacio to ratify the submission of the 21st Century Community Learning Centers K-8 grant application for identified non-Program Improvement sites to the California Department of Education.

Mr. Reyna asked as to whether all 21st Century schools are increasing the number of students served. Following brief discussion, Dr. Olsky stated that a report would be brought back to the Board outlining usage of 21st Century funding and the number of students being served at each site.

Upon call for the motion, it carried 5-0.

6.0 RATIFICATION OF MEMORANDUM OF UNDERSTANDING WITH EL PUENTE CDC (KIDWORKS) AND SANTA ANA UNIFIED SCHOOL DISTRICT

It was moved by Mr. Reyna and seconded by Mr. Richardson to ratify the Memorandum of Understanding with El Puente CDC (KidWorks) in Santa Ana defining the roles of SAUSD School Nurse Expansion staff and KidWorks.

In response to questions by Dr. Yamagata-Noji regarding how long the District has been working with KidWorks, the amount of funding, and the funding source, Mr. Mendez stated that a report will be brought back to the Board.

Upon call for the vote, the motion carried 4-0, Mr. Richardson not present at the time of the vote.

7.0 APPROVAL OF AMENDMENT TO CONSULTANT AGREEMENT WITH STATE-APPROVED SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER THINK TOGETHER

AND

8.0 APPROVAL OF AMENDMENT TO CONSULTANT AGREEMENT WITH STATE-APPROVED SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER LEARN IT SYSTEMS

It was moved by Mr. Palacio and seconded by Dr. Yamagata-Noji to approve an amendment to the consultant agreements with State-approved Supplemental Educational Services providers THINK Together (at a cost not to

exceed \$669,308.20) Learn it Systems (at a cost not to exceed \$718,544.50), both funded by Title I.

Ms. Nuria Solis, Director, English Learner Program and Student Achievement Department, stepped to the podium to answer questions from Dr. Yamagata-Noji regarding these two amendments. She stated that the District is required to use State-approved providers and that these providers are paid by the District on a per hour per student basis through Title I funding as part of the No Child Left Behind Act.

Dr. Yamagata-Noji stated that this has been a long-standing issue for her because of the administrative burden the requirement places on the District.

Following further discussion and upon call for the vote, the motion carried 5-0.

9.0 APPROVAL OF SUBMISSION OF CAROL M. WHITE PHYSICAL EDUCATION PROGRAM TO UNITED STATES DEPARTMENT OF EDUCATION, OFFICE OF SAFE AND DRUG-FREE SCHOOLS

It was moved by Mr. Richardson, seconded by Mr. Palacio, and carried 5-0, to approve the submission of the Carol M. White Physical Education Program grant to the United States Department of Education, Office of Safe and Drug-Free Schools.

Mr. Reyna commented that this is the first time in the history of this country that our children are not expected to live as long as their parents.

10.0 BOARD POLICY 6146.1 - GRADUATION REQUIREMENTS - SENIOR HIGH SCHOOL (REVISION: FOR ADOPTION)

As noted on Page 630, the motion to adopt revisions of Board Policy 6146.1 carried 4-1, Mr. Palacio dissenting..

11.0 RATIFICATION OF REQUEST FOR EXTENSION OF LETTER OF CREDIT AS REQUIRED UNDER TERMS OF EXISTING CERTIFICATE OF PARTICIPATION (COP 1009)

It was moved by Dr. Yamagata-Noji, seconded by Mr. Palacio, and carried 5-0 to ratify a request for extension of Letter of Credit as required under terms of existing certificate of participation - COP 1990.

12.0 APPROVAL OF RESOLUTION NO. 08/09-2770 - REDUCTION AND/OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICES FOR 2009-10 SCHOOL YEAR

It was moved by Dr. Yamagata-Noji and seconded by Mr. Palacio to adopt Resolution No. 08/09-2770 - Reduction and/or Discontinuance of Particular Kinds of Services for the 2009-10 school year.

Mr. Lopez, Associate Superintendent, Human Resources, stated that due to the Budget crises, 750 positions are at risk in the certificated, classified, and administrative categories. He detailed the numbers by funding source. He stated that the number of employees opting for early retirement benefits will reduce the number of positions listed above. However, letters must be sent prior to the deadline for submission of the intent to retire. Therefore, Education Code requires that employees be notified that a reduction of force is necessary.

Dr. Yamagata-Noji asked that the Administration develop a procedure for making employees aware of the funding sources for their positions.

Mr. Lopez emphasized that the District is not reducing any staff due to loss of enrollment.

Upon call for the vote, the motion carried 5-0. A copy of the Resolution, as adopted, is attached to the Minutes.

13.0 APPROVAL OF REVISED JOB DESCRIPTION - DEPARTMENT SPECIALIST

The Superintendent requested that this item be removed from the Board's consideration.

CONSOLIDATION OF ACTION ON ITEMS 14.0 THROUGH 18.0

President Hernandez asked for the permission of the Board to consider Items 14.0 through 18.0 together.

14.0 APPROVAL OF REVISED JOB DESCRIPTION - SCHOOL OFFICE ASSISTANT - ELEMENTARY

15.0 APPROVAL OF REVISED JOB DESCRIPTION - SCHOOL OFFICE ASSISTANT - SECONDARY

16.0 APPROVAL OF REVISED JOB DESCRIPTION - LIBRARY MEDIA TECHNICIAN

17.0 APPROVAL OF REVISED JOB DESCRIPTION - INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

18.0 APPROVAL OF REVISED JOB DESCRIPTION - STAGE MANAGER

It was moved by Mr. Richardson and seconded by Dr. Yamagata-Noji to approve the revised job descriptions for the positions of School Office Assistant - Elementary; School Office Assistant - Secondary; Library Media Technician; Instructional Assistant - Special Education; and Stage Manager.

Mr. Palacio asked if each of these revisions had been developed in coordination with the classified union, California School Employees Association (CSEA).

Mr. Lopez stated that these job descriptions had been revised through negotiations with CSEA.

Upon call for the vote, the motion to revise the above-listed job descriptions carried 5-0. Copies of revised job descriptions are attached to the Minutes.

19.0 APPROVAL OF PERSONNEL CALENDAR

It was moved by Mr. Richardson, seconded by Dr. Yamagata-Noji, and carried 5-0 to approve the Personnel Calendar in its entirety. A copy is attached to the Minutes.

20.0 BOARD AND STAFF REPORTS/ACTIVITIES

Mr. Palacio:

- Requested a report regarding the status of the County investments, as well as District investments.
- Further requested a report on the long-term impact of the potential retirements.

Dr. Yamagata-Noji:

- Attended the Joint Council Meeting on February 4th wherein a discussion took place regarding the grant application for the renovation of the Willard fields; also discussion of the tennis courts at Santa Ana High School.
- Asked that the District link special events with the City's events on their website, for example the upcoming intermediate school track meet.
- Asked if the District could find ways to help get word out to parents regarding the television conversion and the availability of converter boxes.
- Requested information as to the selection criteria for Middle College High School.

Mr. Reyna:

- Requested information regarding the SES providers, location for services provided, and the revenue generated through facility use charges.
- Visited Madison Elementary School and was impressed with the Program TEACH wherein Century High School students come to help with a physical fitness project incorporating math and science.

Mr. Richardson:

- Looks forward to a briefing on Thursday from Loretta Sanchez staffer regarding the federal stimulus package as to where California stands with what is being approved by the Senate.
- Asked for a report on how many portables will be removed as a result of the ORG, COS, and P2P construction projects.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:40 p.m.

FUTURE MEETINGS

The next regularly scheduled meeting of the Board of Education will be held on Tuesday, February 24, 2009, at 6:00 p.m.

ATTEST:

Jane A. Russo
Secretary
Santa Ana Board of Education

SANTA ANA UNIFIED SCHOOL DISTRICT - EXTENDED FIELD TRIPS
RECOMMENDED FOR APPROVAL - February 10, 2009

Date:	Schools/Location:	Funding and Cost:	Student :	Staff and Chaperone:
February 12-16, 2009 (Thursday-Monday)	Santa Ana, Saddleback and Segerstrom High School YMCA Youth & Government Model Legislature and Court Sacramento, CA	No cost Sponsored by the YMCA	26	2
June 1-5, 2009 (Monday-Friday)	Edison Elementary Alpine Meadow Outdoor Science School Angelus Oaks, CA	No cost Sponsored by private organization	110	6

2008-09 LISTING OF CONSULTANTS/CONTRACTED SERVICES
Submitting Division: Educational Services
February 10, 2009

NO.	NAME	IMPLICATIONS FOR THE DISTRICT/TYPE OF SERVICE	ANNUAL RENEWAL	FUNDING SOURCE	MAXIMUM NOT TO EXCEED	REQ. NO.
1.	Kathrin Rundus, DMA (Visual & Performing Arts)	Annually, the VAPA office hosts a District competition used to adjudicate the student performances in the Art Song competition. Dr. Rundus is contracted to adjudicate the student performances in the Art Song competition. Dr. Rundus is the Director of Vocal Studies at Fullerton College. She teaches voice and conducts the Fullerton College Chamber Singers. She also oversees more than 150 students studying voice either privately or in classes, as well as supervising six other voice teachers and accompanists. Dr. Rundus serves as an adjudicator, clinician and workshop leader in high schools, universities and various organizations.		General Funds	\$300	86960
2.	Raquel Posadas-Gonzalez	A parent training series of five sessions. The first session will emphasize the importance of family literacy and the registration process. A series of four interactive hands-on workshops will promote family literacy focusing on the five components of reading instruction: phonemic awareness, phonics vocabulary, fluency and comprehension. Through hands-on activities, the parents experience the learning process of each of the five components which gives them a better understanding of how to teach reading to their children.		Kinder Readiness Program	\$11,500	88237
3.	Orange County Department of Education School Assistance and Intervention Team (SAIT) - Century High School for 2008-09 School Year - RATIFICATION	Century High School has been identified as a state monitored SAIT school and the District must contract with an approved SAIT provider. The SAIT process includes: 1) data analysis and needs assessments utilizing the <i>Academic Program Survey (APS)</i> ; 2) establishment of APS action plan and benchmarks; and 3) on-site technical assistance in curriculum and intervention programs. Throughout the SAIT process, the District and the SAIT will work together to ensure that Century High School receives all necessary technical assistance and support to improve teaching and learning.		Title I	\$100,000	89174

SANTA ANA UNIFIED SCHOOL DISTRICT
GIFTS RECOMMENDED FOR ACCEPTANCE - February 10, 2009

School:	Gift:	Amount:	Donor:	Used for:
Adams, Davis, Edison, Esqueda, Harvey, Heninger, Hoover, Jefferson, Madison, Muir, Romero-Cruz, Sepulveda and Walker elementaries		\$26,000	Inside the Outdoors Program Anonymous Sponsor Mentone, CA	Reimbursement of transportation costs for 13 identified elementary schools to attend Inside the Outdoors - OCDE Program
Kennedy Elementary		\$ 835	Lifetouch National School Studios Ms. Cathy Becher Eden Prairie, MN	Student Council activities
Mendez Fundamental Intermediate		\$ 1,200	Mr. Mark H. Doan Fountain Valley	Mendez ASB school activities
Godinez Fundamental High School		\$ 900	Marumoto Basketball Academy Mr. Tom Marumoto Newport Beach	Godinez ASB activities
SAUSD	200 assorted books	\$ 1,000	Santa Ana Educators Association Dr. David Barton Santa Ana	School libraries
February 10, 2009 donations		\$ 29,100		
2009 Total donations	\$254,500	\$283,600		

/em

1 RESOLUTION NO. 08/09-2770

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5 Reduction or Discontinuance of Particular Kinds of Services

6 for the 2009-10 School Year

7 WHEREAS, the Governing Board hereby finds it is in the best interest of the
8 District and the students it serves to reduce and discontinue at the end of the
9 2008-09 school year, particular kinds of services specifically identified by the
10 numbers of FTE affected as follows: 192 FTE reduction due to a reduction of
11 categorical programs, 14 FTE reduction due to a reduction of elementary music
12 programs, 2 FTE reduction due to a reduction of nurses, 30 FTE reduction due to a
13 reduction of counselors, 232 FTE reduction due to class size reduction in grades
14 K-3, 75 FTE reduction due to Quality Education Investment Act, and 36 FTE
15 reductions due to class size reduction in 9th grade for a total of 581 FTE
16 reductions of particular kinds of services in grades K-12.

17 NOW, THEREFORE, BE IT RESOLVED: That the particular kinds of services
18 currently being provided by this District be and hereby are reduced to the extent
19 set forth above.

20 BE IT FURTHER RESOLVED: That the Superintendent, or designee, hereby is
21 authorized and directed to initiate and pursue procedures necessary to not
22 reemploy the equivalent of 581 full-time certificated positions pursuant to
23 Education Code Sections 44949 and 44955 because of said reduction or
24 discontinuance of services.

25 BE IT FURTHER RESOLVED: That the District shall retain regardless of their
26 seniority certificated employees considered necessary to meet the District's
27 program staffing needs. Such employees shall be retained based upon their
28 qualifications and credentials and include, but are not necessarily limited to,

1 special education teachers, speech and language specialists, math and science
2 teachers. In accordance with Education Code Section 44955(c) the governing Board
3 shall make assignments and reassignments in such a manner that employees shall be
4 retained to render any service which their seniority and qualifications entitle
5 them to render.

6 Upon motion of Member Audrey Yamagata-Noji and duly seconded, the
7 foregoing Resolution was adopted by the following vote:

8 AYES: Jose A. Hernandez, Rob Richardson, Audrey Yamagata-Noji, John Palacio


9 NOES: Roman A. Reyna

10 ABSENT:

11 STATE OF CALIFORNIA)
12) SS
13 COUNTY OF ORANGE)

14 I, Jane Russo, Secretary of the Board of Education of the Santa Ana Unified
15 School District of Orange County, California, hereby certify that the above and
16 foregoing Resolution was duly adopted by the Board of Education at a regular
17 meeting thereof held on the 10 day of February, 2009, and passed by a vote of
18 5-0.

19 IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of February 2009.

20 
21 _____
22 Jane Russo
23 Secretary
24 Board of Education
Santa Ana Unified School District

08/09-2771
RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services by ratification of Resolution No. 08/09-2768 – Authorization of Amendment 01 to Prekindergarten and Family Literacy Contract #CPKP-8048 for the 2008-09 program year.

RESOLUTION

BE IT RESOLVED that the Governing Board of Santa Ana Unified School District

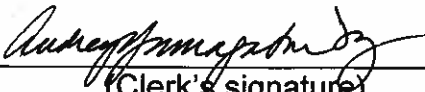
authorizes entering into local agreement number/s 08/09-2771 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Jane Russo</u>	<u>Superintendent</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

PASSED AND ADOPTED THIS 10th day of February 2008/09, by the Governing Board of Santa Ana Unified School District of Orange County, California.

I, Audrey Yamagata-Noji, Ph.D., Clerk of the Governing Board of Santa Ana Unified School District, of Orange, County,

California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

 (Clerk's signature) 2/10/09 (Date)



Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
 Funding Restoration/FT&C Change

DATE: July 01, 2008
CONTRACT NUMBER: CPKP-8048
PROGRAM TYPE: PREKINDERGARTEN AND FAMILY LITERACY PROG
PROJECT NUMBER: 30-6667-00-8

CONTRACTOR'S NAME: SANTA ANA UNIFIED SCHOOL DISTRICT

This agreement with the State of California dated July 01, 2008 designated as number CPKP-8048 shall be amended in the following particulars but no others:

The 2008/09 Funding Terms and Conditions (FT&C) shall be amended in accordance with the attached 2008/09 amended FT&C Language (Attachment A) which by this reference is incorporated herein.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$690,881.00 and inserting \$712,978.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of this agreement shall be \$21.22. (No change)

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 32,558.0 and inserting 33,599.3 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 175. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Margie Burke, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Jane Russo, Superintendent			
TITLE Contracts, Purchasing & Conf Svcs		ADDRESS 1601 E. Chestnut Ave., Santa Ana, CA 92701			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 22,097	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs (OPTIONAL USE) 0656 24818-6667	FUND TITLE General		Department of General Services use only	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 690,881	ITEM 30.10.010. 6100-196-0001	CHAPTER 268	STATUTE 2008	FISCAL YEAR 2008-2009	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 712,978	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6050 Rev-8590				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE			

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 6146.1(a)

InstructionGraduation Requirements - Senior High School**Credit Requirements**

Minimum academic standards for graduation from senior high school in the Santa Ana Unified School District beginning with the Class of 2009 are as follows:

Satisfactory completion of a minimum of two hundred and twenty (220) semester periods of credit.

Semester credit and the time or content equivalency mean:

One period of forty (40) to sixty (60) minutes of instructional time per week throughout one semester or no less than seventeen (17) weeks is the equivalent of one semester credit.

A minimum of twelve (12) clock hours of instructional time provided during the academic year or in a summer school is the equivalent of one semester credit.

In certain cases, with prior approval of the principal, credit may be assigned when equivalent learning is achieved through individualized instructional programs except in subjects for which a minimum of instructional time is specified by law.

Course Requirements

All courses required for high school graduation shall be aligned to District and State standards, where applicable.

A passing grade in the following courses, as part of the 220 semester credits is required for graduation from senior high school in the Santa Ana Unified School District.

- | | |
|----------------|--|
| 1. English | 4 years (40 credits) including English 7-8 or AP English |
| 2. Mathematics | 3 years including Algebra I and Geometry Math courses taken in the seventh and eighth grades that are equivalent to math courses offered at the high school may be used to fulfill part of this requirement. |
| 3. Science | 2 years (20 credits) including one course of Biology/Life Science and one course of Physical Science |

BP 6146.1(b)

- 4. Social Science 3 years (30 credits) including World History, Culture and Geography (10 credits); U.S. History and Geography (10 credits); Principles of American Democracy (5 credits); and Principles of Economics (5 credits)
- 5. Foreign Language 2 years in the same language. Courses in languages other than English taken in seventh and eighth grades may be used to fulfill part of the requirement.
- 6. Visual and Performing Arts 1 year (10 credits) in year-long sequence in a single area (dance, drama/theater, music or visual arts) requiring the first semester as a prerequisite
- 7. College and Career Planning/Technology Study Skills/College and Career Planning to be included in the intermediate and high school curriculum.
- Technology Technology shall be integrated throughout the intermediate and high school curriculum. Technology requirement shall be met through a District approved demonstration of technological competence.
- 8. Physical Education 2 years (20 credits) (maximum of 40 semester credits applied to graduation)

Examination Requirements
(Effective Class of 2004 and beyond)

Students must pass all sections of the California High School Exit Examination (CAHSEE) to be eligible to receive the District High School Diploma.

SANTA ANA UNIFIED SCHOOL DISTRICT

SCHOOL OFFICE ASSISTANT-ELEMENTARY

BASIC FUNCTION:

Under the direction of an elementary school administrator, perform a wide variety of clerical functions assisting in the management of a school office in an elementary school or special school; perform public relations and communication services for the Principal.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification work exclusively in elementary school offices where clerical personnel are small in number and are required to perform a wide variety of tasks in support of the administration of the office. While the accountability for office management remains with School Office Manager Elementary, the School Office Assistant works closely with, and assumes many of the responsibilities of the School Office Manager Elementary. Positions in this classification are distinguished from other school-based classifications at intermediate and high schools due to the scope of activities assigned and the participation with the School Office Manager Elementary in the overall administration of the office.

REPRESENTATIVE DUTIES:

Perform a wide variety of clerical and typing work related to school office functions. **E**

Type letters, reports, bulletins, requisitions, and other items from rough draft copy, marginal notes or verbal instructions. **E**

Assist the School Office Manager Elementary in a variety of attendance and school records functions; assist in the preparation of attendance reports and in maintaining cum folders. **E**

Establish and maintain files and records for the school office and for students and employees as requested. **E**

Serve as receptionist to students, teachers, parents and the general public; answer inquiries concerning standards, procedures, and school programs. **E**

Enroll new students and perform activities related to their registration, attendance, release and transfer; input data into computer system. **E**

Update and maintain bus list. **E**

Order supplies as necessary; process and distribute supplies. **E**

Receive and record funds for District accounts and prepare financial reports as requested providing proper analysis. **E**

SCHOOL OFFICE ASSISTANT-ELEMENTARY – (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Assist in the sale of student body cards, tickets and other fund raising activities. **E**

May work in a variety of departments at a school site. **E**

Assist in the health office as needed by providing and administering first aid, prescribed medications, **taking temperature of students**, and attend to sick or injured students in accordance with District policy and procedure. **E**

Assure that there are health records on file for every student; ~~and~~ alert the school nurse to serious medical conditions and any severe allergies. **E**

May perform basic blood sugar level reading as required for students. **E**

Assist in the health maintenance function; provide assistance as necessary; assist as necessary with records, first aid, and emergencies.

Assist in coordinating efforts of the school in working with parents and faculty; assist parents in filling out lunch applications.

Assist in collecting and accounting for money collected in conjunction with fund-raising and other school activities.

Serve as School Office Manager as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Recordkeeping techniques.

English, grammar, spelling and punctuation.

Oral and written communication skills.

Applicable sections of State Education Code.

Current and basic first aid and CPR.

Bookkeeping principles and financial reporting methods and practices. District rules and policies concerning the operation of student body funds. Financial record keeping operations.

ABILITY TO:

Perform clerical work with speed and accuracy.

Make simple arithmetic calculations.

SCHOOL OFFICE ASSISTANT-ELEMENTARY – (CONTINUED)

ABILITY TO (CONTINUED):

Work cooperatively with others.

Use good judgment regarding appropriate action to assist injured or sick students.

Understand and follow oral and written directions.

Make arithmetic calculations.

Maintain a complete set of student body books and records.

Apply accounting concepts to school operations.

Type at 45 words per minute.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Learn and interpret rules, regulations, laws, and processes.

Operate a variety of office machines including duplicating equipment.

Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school including or supplemented by courses in typing or clerical work and two years of responsible clerical experience involving meeting the public.

LICENSES AND OTHER REQUIREMENTS:

Current Red Cross First Aid Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Elementary or special school environment.

Constant interruptions.

PHYSICAL ABILITIES:

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

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

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

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

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

Board Approved: (7/91 5/01) 11/08

SANTA ANA UNIFIED SCHOOL DISTRICT
SCHOOL OFFICE ASSISTANT - SECONDARY

BASIC FUNCTION:

Under the direction of a secondary school administrator, perform a wide variety of clerical and secretarial work in support of specific functional areas; perform duties involving frequent public contact.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are assigned exclusively to secondary school offices and activities. The School Office Assistant - Secondary is a highly skilled specialist. Duties are of a complex nature involving extensive technical knowledge of a function or activity such as guidance, control, or curriculum. Incumbents may be responsible for a "one person" office or department within a school.

REPRESENTATIVE DUTIES:

Plan, schedule and perform a wide variety of difficult and complex clerical/secretarial and typing work related to specialized functions requiring considerable knowledge of policies, terminology and procedures; serve as office receptionist. **E**

Perform secretarial functions for one or more assistant principals; act as resource person for school or office policies and practices; provide information regarding facts and interpretations of programs or District policies or procedures. **E**

Compose, prepare, and type correspondence, memoranda, and statistical reports; process requisitions; and assist in preparation of the budget. **E**

Prepare documents based on data obtained from records and other sources; process data in accordance with prescribed procedure; prepare periodic reports involving research from various source;s and working out details of presentations; maintain records. **E**

Organize office work, make appointments, and schedule meetings for administrators and other personnel; confirm meetings; maintain files and records. **E**

Assist in suspensions, transfers, expulsion reports, attendance student records, financial activities and other student actions. **E**

Receive and record funds for District accounts and prepare financial reports as requested providing proper analysis. **E**

May work in a variety of departments at a school site. **E**

Assist in the sale of student body cards, tickets and other fund raising activities. **E**

SCHOOL OFFICE ASSISTANT – SECONDARY – (CONTINUED):

REPRESENTATIVE DUTIES (CONTINUED):

Assist in the health office as needed by providing and administering first aid, prescribed medications, **taking temperature of students**, and attend to sick or injured students in accordance with District policy and procedure. **E**

Assure that there are health records on file for every students; and alert the school nurse to serious medical conditions and any severe allergies. **E**

May perform basic blood sugar level reading as required for students. **E**

Deal directly with students, parents and the public to respond to questions, schedule appointments and interviews; ~~and~~ assist in carrying out the purpose of the office with respect to student matters; prepare and send transcripts. **E**

Operate various office machines and equipment as required. **E**

Order buses for school activities. **E**

Collect, count, record and make deposits. **E**

Serve as School Office Manager as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Bookkeeping principles and financial reporting methods and practices. District rules and policies concerning the operation of student body funds. Financial record keeping operations.

Modern office practices, procedures and equipment.

Recordkeeping techniques.

English, grammar, spelling and punctuation.

Reading and writing communication skills.

School organization, operating policies and objectives.

Applicable sections of State Education Code.

Technical aspects of field of specialty.

City and community.

Current and basic first aid and CPR.

ABILITY TO:

Interpret rules, regulations, and policies.

Operate modern office equipment, including computer equipment.

Make simple arithmetic calculations.

SCHOOL OFFICE ASSISTANT – SECONDARY – (CONTINUED):

ABILITY TO (CONTINUED):

- Understand and follow oral and written directions.
- Work cooperatively with others.
- Type at 45 words per minute.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Use good judgment regarding appropriate action to assist injured or sick students.
- Make arithmetic calculations.
- Maintain a complete set of student body books and records.
- Apply accounting concepts to school operations.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Work confidentially with discretion.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of increasingly responsible experience in clerical and secretarial work.

LICENSES AND OTHER REQUIREMENTS:

Current Red Cross First Aid/CPR Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- May be assigned to a school site with frequent distractions and interruptions.

PHYSICAL ABILITIES:

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

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

Board Approved: (7/88 5/01) 11/08

SANTA ANA UNIFIED SCHOOL DISTRICT

LIBRARY/MEDIA TECHNICIAN

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

Receive, process, distribute or circulate and re-shelve print and non-print materials, including textbooks, hardware and software items, and instructional supplies. **E**

Furnish work direction to clerical, student and volunteer workers. **E**

Assist students and teachers in locating and selecting appropriate materials; prepare materials for instructional activities. **E**

Maintain records of daily activity schedule, circulation and statistics, inventory, and payment for lost or damaged materials and fines. **E**

Prepare and send overdue notices required. **E**

Maintain shelf lists and bibliographies; review card catalog for correctness, accuracy, and completeness. **E**

Type book order information, requisitions, budget requests, and other forms. **E**

Prepare materials to be re-bound, repaired, replaced, or discarded. **E**

Design and provide motivational displays such as bulletin boards and dioramas. **E**

Set up, operate, and inspect equipment; **make recommendations as necessary to repair and/or replace appropriate equipment and software.** ~~perform minor repairs and adjustments on hardware and software.~~ **E**

Coordinate off-site maintenance and repairs of equipment; may deliver material, and equipment as required. **E**

Develop and maintain security and control system of equipment; maintain inventory as required. **E**

Organize facility, maintaining materials in good condition, and assessing facility needs and problems. **E**

LIBRARY/MEDIA TECHNICIAN – (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Interpret facility rules; answer teachers and students' questions and demonstrate correct use of equipment. **E**

Recommend and select print and non-print materials for purchase as determined by defined needs. **E**

Maintain inventory of all school computer lab equipment. E

Assist students with passwords as needed. E

Assist in producing software to supplement instructional programs. **E**

May set up and operate computer equipment for instructional activities; train other staff in basic computer operations; supervise students using computers. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

Make simple arithmetic calculations.
Understand and follow oral and written directions.
Work cooperatively with others.
Type at 40 words per minute.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Plan and supervise work.
Train and supervise personnel.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Use media hardware and develop software.

LIBRARY/MEDIA TECHNICIAN – (CONTINUED):

ABILITY TO (CONTINUED):

File alphabetically and numerically with speed and accuracy.

Operate office and media equipment.

Lift and move library materials, equipment, and furniture.

Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

School library and/or media center environment.

PHYSICAL ABILITIES:

Bending at the waist, kneeling, crouching, and stooping to shelve media material.

Seeing to read a variety of materials.

Hearing and speaking accurately to exchange information.

Sitting or standing for extended periods of time.

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

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: (12/82 3/99 5/01) 11/08

SANTA ANA UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of a Special Education Teacher and Principal, serve as an assistant to certificated personnel in the supervision, care, and instruction of special education students; perform clerical duties as necessary.

REPRESENTATIVE DUTIES:

Instruct and direct student activities to implement and monitor prescribed individualized plans assigned by teacher to individual or small groups of students, reinforcing, or following up on the teacher's lessons with an awareness of the individual's handicapping condition; tutor students in all subjects in accordance with school curriculum. **E**

Assist in non-standardized assessment as directed and provide input to the teacher in the evaluation of student's strengths, needs, and progress. **E**

Follow teacher's direction in assisting modification of inappropriate behavior based upon knowledge of student's IEP. **E**

Assist teacher in the preparation of lesson plans or develop own plan based on teacher's direction and explanation of the student's needs; prepare homework. **E**

Assist teacher in the supervision of students in and out of the classroom; assist in keeping the campus a safe environment for all students. **E**

Prepare materials and operate instructional equipment. **E**

Type or duplicate lessons, texts or other instructional materials. **E**

Maintain records and perform clerical work. **E**

Supervise students during lunchtime, recess or on the school grounds and in the classroom to assist in the teaching of appropriate peer relationships. **E**

Accompany teacher on home visits; may interpret as needed for non-English-speaking students or parents. **E**

Assist in maintaining classroom in a clean, orderly, and healthful condition. **E**
Communicate orally and in written form. **E**

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION – (CONTINUED):

REPRESENTATIVE DUTIES: (CONTINUED):

Accompany students into the community to facilitate instruction in a natural setting according to the student's IEP. **E**

Under supervision of the school nurse and according to medically approved protocols, District procedures and individual student's IEP, provide specialized physical health care services for students who are required to participate and benefit from a school-based educational setting (including but not limited to tube feeding, trachea suctioning, and catheterization). **E**

Assist students in toileting as required, with attention to proper lifting techniques and precautionary health measures. **E**

Accommodate physical disabilities of students; assist students by lifting in and out of wheelchairs, onto changing tables and with special equipment as necessary. **E**

Assist students to transition into self-help skills. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Instructional techniques and methods of preparing instructional materials.

Basic math.

Record-keeping techniques.

English, grammar, spelling and punctuation.

Oral and written communications skills.

Science, social studies and history.

Basic first aid, CPR, and written District procedures for universal precautions.

Basic behavior management techniques.

ABILITY TO:

Make arithmetic calculations.

Understand and follow oral and written directions.

Communicate effectively with others, both orally and in writing.

Establish and maintain effective working relationships with others.

Understand and apply rules, regulations, procedures, and policies.

Understand the exceptional needs of Special Education students and demonstrate compassion accordingly.

Operate instructional and office machines.

Assist with instructional activities in a classroom.

Learn the procedures, functions, and limitations of assigned duties.

Remain calm under stressful conditions.

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION – (CONTINUED):

ABILITY TO (CONTINUED):

Bilingual Spanish proficiency preferred.
Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and some training and/or experience in working with Special Education students. Must meet NCLB requirements – to meet requirement, applicants must possess either an Associate of Arts (A.A.) degree or 48 semester units from college/university or pass District examination.

LICENSES AND OTHER REQUIREMENTS:

Some positions may require a valid California driver's license.
Valid American Red Cross Standard First Aid Certificate or willingness to obtain certificate within six weeks of employment (at employee expense and not on work time).
Valid CPR certificate.
Adequate training to perform job requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.
Driving a vehicle to conduct work; some positions may be required to travel between school sites.

PHYSICAL ABILITIES:

Lifting, carrying, and physically manipulating students to move students in and out of wheelchairs, normally not exceeding sixty (60) pounds.
Pushing students in wheelchairs.
Seeing to monitor student work.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate instructional and medical equipment.
Bending at the waist, kneeling or crouching to assist students.
Sitting or standing for extended periods of time.

HAZARDS:

Contact with blood and other body fluids.

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: (8/94 5/01) 11/08

SANTA ANA UNIFIED SCHOOL DISTRICT

STAGE MANAGER

BASIC FUNCTION:

Under the direction of a Principal IV or designee, maintain a school auditorium and other theatrical facilities on a high school campus; oversee and manage a stage and provide setting and striking scenery for events; build and repair sets and scenery; instruct and supervise students involved in stage work.

REPRESENTATIVE DUTIES:

Maintain theatrical equipment including lighting instruments and control equipment, stage rigging and various types of sound equipment. **E**

Organize and prepare for outside organizations which use school facilities. **E**

Design and supervise the building of sets and props for student theatrical productions; provide for space and proper control over costumes. **E**

Oversee the stage activities for acts and attractions scheduled for all school assemblies held in the auditorium. **E**

Perform custodial functions within the auditorium; maintain the auditorium and other theatrical facilities in a clean and safe manner. **E**

Oversee use of equipment and check equipment to prevent injury from falling objects, electrical shock, and fire. **E**

Set up and operate video and audio equipment; maintain inventory and check out audio-visual equipment; instruct students on operation of equipment. **E**

Confer with school officials on coming events to determine best methods to use facilities. **E**

Assign work of students in class of stage management; assist the assigned teacher in directing work of students. **E**

Assist in preparing annual budget estimates of labor, material, and supplies.

Assist in the planning and distribution of athletic equipment, textbooks, and related supplies. Assistance that is provided on textbooks shall be limited to periods when textbooks are received and distributed. E

Assist in collecting athletic equipment, textbooks, and related supplies during limited periods from students after use; inspect for damaged athletic equipment and assist with minor repairs. Major repairs shall be reported to the appropriate personnel. E

STAGE MANAGER (CONTINUED):

Assist in repairing, cleaning, and storing of athletic equipment not in use. E

Assist in maintaining inventory of athletic equipment. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Theatrical equipment and stage management techniques.

Electricity and electrical equipment used in stage productions.

Modern stage set design, construction, and maintenance.

Stage equipment including curtains and draperies and their operation, rigging, and safety.

Use of power wood shop tools.

ABILITY TO:

Prepare budget estimates.

Maintain effective public relations with exhibitors, agents, and arrangers.

Understand and follow oral and written directions.

Work cooperatively with others.

Establish and maintain effective working relationships with others.

Communicate effectively with others.

Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year of experience in stage work involving maintenance and repair of scenery, rigging and some electrical work.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL ABILITIES:

Seeing to view sets and read materials.

Lifting and moving moderately heavy objects, not normally exceeding sixty (60) pounds.

Reaching over head, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Climbing ladders and working from heights.

Dexterity of hands and fingers to operate tools and equipment used in designing theatrical sets.

STAGE MANAGER (CONTINUED):

HAZARDS:

Working at heights.

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: (12/82) 5/01

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - February 10, 2009

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
RESIGNATIONS					
Yang, Shenhan	Teacher	Willard	January 30, 2009		Personal - 1 year and 4 months
ABSENCE (3 to 20 duty days)					
Kirkwood, Kimberly	Teacher	Martin	January 27, 2009	February 25, 2009	Child Care
EXTENSION OF LEAVE OF ABSENCE (21 Days or more)					
Wehrhan, Michelle	Teacher	Willard	January 31, 2009	June 30, 2009	Personal
Wehrhan, Michelle	Teacher	Willard	July 1, 2009	June 30, 2010	Personal
NEW HIRE/RE-HIRES					
Bastani, Mitra	Teacher	Lorin Grisnet	January 28, 2009		New Hire - 44920
Canning, Jennifer	Teacher	Carr	January 20, 2009		New Hire - 44920
Garcia, Juan	Teacher	Santa Ana	January 23, 2009		New Hire - 44920
Lee, Christopher	Teacher	Century	January 12, 2009		Rehire - Permanent
Salazar, Nicole	Teacher	Mitchell	January 22, 2009		New Hire - Intern
CHANGE IN STATUS					
Duran, Corrine	Teacher	McFadden	August 27, 2008		From 44920 to Probationary I
Ellis, Jonathan	Teacher	Lincoln	August 27, 2008		From Intern to Probationary I

CERTIFICATED PERSONNEL CALENDAR

**Personnel Calendar
Board Meeting - February 10, 2009**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CHANGE IN STATUS (continued)					
Floriano, Raquel	Teacher	Edison	September 18, 2008		From 44920 to Probationary I
Holloway, Jennifer	Teacher	McFadden	September 18, 2008		From 44920 to Probationary I
Olmedo-Ardis, Adrian	Teacher	Valley	September 2, 2008		From Intern to Probationary I
Orlando, Keely	Project Coordinator	Cal-Safe Program	August 27, 2008		From 44909 to Probationary I
Torrez, Ramiro	Teacher	Esqueda	September 17, 2008		From 44920 to Probationary I
ADDITIONAL ASSIGNMENTS					
Aguilera, Jose	Teacher	Carr	August 28, 2008	June 30, 2009	Extra Period
Cervantes, Alfredo	Teacher	Carr	August 28, 2008	June 30, 2009	Extra Period
Chen, George	Teacher	Century	October 30, 2008	June 19, 2009	Extra Period
Perez, Maria	Teacher	Carr	August 28, 2008	June 30, 2009	Extra Period
Presnell, Victoria	Teacher	Century	October 30, 2008	June 19, 2009	Extra Period
Rendon, Rocio	Teacher	Century	October 30, 2008	June 19, 2009	Extra Period
CO-CURRICULAR ASSIGNMENTS					
Fields, Jennie		Valley	2008-09		Journalism
Handley, Stephanie		Segerstrom	2008-09		Orange County Academic Decathlon

CERTIFICATED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - February 10, 2009

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
CO-CURRICULAR ASSIGNMENTS (continued)					
Olzak, Karen		Segerstrom	2008-09		Orchestra
GRADE LEVEL LEADERS					
Fleming, Eric		Esqueda	2008-09		
Holst, Christopher		Esqueda	2008-09		
Jacobs, Linda		Esqueda	2008-09		
Johnson, Georgia		Esqueda	2008-09		
Kiwerski, Pamela		Esqueda	2008-09		
Segura, Gabriela		Esqueda	2008-09		
Avdee, Michael		Fremont	2008-09		
Cuamea, Lesly		Fremont	2008-09		
Casey, Kimberly		Fremont	2008-09		
Manriquez, Denise		Fremont	2008-09		
Wagstaff, Kelli		Fremont	2008-09		
Cuellar, Alicia		Heroes	2008-09		
Espinoza, Marguerite		Heroes	2008-09		
Fernandez, Pablo		Heroes	2008-09		
Franco, Veronica		Heroes	2008-09		
Noriega, Belinda		Heroes	2008-09		
Ramirez, Melissa		Heroes	2008-09		
Santana, Richard		Heroes	2008-09		
Wood, Jennifer		Heroes	2008-09		

Personnel Calendar

Board Meeting - February 10, 2009

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
ELEMENTARY STUDENT GOVERNMENT/COUNSEL ADVISOR					
Bravo-Taylor, Alina		Fremont	2008-09		
WINTER SPORTS					
Urrea, Gustavo	Assistant Coach	Century	2008-09		Soccer (Boys)
WINTER SPORTS CORRECTION					
Snyder, William	Assistant Coach	Godinez	2008-09		Basketball (Boys)
Vlasic, Christopher	Head Coach	Godinez	2008-09		Basketball (Boys)
APPROVAL TO REQUEST WAIVER OF CLAD CERTIFICATE - 2008-2009 SCHOOL YEAR					
Young, Brett	ROTC	Santa Ana	2008-09		

**AGENDA ITEM REQUESTS
CERTIFICATED
2008-09**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
District Art Song Competition	Visual and Performing Arts	General	\$300	February 3, 2009

Personnel Calendar
Board Meeting - February 10, 2009

CLASSIFIED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
RECLASSIFICATION						
Contreras, Gloria	Autism Paraprofessional	Muir	August 28, 2008		24/4	
RESIGNATION						
Bermudez, Carmen	Admin. Clk. II	Research & Evaluation	December 31, 2008			10 years, 11 months
LEAVE OF ABSENCE (21 or more days) - Without Pay						
Gaytan, Claudia	Instr. Asst. Bilit.	Lincoln	November 13, 2008	January 16, 2009		
PROBATIONARY APPOINTMENTS						
Aguilar, Brenda	SSP - Special Education	Willard	January 12, 2009		19/1	
Avila, Viridiana	SSP - Special Education	McFadden	January 13, 2009		19/1	
Betancourt, Andres	Plumber II	Bldg. Svcs.	January 5, 2009		36/1	
Esparza, Sergio	SSP - Special Education	Martin	December 11, 2008		19/1	
Gallardo, Carlos	Plumber II	Bldg. Svcs.	January 6, 2009		36/1	
Lopez, Gary	Claims Asst.	Risk Mgt.	December 22, 2008		22/1	
Mata, Margarita	SSP - Special Education	Adams	January 12, 2009		19/1	
Mikhail, Brandon	SSP - Special Education	Willard	January 12, 2009		19/1	
Mora, Crystal	SSP - Special Education	MacArthur	January 12, 2009		19/1	
Overbey, Sarah	SSP - Special Education	McFadden	January 13, 2009		19/1	
Pepin, Melissa	SSP - Special Education	McFadden	January 13, 2009		16/1	
Rowe, Myrnalou	Teacher's Aide	Head Start	December 8, 2008		10/1	
Scheie, Sarah	Stage Manager	Century	January 21, 2009		28/1	
Tagalao, Vanessa	SSP - Special Education	McFadden	December 10, 2008		19/1	

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - February 10, 2009

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
PROMOTIONAL APPOINTMENTS						
Arroyo, Lora	Fd. Svc. Supvr. Elem.	Walker	January 12, 2009		15/3	
Cota, Leobigildo	Roving Lead Cust.	Bldg. Svcs.	January 27, 2009		28/2 + Diff.	
Garcia, Juan	Roving Lead Cust.	Bldg. Svcs.	January 27, 2009		28/5 + Diff.	
Gonzalez, Jose	Roving Lead Cust.	Bldg. Svcs.	January 27, 2009		28/5 + Diff.	
Hernandez, Fernando	Roving Lead Cust.	Bldg. Svcs.	January 27, 2009		28/5 + Diff.	
Leon, Edward	Roving Lead Cust.	Bldg. Svcs.	January 27, 2009		28/2 + Diff.	
Melgar, Marco	Roving Lead Cust.	Bldg. Svcs.	January 27, 2009		28/5 + Diff.	
Murillo, Jesse	Roving Lead Cust.	Bldg. Svcs.	January 27, 2009		28/6 + Diff.	
Penunuri, Jesse	Instr. Asst. Sev. Dis.	Godinez	November 3, 2008		20/4	
Palomino, John	Roving Lead Cust.	Bldg. Svcs.	January 27, 2008		28/5 + Diff.	
Segundo, Martin	Autism Paraprofessional	Sp. Ed.	August 28, 2008		24/3 + Bil.	
Tapia, Lourdes	Fd. Svc. Supvr. Elem.	Heroes	January 12, 2009		15/5	
Velasco, Jose	Roving Lead Cust.	Bldg. Svcs.	January 27, 2009		28/5 + Diff.	
REASSIGNMENTS						
Gallardo, Elvia	Site Clerk	Saddleback	January 21, 2009		24/5	
Hidalgo, Amelia	Instr. Asst. Bilit.	Edison	January 12, 2009		16/6 + Bil.	
Macias, Alfredo	Athletic Field	Valley	December 22, 2008		25/6	
Perez, Marcos	Groundskeeper	Sierra	August 28, 2008		19/6	
Perez, Marcos	SSP- Special Education	Jackson	January 12, 2009		26/6	
Plascencia, Rebecca	Instr. Asst. Comp.	Franklin	January 22, 2009		20/4	
Valdez, Eva	Instr. Asst. Sev. Dis.	Madison	December 22, 2008		24/3 + Bil.	
Valdez, Eva	Site Clerk					

CLASSIFIED PERSONNEL CALENDAR

Personnel Calendar
Board Meeting - February 10, 2009

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ADDITIONAL ASSIGNMENTS						
Hoang, Thu-Nguyen	Instr. Asst. Sp. Ed.	Jefferson	August 28, 2008		15/6 + Bil. + Sp. Ed.. (1)	
Juarez, Brenda	Instr. Asst. Sp. Ed.	Davis	August 28, 2008		15/4 + Bil. + Sp. Ed. (1)	
TEMPORARY ASSIGNMENTS - Out of Class Compensation						
Beltran, Hilario	Mgr. of Cust. Svcs.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/6 + Diff. + 10 a day	
Cota, Leobigildo	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/2 + Diff.	
Garcia, Bobby	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/5 + Diff.	
Johnson, Jeff	Alarm Monitor Dispatcher	School Police	October 13, 2008	June 30, 2009	22/4 + Graveyard	
Letona, Jules	Sr. Acct. Clk.	Accounting	December 1, 2008	December 31, 2008	28/6	
Lopez, Arnulfo	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/5 + Diff.	
Melgar, Marco	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/5 + Diff.	
Mendoza, Jorge	Sch. Off. Mgr. Elem.	Carver	December 8, 2008	January 31, 2009	28/6	
Munoz, Susana	Fd. Svc. Supvr. Elem.	Fd. 4 Thght.	December 2, 2008	June 30, 2009	15/4	
Murillo, Jesse	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/6 + Diff.	
Nieto, Cesar	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/5 + Diff.	
Nunez, Jesse	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/5 + Diff.	
Palomino, John	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/5 + Diff.	
Stockton, Gordon	Mgr. of Cust. Svcs.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/6 + Diff. + 10 a day	
Velasco, Jose	Roving Lead Cust.	Bldg. Svcs.	December 1, 2008	January 30, 2009	28/5 + Diff.	
Zuniga, Luis	Buyer	Purchasing	December 18, 2008	January 9, 2009	33/6	

**Personnel Calendar
Board Meeting - February 10, 2009**

CLASSIFIED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
ACTIVITY SUPERVISORS						
Alvarado Ramos, Nancy	Activity Supervisor	Willard	December 17, 2008			
Angebrandt, Lisa-Anne	Activity Supervisor	Muir	December 17, 2008			
Savalia, Piyushaben	Activity Supervisor	Muir	December 17, 2008			
HOURLY APPOINTMENTS						
Ceballos, Elizabeth	Instr. Provider	Saddleback	January 12, 2009			
Shah, Payal	Admin. Clk. II	PIO	October 20, 2008			
SUBSTITUTES						
Amezquita, Carlos	Custodian		January 19, 2009			
Athas, Greg	Custodian		December 19, 2008			
Carlson, Deborah	Instr. Asst.		January 20, 2009			
Gomez, Maria	District Safety Officer		January 15, 2009			
Lopez, Joaquin	Instr. Asst.		November 25, 2008			
Ramirez, Carla	Instr. Asst.		December 19, 2008			
Vasquez, Lorena	Instr. Asst.		January 8, 2009			
Waller, Iona	IMC		January 8, 2009			
ATHLETIC SPECIALIST						
Miller, David	Asst. Basketball	Century	January 13, 2009		\$19.27	
Hayes, Rick	Asst. Basketball	Segerstrom	January 12, 2009		\$19.27	

Personnel Calendar
Board Meeting - February 10, 2009

CLASSIFIED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<u>ADMINISTRATIVE APPOINTMENT</u>						
Arroyos, Paul	Manager of Custodial Services	Bldg. Svcs.	February 11, 2009		Level 22 Step 1	

**AGENDA ITEMS REQUESTS
CLASSIFIED
2008-09 School Year**

TITLE OF ACTIVITY	SITE	FUNDING	NOT TO EXCEED	EFFECTIVE
CAHSEE Administration	Santa Ana	TRSSP	\$250	March 12, 2009
Extra Duty - SSP Translation	Special Education	Special Education	\$12,800	August 27, 2008
Translation for conferences	Remington	Title 1	\$600	December 4, 2008