

AGENDA ITEM BACKUP SHEET
September 28, 2010

Board Meeting

TITLE: Approval of Listing of Agreements/Contracts With Santa Ana Unified School District and Various Consultants Submitted for Period of August 25, 2010 through September 14, 2010

ITEM: Consent

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

PREPARED BY: Karen Aepli, Director, Purchasing & Stores

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board approval of the listing of agreements/contracts with Santa Ana Unified School District and various consultants submitted for the period of August 25, 2010 through September 14, 2010.

RATIONALE:

Consultants have been requested by various sites to enhance educational programs and professional staff development for the District staff.

The attached list shows various consultants that will provide services throughout the District. A detailed list is attached for consultants under \$250,000.

FUNDING:

Not Applicable

RECOMMENDATION:

Approve the listing of agreements/contracts with the Santa Ana Unified School District and various consultants submitted for the period of August 25, 2010 through September 14, 2010.

2010-11 LISTING OF CONSULTANTS/CONTRACTED SERVICES
Submitting Division: Business Services
September 28, 2010

NO.	NAME	IMPLICATIONS FOR THE DISTRICT/TYPE OF SERVICE	ANNUAL RENEWAL	FUNDING SOURCE	MAXIMUM NOT TO EXCEED	REQ. NO.
1.	Orange County Department of Education, Safe Schools & Support Services	Provide: 1) Evidence-Based Project Towards No Drug Abuse Prevention Curriculum, youth development activities, drug education referrals and resources and coordination of parent nights; Alcohol, Tobacco, Other Drug (ATOD) workshops at schools for staff and teachers 2) Anti-Bullying/Sexual Minority Youth Workshops.	No	Title IV	\$87,510	108380

2010-11 LISTING OF CONSULTANTS/CONTRACTED SERVICES
Submitting Division: Educational Services Department
September 28, 2010

NO.	NAME	IMPLICATIONS FOR THE DISTRICT/TYPE OF SERVICE	ANNUAL RENEWAL	FUNDING SOURCE	MAXIMUM NOT TO EXCEED	REQ. NO.
1.	Rebeca Juarez	Consultant will provide research based strategies that support student engagement for our beginning teachers.		Head Start	\$24,990	106799
2.	Orange County Opera, Inc.	Consultant will perform Opera "Barber of Seville" for Franklin Elementary School. Two assemblies will be provided for students 2 nd - 3 rd grade and 4 th - 5 th grade on October 22, 2010.		Title I	\$775	107718
3.	Radon L. Rodriguez	Consultant will provide services for specifically selected at-risk students and families focus on developing specific behavior skills of King Elementary.		Title I	\$6,000	107805
4.	Michael A. Gonzalez	Consultant will provide services for families and at-risk-youth to overcome gang and personal challenges using interactive life defining interventions at King Elementary.		Title I	\$2,000	107811
5.	Dennis Parker	Consultant will provide services for Lowell staff to continue conducting staff development in Strategic Schooling Practices.		Title III	\$10,000	107840
6.	Dianne R. Johnson	Consultant will advise and assist on staff training, project implementation, collection, and interpretation of project data. She will participate in evaluator meetings to keep abreast on current issues related to overseeing a successful literacy, adult education and early childhood education program and write a grant for the program.		Even Start	\$5,000	108036

2010-11 LISTING OF CONSULTANTS/CONTRACTED SERVICES
Submitting Division: Special Education Department
September 28, 2010

NO.	NAME	IMPLICATIONS FOR THE DISTRICT/TYPE OF SERVICE	ANNUAL RENEWAL	FUNDING SOURCE	MAXIMUM NOT TO EXCEED	REQ. NO.
1.	Turning Point Center for Families	Provide a drug abuse prevention counseling program at secondary schools.		Title IV	\$21,040	108227
2.	American Alliance for Health, Physical Education, Recreation and Dance	Provide an in-service on the Adapted Physical Education Assessment Scale-II (APEAS-II) which is a new test used by the Adapted Physical Education (APE) teachers to assess students.		Medi-Cal	\$1,000	108064
3.	Sopris West, Inc.	Increase to P.O. 260722 for individual coaching for teachers on the implementation of Intensive Intervention English Language Arts Program for the 2010-11 school year.		ARRA Title I	\$57,500	108247

AGENDA ITEM BACKUP SHEET

1.10

September 28, 2010

Board Meeting

TITLE: Ratification of Substitute Subcontractor for Heating System Replacement at Santa Ana High School Under Emergency Repair Program

ITEM: Consent

SUBMITTED BY: Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations

PREPARED BY: Todd Butcher, Manager of Construction

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board ratification to substitute subcontractor for heating system replacement at Santa Ana High School as per Public Contract Code Section 4107, "when the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract or fails or refuses to meet the bond requirement for the scope of work specified." Board approval of subcontractor substitution is not required by code, but is presented for transparency purposes.

RATIONALE:

USS Cal Builders, Inc. is the listed prime contractor for Bid Package No. 406 at Santa Ana High School under the Emergency Repair Program. USS Cal Builders, Inc. has requested the substitution from Sigma Mechanical, Inc. with the following three subcontractors: Aramco Mechanical Inc. for mechanical scope, Anderson Mechanical Systems, Inc. for mechanical piping and Control Technologies West, Inc. for mechanical controls as the heating system replacement subcontractors due to Sigma Mechanical, Inc. refusal to execute a written contract and refusal to meet the specified bonding requirements. The District has followed Public Contract Code Section 4107 by sending notification to Sigma Mechanical, Inc.

FUNDING:

Not Applicable

RECOMMENDATION:

Ratify substitute subcontractors for heating system replacement at Santa Ana High School under Emergency Repair Program.



USS CAL BUILDERS
Building Your Future

Received By

AUG 26 2010

T 714 828 4882
F 714 828 9498

PCM3, INC.

August 12, 2010

Via Fax: 714-953-8583

Jeff Thrift
PCM3, Inc.
3529 S Greenville Street
Santa Ana, Ca 92704

RE: ERP-406 SAHS Heating System Replacement

Dear Jeff,

Please see attached letter from Sigma Mechanical Inc. withdrawing from ERP-406 Santa Ana HS Heating System Replacement Project.

We will replace Sigma Mechanical with the following:

Aramco Mechanical Inc. - Mechanical Scope
Anderson Mechanical Systems Inc. - Mechanical Piping
Control Technologies West, Inc. - Mechanical Controls

For your information and approval.

Sincerely,

RAMZI RABBAT
Project Manager
USS CAL BUILDERS, INC.



Received By

AUG 26 2010

Sigma Mechanical, Inc. **PCM3, INC.**

13138 Arctic Circle
Santa Fe Springs, CA 90670
Tel. (562) 623-0303
Fax. (562) 684-3650
info@signamechanical.com
Lic # 852989
Exp: 01/31/2011

Date: July 28, 2010

To: USS CAL BUILDERS

Re: Bid Proposal Withdraw
Santa Ana High School ERP 406 - HVAC
520 W Walnut, Santa Ana CA 92701

Dear Allen,

It is with regret to have to inform you of our bid proposal withdraw for the Santa Ana High School ERP406 project due to our inability to perform per our original bid. Therefore SMI will not be able to execute the subcontract agreement presented to us by USSCAL Builders for the above mentioned project. Please contact me with any questions and/or concerns. We look forward to working with you on future projects.

Respectfully,

A handwritten signature in black ink, appearing to read 'Reza Motadel', followed by a long horizontal line.


Reza Motadel
Operations Manager
310.883.8892
reza@signamechanical.com

AGENDA ITEM BACKUP SHEET
September 28, 2010

1.11

Board Meeting

TITLE: **Ratification of Substitute Subcontractor for Asphalt Paving at Santa Ana High School Under Overcrowding Relief Grant Project**

ITEM: **Consent** 

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

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

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board ratification to substitute subcontractor for asphalt paving at Santa Ana High School as per Public Contract Code Section 4107, "when the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract or fails or refuses to meet the bond requirement for the scope of work specified." Board approval of subcontractor substitution is not required by code, but is presented for transparency purposes.

RATIONALE:

Angeles Contractor, Inc. is the listed prime contractor for Bid Package No. 1 at Santa Ana High School under the Overcrowding Relief Grant project. Angeles Contractor, Inc. has requested the substitution from ABC Resources, Inc. to Amcon Development, Inc. as the asphalt paving contractor due to ABC Resources, Inc. refusal to execute a written contract and refusal to meet the specified bonding requirements. The District has followed Public Contract Code Section 4107 by sending notification to ABC Resources, Inc.

FUNDING:

Not Applicable

RECOMMENDATION:

Ratify substitute subcontractor for asphalt paving at Santa Ana High School under Overcrowding Relief Grant project.



State Contr. Lic. 858483
TEL : (714) 443-3655
FAX : (714) 443-3293

8461 Commonwealth Ave., Buena Park, CA 90621

(VIA EMAIL, FACSIMILE, AND CERTIFIED FIRST CLASS MAIL)

Dale McCurry
Santa Ana High School (ORG)
520 W. Walnut Ave
Santa Ana, Ca 92701
B: (714) 953-8521
F: (714) 953-8583

August 19, 2010

Re: Project Name: Santa Ana High School (ORG)
Request for Substitution of Contractor

Dear Mr. McCurry,

The purpose of this letter is to request that Angeles Contractor, Inc. (ACI) be allowed to substitute Amcon Development, Inc (Amcon) in place of ABC Resources, Inc (ABC) to perform the Asphalt Paving scope of work on the above-referenced project. ABC was listed as the designated subcontractor for the Asphalt Paving scope of work at the July 14, 2010 bid opening by ACI. This request is being made pursuant to Public Contract Code section 4107 (a)(1) for the reason that ABC has refused to execute the contract for Santa Ana HS (ORG).

Accordingly, please immediately give notice to ABC of the intent to substitute and of the reasons for the request, as required by the above-mentioned Public Contract Code sections. The address for ABC is 1527 W. State Street, Ontario, Ca 91762. ABC's license number is 538680.

Amcon is located at 16035 Phoenix Dr, City of Industry, Ca 91745. Amcon's license number is 819852.

Thank you for your prompt attention to this matter.

Regards,

Darius Lee
Project Manager
Angeles Contractor, Inc.

**ABC Resources, Inc.**

State License # 538680

1527 W State Street

Ontario, CA 91762

Bret Schaefer

Phone # (909) 988-0390

Fax # (909) 988-6201

E-mail: Bret@ABCResources.biz

Cover Letter

Page 1 of 1

Date: 08/27/2010

Customer

Angeles Contractor Incorporated

8461 Commonwealth Ave.

Buena Park, CA 90621

Attn: Ken

Phone: 714 443-3855 / Fax: 714 4 3-3293

Project

Santa Ana HS 2 Story Classroom Bldg (ORG) / Site / Field Impr

520 W Walnut St

Santa Ana, CA 92701

Dear Ken,

ABC Resources would like to forego and not execute the asphalt paving contract for Santa Ana HS (ORG).

If you have any questions please feel free contact our office. Thanks,

Regards,

Bret Schaefer

AGENDA ITEM BACKUP SHEET
September 28, 2010

1.12

Board Meeting

TITLE: Ratification of Substitute Subcontractor for Demolition/Site Clearing
at Santa Ana High School Under Overcrowding Relief Grant Project

ITEM: Consent

SUBMITTED BY: Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations

PREPARED BY: Todd Butcher, Manager of Construction

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board ratification to substitute subcontractor for demolition/site clearing at Santa Ana High School as per Public Contract Code Section 4107, "when the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract or fails or refuses to meet the bond requirement for the scope of work specified." Board approval of subcontractor substitution is not required by code, but is presented for transparency purposes.

RATIONALE:

Angeles Contractor, Inc. is the listed prime contractor for Bid Package No. 1 at Santa Ana High School under the Overcrowding Relief Grant project. Angeles Contractor, Inc. has requested the substitution from Hulk Enterprises to Amcon Development, Inc. as the asphalt paving contractor due to Hulk Enterprises refusal to execute a written contract and refusal to meet the specified bonding requirements. The District has followed Public Contract Code Section 4107 by sending notification to Hulk Enterprises.

FUNDING:

Not Applicable

RECOMMENDATION:

Ratify substitute subcontractor for demolition/site clearing at Santa Ana High School under Overcrowding Relief Grant project.



State Contr. Lic. 858483
TEL : (714) 443-3655
FAX : (714) 443-3293

8461 Commonwealth Ave., Buena Park, CA 90621

(VIA EMAIL, FACSIMILE, AND CERTIFIED FIRST CLASS MAIL)

Dale McCurry
Santa Ana High School (ORG)
520 W. Walnut Ave,
Santa Ana, Ca 92701
B: (714) 953-8521
F: (714) 953-8583

August 19, 2010

Re: Project Name: Santa Ana High School (ORG)
Request for Substitution of Contractor

Dear Mr. McCurry,

The purpose of this letter is to request that Angeles Contractor, Inc. (ACI) be allowed to substitute Amcon Development, Inc (Amcon) in place of Hulk Enterprises (Hulk) to perform the Demolition/Site Clearing scope of work on the above-referenced project. Hulk was listed as the designated subcontractor for the Demolition/Site Clearing scope of work at the July 14, 2010 bid opening by ACI. This request is being made pursuant to Public Contract Code section 4107 (a)(1) on the grounds that Hulk has requested to decline to execute the subcontract agreement.

Accordingly, please immediately give notice to Hulk of the intent to substitute and of the reasons for the request, as required by the above-mentioned Public Contract Code sections. The address for Hulk is 4352 Lakeview Ave, Yorba Linda, Ca 92886. Hulk's license number is 301390.

Amcon is located at 16035 Phoenix Dr, City of Industry, Ca 91745. Amcon's license number is 819852.

Thank you for your prompt attention to this matter.

Regards,

Darius Lee
Project Manager
Angeles Contractor, Inc.

ANGELES CONTRACTOR INC
8461 COMMONWEALTH AVE
BUENA PARK, CA 90621

AUGUST 11, 2010

PHONE 714-443-3655
FAX 714-443-3293

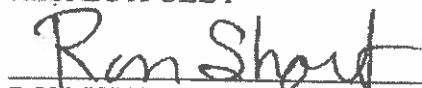
ATTN: MR. RAY YOO

RE: SANTA ANA HIGH SCHOOL

SUBJECT: LETTER OF WITHDRAWL

HULK ENTERPRISES WOULD LIKE TO REQUEST TO WITHDRAW FROM THE SANTA ANA HIGH SCHOOL PROJECT, AND WE (HULK ENTERPRISES) ARE DECLINING TO EXECUTE THE SUB-CONTRACT AGREEMENT.

RESPECTFULLY



RON SHORT CELL PHONE 714-920-4912

Ronald Short
Owner

HULK ENTERPRISES

4352 Lakoview Avenue
Yorba Linda, Ca 92886

California State Contractors
Number 301390
Issued January 8th, 1975
Celebrating 35 Years

AGENDA ITEM BACKUP SHEET
September 28, 2010

1.13

Board Meeting

TITLE: Ratification of Substitute Subcontractor for Concrete at Santa Ana High School Under Overcrowding Relief Grant Project

ITEM: Consent

SUBMITTED BY: Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations

PREPARED BY: Todd Butcher, Manager of Construction

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board ratification to substitute subcontractor for concrete at Santa Ana High School as per Public Contract Code Section 4107, "when the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract or fails or refuses to meet the bond requirement for the scope of work specified." Board approval of subcontractor substitution is not required by code, but is presented for transparency purposes.

RATIONALE:

Angeles Contractor, Inc. is the listed prime contractor for Bid Package No. 1 at Santa Ana High School under the Overcrowding Relief Grant project. Angeles Contractor, Inc. has requested the substitution from SCI, Inc. to Darracq Concrete, Inc. as the concrete contractor due to SCI, Inc. refusal to execute a written contract and refusal to meet the specified bonding requirements. The District has followed Public Contract Code Section 4107 by sending notification to SCI, Inc.

FUNDING:

Not Applicable

RECOMMENDATION:

Ratify substitute subcontractor for concrete at Santa Ana High School under Overcrowding Relief Grant project.



ANGELES CONTRACTOR, INC.
A general contractor

State Contr. Lic. 858483

TEL : (714) 443-3655

FAX : (714) 443-3293

8461 Commonwealth Ave.. Buena Park. CA 90621

(VIA EMAIL, FACSIMILE, AND CERTIFIED FIRST CLASS MAIL)

Dale McCurry
Santa Ana High School (ORG)
520 W. Walnut Ave
Santa Ana, Ca 92701
B: (714) 953-8521
F: (714) 953-8583

September 15, 2010

Re: Project Name: Santa Ana High School (ORG)
Request for Substitution of Contractor

Dear Mr. McCurry,

The purpose of this letter is to request that Angeles Contractor, Inc. (ACI) be allowed to substitute Darracq Concrete (Darracq) in place of SCI, Inc (SCI) to perform the concrete scope of work on the above-referenced project. SCI was listed as the designated subcontractor for the Concrete scope of work at the July 14, 2010 bid opening by ACI. This request is being made pursuant to Public Contract Code section 4107 (a)(1) for the reason that SCI has refused to execute the contract for Santa Ana HS (ORG).

Accordingly, please immediately give notice to SCI of the intent to substitute and of the reasons for the request, as required by the above-mentioned Public Contract Code sections. The address for SCI is 18501 Collier Ave, suite B-106, Lake Elsinore, Ca 92530. SCI's license number is 782607.

Darracq is located at 420 McKinley St, #111-610, Corona, Ca 92879. Darracq's license number is 624356.

Thank you for your prompt attention to this matter.

Regards,

Darius Lee
Project Manager
Angeles Contractor, Inc.



SCI, INC.

LICENSE# 762607

Mr. Darius Lee
Angeles Contracting
8461 Commonwealth Avenue
Buena Park, CA

September 17, 2010

Re: **SANTA ANA HS**
Santa Ana, CA

Dear Darius:

We appreciate the opportunity to submit our bid proposal for the above referenced project. Unfortunately our companies can't agree on scope of work and what we have included and what we don't have. So we would like to forego and not execute the contract for Santa Ana H.S. Good luck in all future endeavors and hopefully someday we are able to work together.

Mike Hepinger
SCI, Inc.



AGENDA ITEM BACKUP SHEET
September 28, 2010

1.14

Board Meeting

TITLE: Acceptance of Completion of Contract for Bid Package 402.2 Phase 2 for Electrical Distribution Yard at Santa Ana High School

ITEM: Consent

SUBMITTED BY: Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations

PREPARED BY: Todd Butcher, Manager of Construction

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board acceptance of completion of contract for Bid Package 402.2 Phase 2 with Al Shankle Construction Co. at Santa Ana High School for electrical distribution yard. The work has been completed in accordance with the terms of the contract.

RATIONALE:

At its November 10, 2009, meeting, the Board awarded bid package 402.2 Phase 2 Electrical Distribution Yard at Santa Ana High School. The District has received close-out confirmation from the Construction Manager and the work has been completed in accordance with the terms of the contract. Per Public Contract Code, Section 9201-9203, requires the local agency to withhold retention from their contract price until final completion and acceptance of the project. Bid Package was within budget.

Bid Package	School	Amount	10% Retention	Contractor
402.2 Phase 2	Santa Ana HS	\$487,769	\$48,776.90	Al Shankle Construction Co.

FUNDING:

Emergency Repair Program State Funding: \$48,776.90 (10% retention)

RECOMMENDATION:

Accept the September 28, 2010, completion of contract with Al Shankle Construction Co. for Bid Package 402.2 Phase 2 for Electrical Distribution Yard at Santa Ana High School in the amount of \$48,776.90 under Emergency Repair Program.

AGENDA ITEM BACKUP SHEET
September 28, 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**

BACKGROUND INFORMATION:

The purpose of this agenda item is for the Board to accept 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 - September 28, 2010

School:	Gift:	Amount:	Donor:	Used for:
Spurgeon Intermediate		\$ 1,000	Mrs. Leslie Williams Lake Forest	Student t-shirts for Cougar Connection Homeroom reward program
Spurgeon Intermediate		\$ 2,000	Mr. and Mrs. Mark Kemmer Laguna Hills	Student t-shirts for Cougar Connection Homeroom reward program
Century High		\$ 588	Target Mr. Gregg Steinhafel Minneapolis, MN	Instructional materials
Century High		\$ 6,000	Affiliated Computer Services, Inc. Ms. Maria A. Jimenez Dallas, TX	Senior scholarships
Santa Ana High		\$ 822	Target Mr. Greg Steinhafel Minneapolis, MN	Staff incentives
September 28, 2010 donations		\$ 10,410		
2010 Total donations	\$ 373,312	\$383,722		

/eh

AGENDA ITEM BACKUP SHEET**September 28, 2010****Board Meeting**

TITLE: Call for Public Hearing: Review Statement of Assurance for Pupil Textbook and Instructional Materials for 2010-11 School Year

ITEM: Action

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

BACKGROUND INFORMATION:

The purpose of this agenda item is to conduct a Public Hearing at the October 12, 2010, Board meeting, as part of the requirement by Education Code Section 60119 and 60422 to review the Statement of Assurance for Pupil Textbook and Instructional Materials for the 2010-11 school year. Student consumables are not part of the Williams Settlement Legislation.

RATIONALE:

Education Code Section 60119 and 60422 requires the governing board of any local agency receiving instructional material funds from any State source to hold a public hearing annually and encourage participation by parents, teachers, members of the community, and bargaining unit leaders. The Public Hearing will take place at the October 12, 2010, Board meeting.

FUNDING:

Not Applicable

RECOMMENDATION:

Call for a Public Hearing on October 12, 2010, to review the Statement of Assurance for Pupil Textbook and Instructional Materials for 2010-11 school year.

AGENDA ITEM BACKUP SHEET
September 28, 2010

Board Meeting

TITLE: Approval of Consultant Agreements With State-Approved Supplemental Educational Services Providers for 2010-11 School Year

ITEM: Action *HW*

SUBMITTED BY: Herman Mendez, Assistant Superintendent, Elementary Education

PREPARED BY: Nuria Solís, Director, EL Programs & Student Achievement

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board approval of the District Elementary and Secondary Education Act, which is required to offer Supplemental Educational Services (SES) to eligible low-income students at SAUSD Title I program Improvement schools in Year 2 or above. The District is obligated to use state-approved SES Providers only. The attached list of state-approved SES providers have expressed an interest in providing tutoring services to SAUSD students for the 2010-11 school year. Parents of eligible low-income students will select one state-approved Supplemental Educational Services Providers to tutor their child in English language arts or math.

RATIONALE:

Each SES Provider has signed the SAUSD SES Master Contract. The California Department of Education requires SAUSD to pay each State-approved SES provider up to \$1,454.82 per student, on a pro-rata basis. In order for supplemental educational services to begin by November 1, 2010, an estimated initial amount not to exceed \$20,000 per SES Provider will be available should the parents request their services. If a specific SES Provider receives more parent requests for services, additional SES funding will be made available in the future.

FUNDING:

Title I: \$1,160,000 at \$20,000 per provider

RECOMMENDATION:

Approve the consultant agreements with the State-approved Supplemental Educational Services providers for the 2010-11 school year.

2010-11 State Approved Providers
for Supplemental Educational Services (SES)

Local Provider Name	Amount to start
#1 A+ Student Learning Academy/Center	\$20,000
1-on-1 Learning with Laptops	\$20,000
A to Z In-Home Tutoring	\$20,000
A Tree of Knowledge Educational Services, Inc.	\$20,000
A+ Educational Centers	\$20,000
A+ Grades Up	\$20,000
AAA Academics	\$20,000
Aavanza	\$20,000
ABC PHONETIC READING SCHOOL, INC.	\$20,000
Able Academics	\$20,000
Academia de Servicio de Tutoria	\$20,000
Academic Advantage, The	\$20,000
Academic Tutoring Services, Inc.	\$20,000
ACE Tutoring Services, Inc.	\$20,000
Adelante Educational Services, Inc.	\$20,000
Alpha Tutoring Services	\$20,000
Alpha Tutoring Services, Incorporated	\$20,000
Alternatives Unlimited, Inc.	\$20,000
Apple Learning Company	\$20,000
Applied Scholastics International	\$20,000
ARC Associates	\$20,000
Arriba Education!	\$20,000
Basic Educational Services Team, Inc.	\$20,000
Boyer Learning Center (Boyer Associates, LLC)	\$20,000
Brain Hurricane	\$20,000
Carney Educational Services	\$20,000
Catapult Learning, LLC	\$20,000
R. Houtzer & Associates, Inc. "DBA" Club Z! In-Home Tutoring	\$20,000
Community College Foundation, The	\$20,000
Daekyo America, Inc.	\$20,000
Doctrina Tutoring	\$20,000
DS Learning	\$20,000
Educate Online	\$20,000
Extreme Learning	\$20,000
Healthy Families	\$20,000
Innovadia	\$20,000
Academic Achievement, Inc. "DBA" KnowledgePoints	\$20,000
Learn It Systems	\$20,000
Learning Curve, Inc., The	\$20,000
Learning Ladder	\$20,000
Math + Think Inc.	\$20,000
Milestones Family Learning Center	\$20,000
Orange County Department of Education STRIDES Program	\$20,000
Our Place Center of Self Esteem	\$20,000
Oxford Tutoring, Inc.	\$20,000
Professional Tutors of America Inc.	\$20,000
Rocket Learning	\$20,000
Smart Kids Tutoring & Learning Center, Inc.	\$20,000
studentnest, Inc.	\$20,000
Sure Prep Learning, LLC	\$20,000
Sylvan Learning Center in Fullerton, Ca (Learning Partners, Inc)	\$20,000
Sylvan Learning Center of Irvine (Knowledge Boost, LLC)	\$20,000
Teach-n-Tutor	\$20,000
THINK Together	\$20,000
Total Education Solutions	\$20,000
Ultimate Success Learning Program	\$20,000
UROK Learning Institute (Advanced Reading Solutions, LLC)	\$20,000
VR Learning	\$20,000

September 28, 2010

Board Meeting

TITLE: Acceptance of Actuarial Study of Workers' Compensation Program as of June 30, 2010

ITEM: Action

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

PREPARED BY: Camille Boden, Executive Director of Risk Management

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board acceptance of the Actuarial Study of the Workers' Compensation Program as of June 30, 2010.

An actuarial study is performed to secure a recommended funding level for the current year and subsequent years to ensure adequate funding for incurred claims. The Santa Ana Unified School District contracted with Arm Tech to perform an Actuarial Study of the Workers' Compensation Program as of June 30, 2010.

RATIONALE:

The Actuarial Study provides the District with specific objectives including: (1) estimate of outstanding losses as of June 30, 2010, (2) projects the financial position of the program as of June 30, 2010, (3) projects losses paid (claim disbursements) during 2010-11 and 2011-12 and (4) provides a recommendation of funding level for 2010-11 and 2011-12.

Based on claim data as of June 30, 2010, the actuarial study shows:

Our estimated outstanding losses (\$19,519,873) have increased from the estimate in the prior actuarial study (\$11,961,465). This is primarily due to an increase in case reserves, which increased from \$6.2 million as of June 30, 2008 to \$12.2 million as of June 30, 2010. The District had increased case reserves due to three recent WCAB opinions on the Almarez, Guzman and Ogilvie cases which dealt with injured worker's whole person impairment rating and their ability to compete in the labor market which can potentially increase permanent disability benefits. The District also now needs Centers for Medicare & Medicaid Services (CMS) approval for buyouts of future medical care which increase potential C&R settlements and injured workers and applicant attorneys are hesitant to settle via C&R. Temporary disability benefit reserves must be maintained. As of 2008, injured workers are entitled up to 204 weeks of benefits within a 5 year span versus 2 years.

See Attachment A and refer to actuarial study.

FUNDING:

Fund 67-Self-Insurance Fund -\$6,022,950 for 2010-11 and \$6,327,610 for 2011-12.

RECOMMENDATION:

Accept Actuarial Study of Workers' Compensation Program as of June 30, 2010 and funding at 70% confidence level for 2010-11 in the approximate amount of \$6,022,950 and approximately \$6,327,610 for 2011-12.

ATTACHMENT A

The **previous** Actuarial Study based on claim data as of **June 30, 2008**, recommended \$4,891,420 as funding for 2009-10:

Recommended Funding for 2009-10 (data as of 6-30-08)

Item	Expected	70% Confidence level
(A) Projected ultimate losses (full value)	\$3,884,000	\$4,388,920
(B) Budgeted expenses	502,500	502,500
(C) Recommended funding (A) + (B)	\$4,386,500	\$4,891,420

The **current** Actuarial Study based on claim data as of **June 30, 2010** recommends \$6,022,950 as funding for 2010-11 and \$6,327,610 as funding for 2011-12:

Recommended Funding for 2010-11 (data as of 6-30-10)

Item	Expected	70% Confidence level
(A) Projected ultimate losses (full value)	\$4,785,000	\$5,407,050
(B) Budgeted expenses	615,900	615,900
(C) Recommended funding (A) + (B)	\$5,400,900	\$6,022,950

Recommended Funding for 2011-12 (data as of 6-30-10)

Item	Expected	70% Confidence level
(A) Projected ultimate losses (full value)	\$5,027,000	\$5,680,510
(B) Budgeted expenses	647,100	647,100
(C) Recommended funding (A) + (B)	\$5,674,100	\$6,327,610

Source: Actuarial study of Workers' Compensation Program as of June 30, 2010 performed by ArmTech Actuarial



Santa Ana Unified School District

Actuarial Study of the Workers Compensation Program as of June 30, 2010

August 25, 2010

August 25, 2010

300136

Santa Ana Unified School District
1601 East Chestnut Avenue
Santa Ana, California 92701

Attn: Ms. Camille Boden
Executive Director of Risk Management

**Actuarial Study of the
Workers Compensation Program
as of June 30, 2010**

This study has been completed for the Santa Ana Unified School District for the specific objectives listed in the study. It contains the analysis and conclusions of our work.

Each section and appendix of the study is an integral part of the whole. We recommend a review of the entire study prior to reliance upon this study.

No key personnel have a relationship with the Santa Ana Unified School District that may impair our objectivity.

Please call if you have any questions. Thank you for the opportunity to be of service.

Respectfully submitted,

ARM TECH

By Mujtaba Datto
Mujtaba Datto, ACAS, MAAA, FCA
Actuarial Practice Leader

MD:blc

X:\ARM Tech\Clients\Actuarial\S\Santa Ana USD 588\2010_06_30\Report\SantaAnaUSD_063010_082510.docx

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C	Exhibits

AGENDA ITEM BACKUP SHEET
September 28, 2010

Board Meeting

TITLE: **Approval of Amendment to Facilities Agreement Between Santa Ana Unified School District and El Sol Science & Arts Academy Charter School**

ITEM: **Action**

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

PREPARED BY: **Mavis Mitchell, Charter Schools Financial Coordinator**

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board approval to amend the Facilities Agreement between SAUSD and El Sol Science and Arts Academy Charter School.

El Sol Science and Arts Academy of Santa Ana and the Santa Ana Unified School District entered into a Charter Facilities Use Agreement dated June 26, 2007, whereby the District allows use of the District's property located at 1010 N. Broadway in Santa Ana by El Sol for the operation of the El Sol Science and Arts Academy of Santa Ana. The agreement expired on June 30, 2010.

At the June 22, 2010, meeting of the Santa Ana Unified School District Board of Education, an amendment extending the original charter facilities use agreement between the parties for an additional ninety (90) days until September 28, 2010, was approved. All other terms and conditions of the Agreement remained in effect.

The parties desire to amend the charter facilities use agreement to extend the term for an additional thirty (30) days until October 28, 2010. All other terms and conditions of the Agreement will remain effect.

RATIONALE:

Pursuant to Section 18 of the current charter facilities use agreement, the agreement may be amended by a written instrument executed by both parties. An amendment to the charter facilities use agreement by and between the parties has been drafted and fully executed by the charter school.

FUNDING:

Not Applicable

RECOMMENDATION:

Approve the Amendment to the Facilities Agreement as drafted.

**AMENDMENT TO CHARTER FACILITIES AGREEMENT
BY AND BETWEEN
SANTA ANA UNIFIED SCHOOL DISTRICT AND
EL SOL SCIENCE AND ARTS ACADEMY OF SANTA ANA**

THIS AMENDMENT ("Amendment") to the Charter Facilities Agreement dated June 26, 2007, by and between Santa Ana Unified School District and El Sol Science and Arts Academy of Santa Ana is made this 28th day of September, 2010, (the "Effective Date"), by and between Santa Ana Unified School District, a public school district organized and existing under the laws of the State of California ("District") and El Sol Science and Arts Academy of Santa Ana, a California non-profit public benefit corporation incorporated for purposes of operating El Sol Science and Arts Academy, a California public charter school ("Charter School"). The District and Charter School are collectively referred to as "the parties."

RECITALS

WHEREAS, El Sol Science and Arts Academy of Santa Ana ("El Sol") and the Santa Ana Unified School District ("District") entered into a Charter Facilities Use Agreement ("Agreement") dated June 26, 2007, whereby the District allows use of the District's property located at 1010 N. Broadway in Santa Ana ("property") by El Sol for the operation of the El Sol Science and Arts Academy of Santa Ana;

WHEREAS, pursuant to Section 1 of the Agreement, the Charter School's right to exclusive use of the Subject Property shall conclude at the expiration of this Agreement on June 30, 2010;

WHEREAS, pursuant to Section 18 of the Agreement, this Agreement, together with its attachments, constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written and may be amended or modified only by a written instrument executed by the Parties;

WHEREAS, at the June 22, 2010, meeting of the Santa Ana Unified School District Board of Education, an amendment extending the original charter facilities use agreement between the parties for ninety (90) days until September 28, 2010, was approved. All other terms and conditions of the Agreement remained in effect;

WHEREAS, the parties desire to amend the charter facilities use agreement to extend the term for an additional thirty (30) days until October 28, 2010. All other terms and conditions of the Agreement will remain effect;

WHEREAS, during the additional thirty (30) day extension of the term of the Agreement, the Parties intend to complete negotiation, in good faith, of a long term lease between the Parties for the Charter School 's use of the property;

NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth, the Parties agree as follows:

Amendment 2. Second Extension of Term of Charter Facilities Agreement by and between Santa Ana Unified School District and El Sol Science and Arts Academy of Santa Ana.

At the June 22, 2010, meeting of the Santa Ana Unified School District Board of Education, an amendment extending the original charter facilities use agreement between the parties for an additional ninety (90) days until September 28, 2010, was approved. The Charter School's right to exclusive use of the Subject Property was extended for an additional ninety (90) days and shall conclude on September 28, 2010.

All other terms and conditions of the Agreement remained in effect.

The parties desire to amend the charter facilities use agreement to extend the term for an additional thirty (30) days until October 28, 2010. All other terms and conditions of the Agreement will remain effect.

During the additional thirty (30) day extension of the term of the Agreement, the Parties intend to complete negotiation, in good faith, of a long term lease between the Parties for the Charter School's use of the Property.

All other terms and conditions of the Agreement will remain in effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the Effective Date.

EL SOL SCIENCE & ARTS ACADEMY OF
SANTA ANA

By _____

Its _____

SANTA ANA UNIFIED SCHOOL DISTRICT

By _____

Its _____

AGENDA ITEM BACKUP SHEET**September 28, 2010****Board Meeting**

TITLE: Authorization to Award Contract for Purchase of Copier Paper for Warehouse Stock

ITEM: Action

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

PREPARED BY: Karen Aeppli, Director, Purchasing & Stores

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board approval to award a contract for the purchase of copier paper for warehouse stock.

RATIONALE:

At the July 27, 2010, Board meeting the Board authorized staff to obtain bids for the purchase of copier paper for warehouse stock. Bids were advertised in the Orange County Register as legally required. Fifteen bids were mailed out; eight bidders responded. Based on the evaluation of all bids received, staff recommends awarding the bid to one bidder, as that bidder, was the lowest, responsive, responsible bidder for six of the nine items requested. Staff recommends award to Unisource Worldwide Inc., in the amount of \$4,498,287. Vendor selection is in compliance with Board policy no. 3311.

FUNDING: General Fund, Not to exceed \$4,498,287

Qualified Bidders	Amount	No. Items Awarded
Unisource Worldwide Inc.	\$4,498,287	9
Unqualified Bidders	Reason	
Liberty Paper	Low bidder for one (1) item	
XPedex, An International Paper Co.	Low bidder for one (1) item	
Ris Paper Co.	Low bidder for one (1) item	
Enterprise Group	Not a low bidder for any individual item	
Kelly Paper	Not a low bidder for any individual item	
Spicers Paper	Not a low bidder for any individual item	
Xerox Corporation	Not a low bidder for any individual item	

RECOMMENDATION:

Authorize staff to award a contract for the purchase of copier paper for warehouse stock, in the amount of \$4,498,287, renewable annually for a period of up to three years, pursuant to Bid No. 3-11.

AGENDA ITEM BACKUP SHEET
September 28, 2010

Board Meeting

TITLE: Authorization to Obtain Bids for School and Office Furniture Districtwide

ITEM: Action

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

PREPARED BY: Karen Aeppli, Director, Purchasing & Stores

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board authorization to obtain bids for school and office furniture Districtwide.

RATIONALE:

Requests are made throughout the year for furniture for new classrooms and offices as a result of Critically Overcrowded School projects, Overcrowding Relief Grant projects, modernizations, reconfigurations and growth. Over the last year, staff has utilized bid pricing from other school districts. Staff believes that better pricing can be obtained by developing a bid to meet the District's specific needs.

FUNDING:

Various Funds as Budgeted: Estimated \$680,000

RECOMMENDATION:

Authorize staff to obtain bids for school and office furniture Districtwide.

AGENDA ITEM BACKUP SHEET
September 28, 2010

Board Meeting

TITLE: Authorization to Obtain Request for Proposal for Readiness and Emergency Management Grant Objectives Districtwide

ITEM: Action

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

PREPARED BY: Camille Boden, Executive Director, Risk Management

Karen Aepli, Director, Purchasing & Stores

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board approval to obtain Request for Proposals (RFP) for readiness and emergency management grant objectives Districtwide.

RATIONALE:

The District has received \$612,423 in Readiness and Emergency Management Grant (REMS) funding. Part of the Grant stipulates that the District provide various public safety trainings to staff, such as Search and Rescue, First Aid, Triage, Crisis Intervention, and Threat Assessment. The RFP will also request a proposal for a Learning Management module to facilitate the training.

As required by the Grant, the District must abide by all Federal and State bidding laws, and is, therefore, requesting Requests for Proposals for these services.

FUNDING:

Readiness and Emergency Management Grant Funds: Estimated \$362,000

RECOMMENDATION:

Authorize staff to obtain Request for Proposals for readiness and emergency management grant objectives Districtwide.

AGENDA ITEM BACKUP SHEET

10.0

September 28, 2010

Board Meeting

TITLE: Adoption of Resolution No. 10/11-2851 To Standardize District Facility Components

ITEM: Action

SUBMITTED BY: Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations

PREPARED BY: Todd Butcher, Manager of Construction

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board approval to adopt a Resolution No. 10/11-2851 to Standardize District Facility Components. Standardization will allow the district staff to perform maintenance on the components limiting the need to contract out services.

RATIONALE:

The Santa Ana Unified School District has spent numerous hours and funds on training of employees for specific type and brands of equipment. Per Public Contract Code Section 3400, this agenda item is for the Board to allow only certain facility components to be authorized for use in SAUSD. Due to the complexity of building systems and the limitations on training for our maintenance staff, this Resolution will allow our Building Services Department to conduct a more streamlined and cost effective process of maintenance for our schools. Approval of standardization items will avoid the use of proprietary components.

Exhibit A (attached) is a list of manufacturers that are currently in use throughout the District that the Building Services staff has been trained to properly maintain.

FUNDING:

Not Applicable

RECOMMENDATION:

Adopt of Resolution 10/11-2851 to Standardize District Facility Components.

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RESOLUTION NO. 10/11-2851

**BOARD OF EDUCATION
SANTA ANA UNIFIED SCHOOL DISTRICT
ORANGE COUNTY, CALIFORNIA
TO STANDARDIZE DISTRICT FACILITY COMPONENTS
FOR THE DESIGNATION OF
SPECIFIC MATERIAL(S), PRODUCT(S), THING(S), OR SERVICE(S) ON
PUBLIC WORKS PROJECTS PURSUANT
TO PUBLIC CONTRACT CODE SECTION 3400(c)(2)**

WHEREAS, pursuant California Public Contract Code section 3400 ("PCC § 3400") and other applicable law, the District wishes to, in specific instances, list and/or designate in its bids or requests for proposals on its public works projects, specific material(s), product(s), thing(s), or service(s);

WHEREAS, PCC § 3400 (c)(2) provides that the District may specify particular material(s), product(s), thing(s), or service(s) in its specifications for bids in connection with the construction, alteration, or repair of public works upon a finding by the District Board that particular material(s), product(s), thing(s), or service(s) are listed for the purpose of matching "other products in use on a particular public improvement either completed or in the course of completion";

WHEREAS, on the District's public works projects, the District desires to list the material(s), product(s), thing(s), or service(s) listed on the attached list (**Exhibit "A"**) as the only acceptable material(s), product(s), thing(s), or service(s) for use on the District's construction projects, because those material(s), product(s), thing(s), or service(s) "match other product(s) in use on other District public improvement(s) either completed or in the course of completion"; (PCC § 3400 (c)(2))

WHEREAS, although PCC § 3400 (c)(2) does not require the Board to make specific findings as to why it wishes to match other products in use, the District believes this action is desirable to, among other reasons, and to the extent applicable to specific material(s), product(s), thing(s), or service(s), because:

- The District has already incurred costs to train its employees to service and maintain specific current product(s) and system(s) throughout District campuses.

- The ongoing maintenance, repair, and other work that District staff and/or service providers will have to perform on those product(s) or system(s) will be simplified, more efficient, and less costly if those persons do not have to service different and varied product(s) and system(s).

- The warranties and guarantees for product(s) and system(s) will be easier to coordinate, track, and call upon in the years to come if they are with the same manufacturers / vendors of the particular product(s) or system(s).

1 • It would be beneficial for the entire District to reduce District costs by implementing
2 uniform system(s) and installing uniform product(s) throughout the District, facilitating
3 maintenance, engineering and overall reliability.
4

5 • The District anticipates future construction, alteration, modernization of existing
6 school sites to, among other things, replace and/or upgrade system(s) at those sites.
7

8 • It would be beneficial to the District to have and use uniform parts and materials
9 throughout the system(s) in use at its sites.
10

11 **WHEREAS**, the District will endeavor to list, whenever feasible, more than one product or
12 system when more than one product or system is acceptable and has already been used at
13 improvement(s) either completed or in the course of completion and the above conditions are
14 sufficiently satisfied.
15

16 **NOW THEREFORE**, the Governing Board of the Santa Ana Unified School District hereby
17 resolves, determines, and finds the following:
18

- 19 1. That the foregoing recitals are true.
- 20
- 21 2. The District has already incurred costs to train its employees to service and maintain specific
22 current product(s) and system(s) throughout District campuses.
23
- 24 3. The ongoing maintenance, repair, and other work that District staff and/or service providers
25 will have to perform on those product(s) or system(s) will be simplified, more efficient, and
26 less costly if those persons do not have to service different and varied product(s) and
27 system(s).
28
- 29 4. The warranties and guarantees for product(s) and system(s) will be easier to coordinate,
30 track, and call upon in the years to come if they are with the same manufacturers / vendors of
31 the particular product(s) or system(s).
32
- 33 5. It would be beneficial for the entire District to reduce District costs by implementing uniform
34 system(s) and installing uniform product(s) throughout the District, facilitating maintenance,
35 engineering and overall reliability.
36
- 37 6. The District anticipates future construction, alteration, modernization of existing school sites
38 to, among other things, replace and/or upgrade system(s) at those sites.
39
- 40 7. It would be beneficial to the District to have and use uniform parts and materials throughout
41 the system(s) in use at its sites.
42
- 43 8. The District will endeavor to list, whenever feasible, more than one product or system when
44 more than one product or system is acceptable and has already been used at improvement(s)
45 either completed or in the course of completion and the above conditions are sufficiently
46 satisfied.

- 1 9. That the material(s), product(s), thing(s), or service(s) listed on **Exhibit "A"** are the only
2 acceptable material(s), product(s), thing(s), or service(s) for use on the District's public
3 works projects, because those material(s), product(s), thing(s), or service(s) match other
4 product(s) in use on other District public improvement(s) either completed or in the course of
5 completion.
6
7 10. That the District shall list in its invitation(s) to bid or other contract solicitations for the
8 District's public works projects, the material(s), product(s), thing(s), or service(s) listed on
9 **Exhibit "A"** as the only acceptable material(s), product(s), thing(s), or service(s) for use on
10 the District's public works projects.
11
12 11. That the District's Superintendent, or the Superintendent's designee, is authorized pursuant
13 to this Resolution to take any action that is necessary to complete the procedures necessary to
14 carry out, give effect to, and comply with the terms and intent of this Resolution.
15
16 12. This Resolution shall take effect upon its adoption.
17

18 **PASSED AND ADOPTED** by the Governing Board of the Santa Ana Unified School District,
19 this 28 day of September, 2010, by the following vote:
20

21 AYES: _____
22

23 NOES: _____
24

25 _____
26 _____, President
27

28 _____
29 _____
30 _____, Clerk
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Exhibit "A"

A. Fire detection and alarm system(s) manufactured by the following manufacture(s):

- Notifier (located at approximately 70% District sites currently)
- Silent Knight (located at approximately 10% District sites currently)

These systems are integral safety components at District sites. In addition to the basis in the Resolution for determining that the Board wishes to match new fire detection and alarm systems to existing systems already in use, the District is endeavoring to better coordinate the training, maintenance, and repair of these systems throughout the District. The ever-increasing cost and coordination of varied systems with a limited maintenance personnel staff and a limited budget for outside vendors, requires the District to limit variance in these types of systems to facilitate more control and cost containment in keeping those systems operational.

B. Carpeting manufactured by the following manufacture(s):

- Tandus Power Bond (located at approximately 50% District sites currently)

The make and type of carpeting dictates the maintenance and repair process for each. District staff has been trained on the repair and cleaning of the above carpet type.

C. Locksets and Cylinders manufactured by the following manufacture(s):

- Schlage (located at approximately 100% District sites currently)

These systems are integral safety components at District sites. In addition to the basis in the Resolution for determining that the Board wishes to match new lock systems to existing systems already in use, the District is endeavoring to facilitate better control over replacement parts, the "re-keying" of locks, and the replacement of lost or stolen keys.

D. Heating, Ventilation and Air-Conditioning Systems manufactured by the following manufacture(s):

- Trane (located at approximately 50% District sites currently)
- York (located at approximately 20% District sites currently)

The District is endeavoring to better coordinate the training, maintenance, and repair of these systems throughout the District. The ever-increasing cost and coordination of varied systems with a limited maintenance personnel staff and a limited budget for outside vendors, requires the District to limit variance in these types of systems to facilitate more control and cost containment in keeping those systems operational.

E. Intrusion Detection Systems manufactured by the following manufacture(s):

- Digital Monitoring Products (DMP)(located at approximately 30% District sites currently)

1 The District has DMP as an integral safety component for our intrusion detection systems. The
2 Digital Monitoring Products are a critical component that completes the software requirements
3 for our entree monitoring system that our Police Department has chosen to provide the safest
4 campuses possible. There are multiple dealers that can provide DMP panels and programming
5 as well as our staff has received training in these software programs.
6
7

8 **F. Intercom Paging System manufactured by the following manufacture(s):**

- 9 • Bogen (located at approximately 10% District sites currently)
- 10 • Rauland (located at approximately 80% District sites currently)
- 11

12 These systems fall in line within endeavor to better coordinate the training, maintenance, and
13 repair of these systems throughout the District. The ever-increasing cost and coordination of
14 varied systems with a limited maintenance personnel staff and a limited budget for outside
15 vendors, requires the District to limit variance in these types of systems to facilitate more control
16 and cost containment in keeping those systems operational.
17
18

19 **G. Plumbing Fixtures and Component Systems manufactured by the following**
20 **manufacture(s):**

- 21 • American Standard (located at approximately 70% District sites currently)
- 22 • Kohler (located at approximately 30% District sites currently)
- 23 • Falcon- Waterless Urinals (located at approximately 100% District sites currently)
- 24 • Chicago Faucets (located at approximately 80% District sites currently)
- 25 • Haws- Drinking Fountains (located at approximately 80% District sites currently)
- 26 • Sloan (located at approximately 80% District sites currently)
- 27 • Zurn (located at approximately 20% District sites currently)
- 28

29 Plumbing fixtures and systems become very unique and system coordinated when they were late
30 to the commercial industry. It is impossible to inventory the various numbers of parts for the
31 vast system differences. Standardization of the systems will help alleviate over stocked items,
32 obsolete parts and allow us the ability to maintain a reasonable inventory. Our staff members
33 have had numerous hours of training on different components such as valves, cartridge
34 replacement, re-built kits, pressure setting etc.
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AGENDA ITEM BACKUP SHEET

11.0

September 28, 2010

Board Meeting

TITLE: Authorization to Proceed With Development of Solar Projects

ITEM: Action

SUBMITTED BY: Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations

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

BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board authorization to proceed with the development of future District solar projects.

RATIONALE:

The District is currently exploring energy solar photovoltaic electric generating system(s), solar thermal heating, and other energy efficiency measures. The energy efficiency/savings projects will result in a reduction in energy consumption or demand. This would reduce monthly energy costs and reduce reliance on the General Fund. In addition, to capture California Solar Initiative (CSI) incentives we need to apply as soon as possible prior to expiration of the CSI program. A feasibility study/preliminary solar assessment was performed to determine the schools identified as Phase II potential projects.

List of potential Sites, Phase II:

1. Century High
2. Santa Ana High
3. Valley High
4. Spurgeon Intermediate
5. MacArthur Fundamental Intermediate
6. Sierra Intermediate
7. Mendez Fundamental Intermediate
8. Godinez Fundamental High
9. District Office

FUNDING:

To Be Determined

RECOMMENDATION:

Authorize staff to proceed with the development of proposed Phase II for future District solar projects.

/rb

AGENDA ITEM BACKUP SHEET
September 28, 2010

Board Meeting

TITLE: Approval of New Job Description: School Operations Administrator – High School

ITEM: Action

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

PREPARED: Chad Hammitt, Executive Director, Human Resources

BACKGROUND INFORMATION:

The purpose of this agenda is to seek Board approval on the new job description: School Operations Administrator – High School. This 12-month position will report to the principal at each of the four (4) transformational high schools - Century, Saddleback, Santa Ana, and Valley. The creation of this position is required as one of the grant components of the \$35 million School Improvement Grant (SIG).

RATIONALE:

This position is essential in providing the ability for the high school site principal at each of the four (4) transformational schools to focus primarily on the transformation process, student achievement, and classroom instruction. The School Operations Administrator, as defined in the School Improvement Grant (SIG), will provide an assistant principal who will allow the principal at each of the four (4) transformational schools to focus on the site improvement plan. This position will direct, supervise, and monitor school operations issues including: facilities, school budgets, classified personnel, planning and scheduling, school activities and clubs, athletics, safety and disaster preparedness, school security, etc. The new job description is attached.

The SIG grant is funding the following positions at all six (6) transformational schools:

- Outreach Consultant – Certificated
- Focus Coordinator – Certificated
- TOSA: Math/ELA – Certificated
- Community and Family Outreach Liaison – Classified (Multi-funded)
- School Operations Administrator – Management

District Office: Director of School Improvement

FUNDING:

School Improvement Grant: Certificated Management Salary Schedule – Grade 46 - \$8,525 - \$9,955

RECOMMENDATION:

Approve the new job description of School Operations Administrator – High School.

SANTA ANA UNIFIED SCHOOL DISTRICT

SCHOOL OPERATIONS ADMINISTRATOR - HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the Principal/designee, direct and coordinate all non-instructional managerial and operational duties for the site; may serve as the Principal in his/her absence; assume primary responsibility for the entire operation of a secondary school.

REPRESENTATIVE DUTIES:

Direct and supervise and evaluate classified staff, facilities budgets and plant utilization to meet the operational/physical plant compliance needs of the community served by the school. E

Report to the Principal regarding needs of the school; implement Board and District policies with respect to the operation of a secondary school. E

Direct activities of the school and its staff members; conduct meetings to communicate school issues, policies and activities. E

Work closely with the site leadership team to properly coordinate school activities and provide direction to school programs. E

Plan, develop, and monitor the comprehensive site budget including the collection and analysis of financial data for current and future budget decisions. E

Maintain and control the various local funds generated by student activities and course fees in accordance with established Board policies and administrative regulations. E

Attend meetings such as athletic leagues, administration, PTA and community groups, Back to School, College Night, Open House, and Board of Education; attend special events held to recognize student achievement. E

Assist in preparing, administering, and closely monitoring all monthly, quarterly, and annual budget and accountability reports for the district, including numerous complex financial and accountability reports to federal, state, and local agencies. E

Assist in the oversight of attendance reporting, staffing, and categorical financial and reporting compliance, agenda items, time cards, and budget justification including preparation of required reports. E

Meet with site administrators and District staff as needed to provide information, graphs, materials and guidance during the categorical budget preparation process; be available to answer questions and advise school and District administrators on the budget process for their programs. E

Work cooperatively and closely with members of the central administrative staff regarding programs, special activities or resolution of school problems. E

SCHOOL OPERATIONS ADMINISTRATOR - HIGH SCHOOL (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Observe and evaluate the school's instructional program; orient newly assigned staff members; evaluate staff; make periodic classroom visits, observe teachers and other personnel. E

Assist and supervise the completion and creation of various school plans and outreach program along with supervision of site security officers. E

Assist in the supervision and control student behavior and discipline, during the regular school day and at school activities; ensure proper disciplinary action in accordance to Board policy. E

Maintain campus operations consistent with school district policies and practices; working with the site principal to develop and monitor a program of public relations with the community; meet individually with parents as necessary and participate in parent meetings; lead a program of community participation and involvement with outside groups; make presentations as requested regarding school activities and programs; organize work cooperatively with parent advisory groups. E

Supervise special programs and state- and federally-funded programs offered at the school; monitor program progress and provide feedback and reports as necessary. E

Assist in the selection of school staff, both certificated and classified; discipline and assign staff and recommend for selection and termination. E

Monitor plant and facilities maintenance; recommend facility repair needs and provide for maintenance as necessary in accordance with District standards. E

Coordinate school activities pertaining to publications of student handbooks, course offerings, accreditation reports, etc. E

Coordinate textbook evaluation; order textbooks; administer textbook budget; supervise textbook inventory, collection and distribution to meet all legally required compliance. E

Assist in the coordination of field trips and conferences. E

Administer the equipment inventory program of the school; supervise the performance of an annual inventory. E

Supervise daily plant operations, campus activities, and bell scheduling. E

Perform related duties as assigned. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School and personnel management.
Student behavior and control.
Curriculum development and implementation.
Community relations.

SCHOOL OPERATIONS ADMINISTRATOR - HIGH SCHOOL (CONTINUED)

KNOWLEDGE AND ABILITIES: (CONTINUED)

KNOWLEDGE OF: (CONTINUED)

District rules and regulations.
Modern office practices, procedures and equipment.
Health and safety regulations.
School District organization, operations, policies and objectives.
Principles and practices of administration, supervision, and training.
Applicable federal, state, local laws and Education Code.
Student needs of differing socioeconomic and ethnic backgrounds.
Technology.
State standards and assessments.
Budget techniques and fiscal procedures.
Financial and educational record-keeping procedures.
Current technology related to categorical budgetary process.
Reading, oral and written communication skills.
Problem solving techniques.

ABILITY TO:

Organize, plan and supervise the work of others.
Communicate effectively both orally and in writing.
Conduct meetings.
Work confidentially with discretion.
Meet schedules and time lines.
Interpret state and local laws, codes and regulations.
Train, supervise, and evaluate personnel.
Plan and supervise work.
Function within appropriate line-staff relationships.
Work effectively and collaboratively with administrators, staff, parents and community and in multicultural and bilingual environments.
Effectively interpret and analyze data and/or assessments.
Perform the essential functions of the job.
Maintain financial records.
Prepare and type detailed financial and accountability reports.
Work a flexible work day and work week schedule.

EDUCATION AND EXPERIENCE:

Masters' degree and three years of successful teaching experience and three years of experience in school administration; experience at a comprehensive high school is preferable.

Incumbents in this position will be expected to attend ongoing training and workshops related to the job duties.

Experience with school budgeting.

LICENSES OR OTHER REQUIREMENTS:

Valid California driver's license.
Valid California administrative credential.
Valid California teaching credential.
Biliterate (English/Spanish) preferred.

SCHOOL OPERATIONS ADMINISTRATOR - HIGH SCHOOL (CONTINUED)

WORKING CONDITIONS:

ENVIRONMENT:

Secondary environment.
Meeting deadlines with severe time constraints and numerous interruptions.
Driving a vehicle to conduct work.
Irregular or extended work hours.

PHYSICAL ABILITIES:

Hearing and speaking accurately to exchange information and make presentations.
Seeing to view student activities, read a variety of materials, and drive a vehicle.
Sitting or standing for extended periods of time.
Physical, mental, and emotional stamina to endure long hours.
Lifting or moving objects, normally not exceeding forty (40) pounds.
Bending, stooping, dexterity of fingers and use of arms.

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**September 28, 2010****Board Meeting**

TITLE: **Approval of New Job Description: School Operations Administrator – Intermediate School**

ITEM: **Action**
SUBMITTED BY: **Juan M. López** *JML* **Associate Superintendent, Human Resources**
PREPARED: **Chad Hammitt**, **Executive Director, Human Resources**

BACKGROUND INFORMATION:

The purpose of this agenda is to seek Board approval on the new job description: School Operations Administrator – Intermediate School. This 11-month position will report to the principal at each of the two (2) transformational intermediate schools – Sierra and Willard. The creation of this position is required as one of the grant components of the \$35 million School Improvement Grant (SIG).

RATIONALE:

This position is essential in providing the ability for the intermediate school site principal at each of the two ~~six~~ (2) transformational schools to focus primarily on the transformation process, student achievement, and classroom instruction. The School Operations Administrator, as defined in the School Improvement Grant (SIG), will provide an assistant principal who will allow the principal at each of the two (2) transformational schools to focus on the site improvement plan. This position will direct, supervise, and monitor school operations issues including: facilities, school budgets, classified personnel, planning and scheduling, school activities and clubs, athletics, safety and disaster preparedness, school security, etc. The new job description is attached.

The SIG grant is funding the following positions at all six (6) transformational schools:

- Outreach Consultant – Certificated
- Focus Coordinator – Certificated
- TOSA: Math/ELA – Certificated
- Community and Family Outreach Liaison – Classified (Multi-funded)
- School Operations Administrator – Management

District Office: Director of School Improvement

FUNDING:

School Improvement Grant: Certificated Management Salary Schedule – Grade 42 - \$8,254 - \$9,701

RECOMMENDATION:

Approve the new job description of School Operations Administrator – Intermediate School.

SANTA ANA UNIFIED SCHOOL DISTRICT

SCHOOL OPERATIONS ADMINISTRATOR - INTERMEDIATE SCHOOL

BASIC FUNCTION:

Under the direction of the Principal/designee, direct and coordinate all non-instructional managerial and operational duties for the site; may serve as the Principal in his/her absence; assume primary responsibility for the entire operation of a secondary school.

REPRESENTATIVE DUTIES:

Direct and supervise and evaluate classified staff, facilities budgets and plant utilization to meet the operational/physical plant compliance needs of the community served by the school. E

Report to the Principal regarding needs of the school; implement Board and District policies with respect to the operation of a secondary school. E

Direct activities of the school and its staff members; conduct meetings to communicate school issues, policies and activities. E

Work closely with the site leadership team to properly coordinate school activities and provide direction to school programs. E

Plan, develop, and monitor the comprehensive site budget including the collection and analysis of financial data for current and future budget decisions. E

Maintain and control the various local funds generated by student activities and course fees in accordance with established Board policies and administrative regulations. E

Attend meetings such as athletic leagues, administration, PTA and community groups, Back to School, College Night, Open House, and Board of Education; attend special events held to recognize student achievement. E

Assist in preparing, administering, and closely monitoring all monthly, quarterly, and annual budget and accountability reports for the district, including numerous complex financial and accountability reports to federal, state, and local agencies. E

Assist in the oversight of attendance reporting, staffing, and categorical financial and reporting compliance, agenda items, time cards, and budget justification including preparation of required reports. E

Meet with site administrators and District staff as needed to provide information, graphs, materials and guidance during the categorical budget preparation process; be available to answer questions and advise school and District administrators on the budget process for their programs. E

Work cooperatively and closely with members of the central administrative staff regarding programs, special activities or resolution of school problems. E

SCHOOL OPERATIONS ADMINISTRATOR - INTERMEDIATE SCHOOL (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Observe and evaluate the school's instructional program; orient newly assigned staff members; evaluate staff; make periodic classroom visits, observe teachers and other personnel. **E**

Assist and supervise the completion and creation of various school plans and outreach program along with supervision of site security officers. **E**

Assist in the supervision and control student behavior and discipline, during the regular school day and at school activities; ensure proper disciplinary action in accordance to Board policy. **E**

Maintain campus operations consistent with school district policies and practices; working with the site principal to develop and monitor a program of public relations with the community; meet individually with parents as necessary and participate in parent meetings; lead a program of community participation and involvement with outside groups; make presentations as requested regarding school activities and programs; organize work cooperatively with parent advisory groups. **E**

Supervise special programs and state- and federally-funded programs offered at the school; monitor program progress and provide feedback and reports as necessary. **E**

Assist in the selection of school staff, both certificated and classified; discipline and assign staff and recommend for selection and termination. **E**

Monitor plant and facilities maintenance; recommend facility repair needs and provide for maintenance as necessary in accordance with District standards. **E**

Coordinate school activities pertaining to publications of student handbooks, course offerings, accreditation reports, etc. **E**

Coordinate textbook evaluation; order textbooks; administer textbook budget; supervise textbook inventory, collection and distribution to meet all legally required compliance. **E**

Assist in the coordination of field trips and conferences. **E**

Administer the equipment inventory program of the school; supervise the performance of an annual inventory. **E**

Supervise daily plant operations, campus activities, and bell scheduling. **E**

Perform related duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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Student behavior and control.
Curriculum development and implementation.
Community relations.

SCHOOL OPERATIONS ADMINISTRATOR - INTERMEDIATE SCHOOL (CONTINUED)

KNOWLEDGE AND ABILITIES: (CONTINUED)

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SCHOOL OPERATIONS ADMINISTRATOR - INTERMEDIATE SCHOOL (CONTINUED)

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Board Approved: