

**AGENDA ITEM BACKUP SHEET**  
**April 26, 2011**

**Board Meeting**

**TITLE:**                   **Approval of New Job Description: Construction Administration Technician**

**ITEM:**                   **Action**

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda is to seek Board approval of the new job description: Construction Administration Technician. This position will report to the Assistant Superintendent of Facilities & Governmental Relations. This position is required to assist in the development of plans for new construction and modernization projects as related to site needs and budget parameters.

This is not an additional position. It will replace the current position of Accounting Technician.

**RATIONALE:**

This position is essential in monitoring budgets and timelines and ensuring all conditions are met per contract. Participation is required in District construction related meetings to provide school project information to division staff and consultants as needed. The position will also be responsible for gathering information for public and facilities committee meetings and will assist in the coordination of the bid process. The on-going need for this position is predicated upon future facilities funding and projects.

SAUSD administration met with CSEA regarding this job description on March 10, 2011, March 31, 2011 and April 12, 2011. The new job description is attached.

**FUNDING:**

General Fund: Classified Salary Schedule – Grade 40 - \$4,389 - \$5,600

**RECOMMENDATION:**

Approve the new job description of Construction Administration Technician.

SANTA ANA UNIFIED SCHOOL DISTRICT  
CONSTRUCTION ADMINISTRATION TECHNICIAN

BASIC FUNCTION:

Under the direction of Assistant Superintendent of Facilities & Governmental Relations and/or designee, conduct various clerical and technical construction administration functions related to new school construction and school facility modernization.

REPRESENTATIVE DUTIES:

Perform a variety of technical functions in support of daily operations of school facilities construction within the Facilities & Governmental Relations Division. **E**

Assist in gathering information for Board items, facilities committee meetings, public meetings, and preparing letters. **E**

Participate in project teams to develop plans for new construction and modernization projects as they relate to site needs and budget parameters. **E**

Organize preparation of prequalification documentation for each project. **E**

Ensure that each contract meets the requirements of the State School Facility Program and Board policy in respect to indemnification, bonding, labor compliance, and qualification. **E**

Ensure that Requests For Information from contractors are answered by design professionals in a timely manner. **E**

Track Potential Change Orders. **E**

Prepare change order documentation. **E**

Reconcile construction budget including pay applications based on percentage of construction completed. **E**

Prepare and track retention funding for each invoice. **E**

Monitor consultant charges including additional services requests. **E**

Monitor budgets and timelines, cost tracking and ensuring all conditions in the contract are met. **E**

Track estimates, change orders, work authorizations and invoices. **E**

Assist in coordinating the bid process. **E**

CONSTRUCTION ADMINISTRATION TECHNICIAN (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Track project schedules and timelines using multiple computer programs. **E**

Attend construction job meetings at various construction sites. **E**

Represent District in construction related meetings. **E**

Provide school project information to other division staff and consultants as needed. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General methods, procedures, and regulations relating to new construction/modernization of school facilities;  
Principles and methods of typical office administrative procedures and computer applications to prepare a variety of materials including, letters, spreadsheets, databases and presentations.

ABILITY TO:

Understand spreadsheets, basic construction drawings, and contracts; interact with administrators, consultants, and state and local agencies.

Interpret and apply specific rules, laws, policies and procedures.

Maintain and submit accurate and complete records and reports.

Organize schedules.

Gather and analyze data effectively; draw logical conclusions and make recommendations.

Communicate effectively both orally and in writing.

Comply with Facilities & Governmental Relations customer service standards.

Perform the essential functions of the job.

Drive a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, coursework and/or training related to school facilities and/or two (2) years experience in school construction or related field.

License/Certificate Requirement:

Valid California Driver's License

CONSTRUCTION ADMINISTRATION TECHNICIAN (CONTINUED)

WORKING CONDITIONS:

ENVIRONMENT:

Office, school and construction site environments.

Numerous Interruptions.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to accurately exchange information.

Sitting, standing or walking for extended periods of time.

Seeing to read a variety of materials and drive a vehicle.

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

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

Board Approved:

**Personnel Calendar  
Board Meeting - April 26, 2011**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>RESIGNATIONS</b>					
Swerdlow, Felicity	Principal	Valley	June 30, 2011		Personal - 2 years
<b>TERMINATION-39 MONTH REEMPLOYMENT</b>					
Romero, Candice	Teacher	District Office	April 6, 2011		39-Month Reemployment - 1 year
<b>39-MONTH REEMPLOYMENT</b>					
Crawford, Scott	Teacher	Franklin	March 24, 2011	June 24, 2014	
<b>RETIREMENTS - CHANGE IN DATE</b>					
Encheff, Margaret	Teacher	Villa	From June 30, 2011 to June 20, 2011		Retirement - 23 years
<b>CHANGE IN STATUS</b>					
Gonzales, Christopher	Teacher	Carr	January 11, 2011		From Intern to Probationary II
<b>EXTENSION LEAVE (21 duty days or more)</b>					
Green, Sahara	Teacher	Washington	May 11, 2011	June 17, 2011	Child Care

Personnel Calendar  
Board Meeting - April 26, 2011

CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTENSION OF FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid</b>					
Ramirez-Ladd, Caron	Teacher	Spurgeon	March 16, 2011	April 20, 2011	Personal
<b>FAMILY CARE AND MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Paid</b>					
Clupper, Michael	Teacher	Villa	March 16, 2011	April 19, 2011	Personal
Duran Smith, Maria	Principal	Heroes	March 22, 2011	April 1, 2011	Personal
Frederick, Carolyn	Teacher	Washington	April 14, 2011	June 17, 2011	Child Care
<b>EXTENSION OF FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid</b>					
Goldberg-Patton, Andrea	Teacher	Roosevelt	April 2, 2011	April 29, 2011	Personal
<b>CHANGE IN DATE - FAMILY CARE AND MEDICAL LEAVE ABSENCE (3 to 20 duty days) - Paid</b>					
Boyd, Victoria	Teacher	Franklin	March 14, 2011	From April 1, 2011 to March 31, 2011	Personal
<b>CHANGE IN DATE - FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid</b>					
Abatzoglou, Ruth	Program Specialist	Century	March 28, 2011	From April 29, 2011 to April 22, 2011	Personal
Kivisto, Debra	Teacher	Carr	March 14, 2011	From May 9, 2011 to May 6, 2011	Personal

Personnel Calendar  
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CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTENDED WORK YEAR 2010-2011</b>					
Bender, Hermine	Psychologist	Psychological Services	June 27, 2011	June 30, 2011	4 Additional Days
Ledon, Karla	Curriculum Specialist	Special Education	June 27, 2011	June 30, 2011	4 Additional Days
Olamendi, Gloria	Curriculum Specialist	Special Education	June 27, 2011	June 30, 2011	4 Additional Days
<b>EXTRA DUTY</b>					
Lubetkin, Martie	Speech and Language Pathologist	Speech Department	March 1, 2011	June 30, 2011	Regular Hourly Rate
<b>HOME TEACHERS 2010-2011</b>					
Childress, Allen	Home Teacher	Pupil Support Services	March 8, 2011	June 30, 2011	If and as needed basis
Morales, Charleen	Home Teacher	Pupil Support Services	March 8, 2011	June 30, 2011	If and as needed basis
<b>SPRING SPORTS</b>					
Bird, Gary	Head Coach	Valley	2010-2011		Tennis
Corradino, Damian	Head Coach	Valley	2010-2011		Volleyball (Boys)
Crow, Karen	Assistant Coach	Valley	2010-2011		Swimming
Kirchberg, John	Assistant Coach	Valley	2010-2011		Tennis

**Personnel Calendar  
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**CERTIFICATED PERSONNEL CALENDAR**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>COMMENTS</b>
<b>SPRING SPORTS (Continued)</b>					
Lammers, Frederick	Head Coach	Valley	2010-2011		Swimming (Girls)
Mireles, Jose L.	Assistant Coach	Valley	2010-2011		Baseball (Boys)
Mohr, Lawrence	Head Coach	Valley	2010-2011		Football
Sanchez, Jose C.	Assistant Coach	Valley	2010-2011		Track
Shane, Kathryn	Assistant Coach	Valley	2010-2011		Softball (Girls)
Steward, Eddie	Assistant Coach	Valley	2010-2011		Track, Football
Swift, Kenneth	Head Coach	Valley	2010-2011		Track
Terwilliger, Erik	Head Coach	Valley	2010-2011		Swimming (Boys)
<b>SUBSTITUTES</b>					
Baez-Winkelman, Christopher					
Boone, Rick					
Byers, Timothy					
Carpenter, Crystal					
Dong, Josephine					
Guerrero, Layla					
Ho, Crystal					
Millar, Jason					
Ngo, Amiee					



**AGENDA ITEM REQUESTS  
CERTIFICATED  
2010-11**

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
Advanced Placement Institute	GATE/Educational Services	Title II	\$10,000	June 27, 2011
After School Grades 6-8 Intramural Sports - Saturday Tournaments (Ratification)	Office of the Deputy Superintendent	ASES - After School Program	\$800	October 23, 2010
After School Grades 6-8 Intramural Sports - Street Hockey Tournament (Ratification)	Office of the Deputy Superintendent	ASES - After School Program	\$600	March 5, 2011
After School Grades 6-8 Intramural Sports - Track and Field	Office of the Deputy Superintendent	ASES - After School Program	\$25,422	April 26, 2011
Cohort 2 - Thinking Maps Staff Development (Correction previously approved February 22, 2011)	Santa Ana	EIA-SCE	From \$14,556 to \$26,735.67	From February 23, 2011 to January 26, 2011
Early Childhood Education Program (Ratification)	Early Childhood Education	Proposition 10	\$13,275	March 1, 2011
Extended Learning Intervention Program	Wilson	EIA	\$6,000	April 27, 2011
Intervention Teacher - 1st & 2nd Grade	Garfield	Title I	\$3,600	May 2, 2011
Intervention Teacher - Kindergarten	Garfield	Title I	\$3,600	May 2, 2011
ITQ Data Analysis (Ratification)	Carr	ITQ	\$9,000	February 17, 2011
Moving Overview (Ratification)	Sierra/Facilities Construction Department	General Fund	\$6,000	April 1, 2011
Saturday Social Studies/Science (Ratification)	Mendez	CAHSEE	\$25,000	February 5, 2011
Saturday Social Studies/Science Curriculum (Ratification)	Mendez	CAHSEE	\$1,000	January 10, 2011
School Transformation Committees (Ratification)	Santa Ana	SIG	\$50,300	September 1, 2010
Science Camp-Extra Duty (Ratification)	Walker	Title I	\$500	March 28, 2011
SST Coordinator (Ratification)	Remington	Title I	\$4,800	April 13, 2011

Personnel Calendar  
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CLASSIFIED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>RETIREMENT</b>						
Sanchez, Maria	Int. Ld. Custodian	Mendez	June 30, 2011			
<b>RESIGNATIONS</b>						
Bouyer, Curtis L.	Mgr. of Fd. Svcs. Operations	Food 4 Thought	June 9, 2010			
Diaz Marroquin, Juan Carlos	Autism Paraprofessional	Washington	June 17, 2011			
Justiniani, Michael	SSP Sp. Ed.	Saddleback	April 12, 2011			
<b>TERMINATION</b>						
Guillen, Brandyss	Site Clerk	Heroes	April 11, 2011			
<b>FAMILY CARE &amp; MEDICAL LEAVE (3 to 20 duty days)</b>						
Perez, Miriam	Interpreter Translator	Sp. Ed.	March 15, 2011	April 3, 2011		
<b>FAMILY CARE &amp; MEDICAL LEAVE (21 duty days or more)</b>						
Castro, Gerald	HVAC Mechanic I	Bldg. Svcs.	April 25, 2011	June 13, 2011		
Gonzalez, Carolina	Comm. & Family Outreach Liason	Saddleback	April 1, 2011	May 9, 2011		
Guillen, Etil	Admin. Secretary	Facilities	March 22, 2011	April 25, 2011		

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<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>LEAVE OF ABSENCE (21 days or more) - Without Pay</b>						
Horttor, Patricia	SLPA	Special Ed.	April 18, 2011	May 20, 2011		
<b>PROBATIONARY APPOINTMENTS</b>						
Becerra Galvan, Evangelina	Fd. Svc. Wkr.	Food 4 Thought	March 28, 2011		11/1	
Castro, Tanjay	Physical Therapist	Speech	April 11, 2011		53/4	
Coates, Vania	SSP Sp. Ed.	Pio Pico	April 11, 2011		19/1	
Clark, Kimberly	Site Clerk	Santa Ana	March 22, 2011		24/1	
Colin Cardenas, Jessica	Fd. Svc. Wkr.	Carr	March 28, 2011		11/1	
Diaz Cornejo, Rosario	Fd. Svc. Wkr.	Century	March 28, 2011		11/1	
Figuerola, Patricia	Custodian	Bldg. Svcs.	April 1, 2011		23/1 + Diff.	
Gomez, Cecilia	Fd. Svc. Wkr.	McFadden	March 28, 2011		11/1	
Juarez, Juan	Fd. Svc. Wkr.	Valley	March 28, 2011		11/1	
McCurry, Marvin	Construction Spvr.	Constr. Dept.	April 18, 2011		50/4	
Medina Rivas, Yadira	Fd. Svc. Wkr.	Godinez	March 28, 2011		11/1	
Phan, Thu	Fd. Svc. Wkr.	Segerstrom	March 28, 2011		11/1	
Ruiz, Virginia	SSP Sp. Ed.	Valley	March 21, 2011		19/1	
Saldana, Carmen	Fd. Svc. Wkr.	Martin	March 28, 2011		11/1	
Segura, Ivan	Fd. Svc. Wkr.	McFadden	March 28, 2011		11/1	
Torres, Veronica	Instr. Stock Clerk	Sp. Ed.	April 18, 2011		20/1	
Zorio, Damaris	SSP Sp. Ed.	Villa	April 14, 2011		19/1	
<b>PROMOTIONAL APPOINTMENT</b>						
Cifuentes, Estuardo	Registrar Int.	Villa	May 2, 2011		24/5 + Bil.	
Dominguez, Rocio	Sch. Off. Mgr. Elem.	Kennedy	April 25, 2011		28/4 + Bil.	

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NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>PROMOTIONAL APPOINTMENT (Continued)</b>						
Marquez, Omar	Student Records Tech.	PSS	April 18, 2011		30/4	
<b>REASSIGNMENT</b>						
Azucena, Wilfredo	Delivery Driver	Food 4 Thought	March 1, 2011		24/6	
<b>TEMPORARY ASSIGNMENTS - Out of class Compensation</b>						
Alvarado, Angelica	Sr. Fd. Svc. Wkr.	Food 4 Thought	February 7, 2011	March 4, 2011	13/2	
Alvarado, Tuiia	Fd. Svc. Spvr. Int.	Food 4 Thought	January 24, 2011	March 8, 2011	27/1	
Bazurto, Enrique	Int. Ld. Custodian	Lathrop	April 1, 2011	April 29, 2011	25/6 + Diff.	
Carrillo, Maria	Sr. Fd. Svc. Wkr.	Food 4 Thought	February 22, 2011	February 24, 2011	13/6	
Chacon, Amalia	Fd. Svc. Spvr. Elem.	Food 4 Thought	February 22, 2011	February 24, 2011	15/5	
Chagollan, Victoria	Sr. Fd. Svc. Wkr.	Food 4 Thought	February 24, 2011	March 11, 2011	13/6	
Cisneros, Maria	Sr. Fd. Svc. Wkr.	Food 4 Thought	January 12, 2011	March 11, 2011	13/6	
Contreras-Cruz, Sandra	Fd. Svc. Spvr. Elem.	Food 4 Thought	January 10, 2011	January 19, 2011	15/5	
Espidio, Martha	Sr. Fd. Svc. Wkr.	Food 4 Thought	January 25, 2011	February 18, 2011	13/6	
Esquer, Blanca	Sr. Fd. Svc. Wkr.	Food 4 Thought	January 24, 2011	March 18, 2011	13/6	
Gallardo, Elvia	Registrar H.S.	Saddleback	March 30, 2011	June 30, 2011	26/6	
Gonzalez, Abraham	Mechanical Spvr.	Bldg. Svcs.	April 11, 2011	April 15, 2011	46/3	
Gonzalez, Leticia	Fd. Svc. Spvr. H.S.	Food 4 Thought	March 7, 2011	March 11, 2011	31/1	
Guerrero, Elizabeth	Sr. Fd. Svc. Wkr.	Food 4 Thought	January 31, 2011	February 25, 2011	13/5	
Gutierrez, Teodora	Sr. Fd. Svc. Wkr.	Food 4 Thought	March 10, 2011	March 18, 2011	13/6	
Hernandez, Leonel	Rv. Ld. Custodian	Bldg. Svcs.	April 1, 2011	April 29, 2011	28/3 + Diff.	
Lacy, Ronald	Maintenance Wkr. II	Bldg. Svcs.	April 1, 2011	April 29, 2011	30/5	

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NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>TEMPORARY ASSIGNMENTS - Out of class Compensation (Continued)</b>						
Lopez, Julissa	Sr. Fd. Svc. Wkr.	Food 4 Thought	February 24, 2011	March 16, 2011	13/6	
Magana, Oliva	Sr. Fd. Svc. Wkr.	Food 4 Thought	November 16, 2010	December 10, 2010	13/6	
Mancilla, Hector	Int. Ld. Custodian	Bldg. Svcs.	April 1, 2011	May 31, 2011	25/6 + Diff.	
Martinez, Susan	Sch. Off. Mgr. Elem.	Kennedy	March 31, 2011	April 22, 2011	28/5 + Bil.	
Martinez Galvan, Juan	Lead Custodian	Bldg. Svcs.	January 31, 2011	April 29, 2011	28/5	
Mejia, Yesenia	Sr. Fd. Svc. Wkr.	Food 4 Thought	February 22, 2011	March 1, 2011	13/6	
Mojica, Rita	Sr. Fd. Svc. Wkr.	Food 4 Thought	February 22, 2011	March 9, 2011	13/6	
Moreno Alba, Tomas	Plant Cust. Int.	Bldg. Svcs.	March 29, 2011	April 29, 2011	32/1	
Pantoja, Lupe	Sr. Exec. Secretary	Business Svcs.	April 4, 2011	April 8, 2011	37/3 + Bil.	
Pulido, Daniel	Plant Cust. Int.	Lathrop	April 4, 2011	April 29, 2011	32/3	
Ramirez, Noelia	Sr. Fd. Svc. Wkr.	Food 4 Thought	February 1, 2011	February 23, 2011	13/6	
Sanchez, Cesar	Fd. Svc. Spvr. Int.	Food 4 Thought	February 1, 2011	March 18, 2011	27/1	
Saucedo, Guadalupe	Fd. Svc. Spvr. Elem	Food 4 Thought	February 25, 2011	March 18, 2011	15/6	
Sosa, Christina	Fd. Svc. Spvr. Elem	Food 4 Thought	February 22, 2011	February 24, 2011	15/6	
Sullivan, Gary	Maintenance Spvr.	Bldg. Svcs.	April 1, 2011	April 29, 2011	46/1	
Torres Gomez, Beatriz	Sr. Fd. Svc. Wkr.	Food 4 Thought	March 21, 2011	March 31, 2011	13/3	
Vallejo, Rosa	Fd. Svc. Spvr. Int.	Food 4 Thought	February 22, 2011	February 25, 2011	27/1	
Yepez, Peggy	Sch. Off. Mgr. Elem.	Monte Vista	April 22, 2011	April 29, 2011	28/2	
Zamorano, Ely	Exec. Secretary	Secondary Ed.	April 4, 2011	April 15, 2011	33/5 + Bil.	
<b>ACTIVITY SUPERVISORS</b>						
Anuu, Selene	Act. Spvr.	Pio Pico	April 4, 2011			
Cardenas, Ofelia	Act. Spvr.	Lincoln	April 12, 2011			
Castillo Bravo, Yolanda	Act. Spvr.	Jefferson	April 12, 2011			
Guevara, Ana	Act. Spvr.	Muir	March 30, 2011			

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CLASSIFIED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ACTIVITY SUPERVISORS (Continued)</b>						
Lopez Maldonado, Liduvina	Act. Spvr.	Adams	April 15, 2011			
Olivarez, Gabriel	Act. Spvr.	Garfield	April 5, 2011			
<b>HOURLY APPOINTMENTS</b>						
Guadarrama, Mayra	Fd. Svc. Wkr.	Food 4 Thought	April 14, 2011			
Jimenez, Anabel	Fd. Svc. Wkr.	Food 4 Thought	April 4, 2011			
Shah, Reena	Instr. Provider	Century	March 31, 2011			
Trejo Chagoya, Martha	Instr. Provider	Valley	April 11, 2011			
<b>SUBSTITUTES</b>						
Avalos, Matilda	Clerical		April 5, 2011			
Delgado, Olivia	Clerical		March 30, 2011			
Granda, Yvette	Clerical		March 31, 2011			
Padilla, Pamela	Clerical		March 31, 2011			
Peterson, Edna	Clerical		April 12, 2011			
Valenzuela, Luz	Clerical		April 11, 2011			
Velazquez, Jesse	Clerical		April 11, 2011			
<b>ATHLETIC SPECIALIST</b>						
Alcala, Jorge	Asst. Track	Godinez	February 14, 2011			
Amezcuca, Carlos	Asst. Track	Saddleback	February 14, 2011			
Armendariz, Genoveva	Asst. Softball	Godinez	February 14, 2011			
Antunez, Jazmin	Head Track	Valley	February 14, 2011			

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**CLASSIFIED PERSONNEL CALENDAR**

<b>NAME</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF. DATE</b>	<b>END DATE</b>	<b>SALARY</b>	<b>COMMENTS</b>
<b>ATHLETIC SPECIALIST (Continued)</b>						
Astorga, Luis	Asst. Track	Valley	March 25, 2011			
Avalos, Joaquin	Asst. Softball	Saddleback	February 14, 2011			
Bustamante, Omar	Head Baseball	Valley	February 14, 2011			
Diaz, Rene	Asst. Track	Saddleback	February 17, 2011			
Florido, Erik	Asst. Baseball	Valley	February 14, 2011			
Franklin, Noble	Asst. Track	Saddleback	February 14, 2011			
Garcia, Art	Asst. Baseball	Saddleback	February 14, 2011			
Garcia, Juan	Asst. Baseball	Godinez	February 14, 2011			
Gonzalez, Francisco	Asst. Swimming	Saddleback	February 14, 2011			
Gutierrez, Roberto	Asst. Track	Valley	February 14, 2011			
Hovis, Jeff	Head Softball	Valley	February 14, 2011			
Huynh, Tommy	Asst. Volleyball	Valley	February 14, 2011			
Isais, Orlando	Asst. Volleyball	Godinez	February 14, 2011			
Logue, William	Asst. Volleyball	Godinez	February 14, 2011			
Lopez, David	Asst. Track	Saddleback	February 14, 2011			
Macias, Alfred	Asst. Football	Valley	May 23, 2011			
Martin, Roberto	Asst. Baseball	Valley	February 14, 2011			
Martinez, Olga	Asst. Softball	Valley	April 11, 2011			
Martinez, Yobany	Asst. Volleyball	Valley	February 14, 2011			
Medina, Edward	Head Softball	Godinez	February 14, 2011			
Morales, Oscar	Asst. Baseball	Saddleback	January 31, 2011			
Morh, Anthony	Asst. Football	Valley	May 23, 2011			
Mulligan, Michael	Asst. Baseball	Saddleback	February 14, 2011			
Parga, Clarissa	Asst. Softball	Godinez	February 14, 2011			
Partida, Luis	Asst. Baseball	Godinez	February 14, 2011			
Payan Jr., George	Head Track	Godinez	February 14, 2011			

Personnel Calendar

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CLASSIFIED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	SALARY	COMMENTS
<b>ATHLETIC SPECIALIST (Continued)</b>						
Penunuri, Jesse	Asst. Track	Godinez	February 14, 2011			
Rios, Crystal	Asst. Softball	Valley	February 23, 2011			
Rodriguez, Luciano	Asst. Tennis	Saddleback	March 21, 2011			
Rucker, Frostee	Asst. Track	Valley	February 14, 2011			
Sanchez, Rogelio	Head Golf	Valley	February 14, 2011			
Sarinana, Mayra	Asst. Swimming	Valley	February 14, 2011			
Schlesinger, Donald	Asst. Football	Valley	May 23, 2011			
Tran, Viet	Asst. Swimming	Godinez	February 14, 2011			
Truong, Hai	Asst. Volleyball	Saddleback	February 14, 2011			
Vazquez, Roberto	Asst. Baseball	Godinez	February 14, 2011			
Villegas, Sergio	Asst. Baseball	Saddleback	February 14, 2011			
Zuniga, Oscar	Asst. Track	Saddleback	February 14, 2011			



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

<b>TITLE OF ACTIVITY</b>	<b>SITE</b>	<b>FUNDING</b>	<b>NOT TO EXCEED</b>	<b>EFFECTIVE</b>
After School Grades 6-8 Intramural Sports - Track & Field	Office of the Deputy Superintendent	ASES	\$5,084	April 26, 2011
After School Grades 6-8 Intramural Sports - Saturday Tournaments (Ratification)	Office of the Deputy Superintendent	ASES	\$300	October 23, 2010
CAHSEE Clerical	Century	General Fund	\$8,000	May 6, 2011
CAHSEE Clerical	Chavez	General Fund	\$300	May 9, 2011
CAHSEE Clerical	Lorin Grisct	General Fund	\$260	May 10, 2011
CAHSEE Clerical	Saddleback	General Fund	\$600	May 9, 2011
CAHSEE Clerical	Santa Ana	General Fund	\$300	May 10, 2011
CAHSEE Clerical	Valley	General Fund	\$700	May 9, 2011
Childcare (Ratification)	Migrant Education	Migrant Education Program	\$700	March 2, 2011
CHS Graduation (Ratification)	Century	General	\$1,000	June 17, 2011
Classified Extra Duty (Ratification)	Century	General	\$10,000	April 13, 2011
CST Clerical (Ratification)	Valley	General Funds	\$3,000	March 30, 2011
CST Testing (Ratification)	Century	General Fund	\$600	April 13, 2011
Custodial Services	Facilities/Construction	Measure G - G.O. Bond	\$2,500	April 9, 2011
Custodial Services	Facilities/Construction	Measure G - G.O. Bond	\$10,000	April 4, 2011
Custodial Services	Building Services	Custodial	\$5,000	April 4, 2011
DSO Overtime (Ratification)	Century	General	\$2,000	April 30, 2011
Parent Conferences & Workshops (Ratification)	Valley	General Funds	\$5,000	December 10, 2010
Parent Education (Ratification)	Washington	ARRA	\$500	April 14, 2011
Parent Meetings - SIG (Ratification)	Century	SIG	\$2,000	April 13, 2011
Saturday Social Studies/Science Tutors (Ratification)	Mendez	CAHSEE	\$15,000	February 5, 2011
Schoolwide Events (Ratification)	Valley	General Funds	\$10,000	December 14, 2010
Translation Support - Classified	Garfield	Title I	\$2,400	April 26, 2011

**AGENDA ITEM BACKUP SHEET**  
**April 26, 2011**

**Board Meeting**

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

**ITEM:** Reports

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

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**BACKGROUND INFORMATION:**

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

**RATIONALE:**

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

This item will provide pertinent information to the general public.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

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