

## APPENDIX A-2: TERMINOLOGY

APPENDIX A-2: TERMINOLOGY

**SPECIAL EDUCATION**

CAC	- Community Advisory Committee: A mandated advisory group consisting of parents, LEA personnel and other interested community members.
CDE	California Department of Education.
CH	Communicatively Handicapped: programs for students with disabilities in areas of speech, language and hearing.
DIS	- Designated Instruction and Services: specific support services (related services) that allow a student to benefit.
FAPE	- Free and appropriate education: appropriate special services provided to the student at no cost to the family.
IEP	- Individualized Education Program: a written statement of the specific special education and related services required by the student, including educational goals and short-term instructional objectives.
LEA	- Local Education Agency: a public school district or county office of education.
LH	- Learning Handicapped: special education programs for students with learning disabilities and/or mild developmental delays.
LRE	- Least Restrictive Environment: an educational setting which provides for maximum integration with non-disabled peers, consistent with the instructional needs of the child.
NSH	- Non-Severely Handicapped (Disabled).
RSP	- Resource Specialist Program: an educational placement option providing support from a Resource Specialist within the regular classroom or in a separate room for less than a majority of the instructional day.
SCC	- Special Class or Center: a group of separated special day classes on one site or facility.
SDC	- Special Day Class: a separate class placement option for the majority of the school day, serving students with more intensive educational needs.
SEA	- State Education Agency: the Department of Education in each state.
LEA	- Special Education Local Plan Area: an administrative governance structure established by the California Department of Education to ensure adequate size and scope of special education services within a region, often involving a consortium of LEAs.
SH	- Severely Handicapped (Disabled): referring to special education programs for students with intensive instructional needs.
SST	- Student Study Team: a group of people at the LEA who meet together to look at students who are presenting a problem in the classroom. The purpose of the Team is to assist teachers to modify the regular classroom program to meet the students' individual needs.

APPENDIX A-2: TERMINOLOGY

**HEAD START**

- ACYF - Administration for Children, Youth and Families: the Federal agency administering Head Start programs.
- ACYF/IX - Region IX (the local region) Office of ACYF.
- CHDP - Child Health and Disability Prevention Program: state-administered, federal program for health screening and preventative activities for children 0-5 years of age.
- Grantee - Government agency, non-profit organization or other legal entity to which a grant and funding is awarded to directly or indirectly provide for Head Start programs, including monitoring, staff training and technical assistance to delegate agencies, the agency accountable to ACYF for program operation.
- IEP - Individualized Education Program: a written statement of specific special education and related services required by the student, including educational goals and short-term instructional objectives.
- PIR - Program Information Report: bi-annual statistical survey.
- PPC - Parent Policy Council: Head Start Administration – Parent Council at grantee level.
- RAP - Resource Access Project: part of a national network of support services, such as training and technical assistance to local Head Start programs.
- RSP - Resource Specialist Program: an educational placement option providing support from a Resource Specialist within the regular classroom or in a separate room for less than a majority of the instructional day.
- SCC - Special Class or Center: a group of separated special day classes on one site or facility.
- SEA - State Education Agency: the Department of Education in each State.
- HS - Regional Head Start
- MSHS - Migrant Seasonal Head Start


**AGENDA ITEM BACKUP SHEET**

June 14, 2011

**Board Meeting**

**TITLE:** Approval of Memorandum of Understanding with California Early Start Agencies and Rancho Santiago Community College District Early Head Start Program

**ITEM:** Action

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

---

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of a Memorandum of Understanding (MOU), attached, with the Rancho Santiago Community College District (RSCCD) Early Head Start (EHS), which sets forth Early Head Start community services for infants and toddlers, 0-36 months. RSCCD recently applied for and was approved as an Early Head Start provider. As a California Early Start Agency, Santa Ana Unified School District currently provides Early Start services for children identified with disabilities as well as providing community services for nondisabled children that participate in the community portion of our program. Availability for the SAUSD Early Start program community component is limited, and through this new RSCCD EHS program, additional community families will be afforded the opportunity to early childhood services for children.

**RATIONALE:**

As a result of this new RSCCD Early Head Start program, this agreement will coordinate services for students with disabilities, ages infant to three years, served by the California Early Start Agencies (including SAUSD), and will define the responsibilities of these agencies for the delivery of services.

The main points of the MOU are:

- A. Define services to be provided by each agency.
- B. Ensure that children eligible for both Part C and EHS receive free and comprehensive child development services and CES services in compliance with Federal and California State laws and regulations.
- C. Ensure that each agency cooperatively maintains communication and shares leadership responsibilities at the local level to ensure that available resources are utilized in the most effective manner.
- D. Ensure that cooperative procedures between the above named agencies are developed, implemented and maintained.
- E. Priority for enrollment in EHS will be given to children who meet the Part C criteria for services.

This agreement is entered into in order to provide a systematic, effective, continuum of service options to individuals with exceptional needs and their parents. The implementation of this agreement will ensure interagency coordination, smooth, timely transition of children from agency to agency, and effective utilization of agency resources to meet the needs of students with disabilities and their parents.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the Memorandum of Understanding with the California Early Start Agencies and Rancho Santiago Community College District Early Head Start Program.

## **INTERAGENCY AGREEMENT**

**Between**

**Regional Center of Orange County, Orange County Head Start Inc., Rancho Santiago  
Community College District Early Head Start Program, and  
Santa Ana SELPA**

This agreement is between California Early Start Agencies which include The Regional Center of Orange County (RCOC), and Orange County Special Education Local Plan Areas (SELPA) hereinafter referred to as CES Agencies and Early Head Start grantees which include Orange County Head Start Inc. (OCHS) and Rancho Santiago Community College District (RSCCD), hereinafter referred to as EHS Agencies.

Early Head Start Programs offer home-based and center-based program options for eligible children and families. For pregnant women and families with infants and toddlers, birth to 36 months, EHS offers a home-based option that includes home visits and monthly socialization opportunities. The center-based option includes age-appropriate child development services in a classroom setting.

California Early Start Agencies provide early intervention services to families of infants and toddlers, birth to 36 months of age, who meet eligibility as described under Title 17 CCR, Ch. 2, Sec. 52020 - 52022 within the categories of Developmental Delay and Established Risk.

### **I. Purpose Statement**

The purpose of this agreement is to establish working procedures between the above named agencies in the provision of services to children aged birth to 36 months who are eligible for Early Head Start and CES services in compliance with federal and California state laws and regulations.

It is the Intent of this Agreement to:

- A. Define the services to be provided by each agency.
- B. Ensure that children eligible for both Part C and EHS receive free and comprehensive child development services and CES services in compliance with Federal and California State laws and regulations.
- C. Ensure that each agency cooperatively maintains communication and shares leadership responsibilities at the local level to ensure that available resources are utilized in the most effective manner.
- D. Ensure that cooperative procedures between the above named agencies are developed, implemented, and maintained.
- E. Priority for enrollment in EHS will be given to children who meet the Part C criteria for services.

## **II. Period of Agreement**

This agreement shall be in effect on July 1, 2010 and reviewed on or about March 1 annually. The agreement will be considered in effect without the need for annual re-signing unless any party requires changes or determines that they cannot continue to be party to the agreement. In either case, the party wishing to initiate a change or to terminate the agreement shall be responsible for notifying all other parties. In the case of termination, this notification shall be in writing to the other executors of this agreement. The agreement shall terminate within 30 days of such notification unless all parties sign a modified agreement.

## **III. Mutual Points of Agreement**

### **A. Child Find**

Each agency agrees to inform the other of any specific child find activities they will be undertaking to encourage coordination of outreach efforts. Informational items such as brochures, flyers, resource directories, etc. will be shared and, when appropriate, will be distributed to potential consumers to inform them of the services offered by the other agency.

### **B. Coordination of Referral Procedures between California Early Start Agencies and Early Head Start Agencies**

Early Head Start conducts developmental screening within 45 days after enrollment of a child. EHS program providers, as primary referral sources, are required to refer to California Early Start an infant or toddler who may qualify for early intervention services. Early Head Start providers make referrals to CES by faxing the #101/Referral for Service form (Attachment A) to the Intake Department at Regional Center of Orange County.

To make a referral to EHS, CES Agencies inform parents of the comprehensive child development program services provided by EHS. If the parents are interested in applying for EHS programs, the RCOC service coordinator will assist the family in completing and faxing the Pre-Enrollment Application form (Attachment B) and the IFSP. The CES agency will inform the family that an additional enrollment process must be completed in order for them to receive service through Early Head Start.

Contact lists of key staff from each agency will be shared annually including name, title, phone, fax, and email (Attachment C).

### **C. Information Sharing**

RCOC will provide and/or assist EHS agencies in obtaining statistics on the number of children with disabilities in the Early Start Program, when applicable for the purpose of completing a community assessment or other mandated reports.

EHS will annually provide CES agencies with program information, eligibility requirements, EHS/Head Start site lists, key contacts, the pre-enrollment application form, and community assessment reports.

CES agencies agree that during the 2 year 6 month transition planning process, information about pre-school options will be discussed with parents including Head Start services even if the child has not participated in Early Head Start. If the parent indicates an interest in Head Start services, the CES Service Coordinator will work with the family to complete a pre-enrollment application form and fax to Orange County Head Start. With parent consent, a representative from EHS/Head Start may attend the transition planning meeting.

#### **IV. Confidentiality of Information Sharing**

CES and EHS agencies shall obtain a written release of information from the parent(s) before sharing information from the records of the child. All agencies agree to use appropriate exchange of information forms when sharing confidential child and family information. The written release shall be presented in the parent's language, signed and dated by the parent(s) giving consent and shall include the following:

- A. Specification of the records to be disclosed;
- B. Purpose of the disclosure; and
- C. Parties to whom the disclosure will be made.

#### **V. Community Coordination**

The CES agencies and EHS agree to keep each other informed of any training being offered that would be appropriate and beneficial for staff of each agency by sending brochures, flyers or other forms of notice. Both CES agencies and EHS also agree to cross-train as appropriate and beneficial for staff of each agency (i.e., specific to disabilities and/or related topics.) EHS will be invited and agrees to participate in interagency CES sponsored activities.

EHS agencies will invite the CES agencies to attend Head Start/Early Head Start Health Advisory Committee Meetings.

## VI. Dispute Resolutions

It is the intent of the CES and EHS agencies to resolve all disputes related to this Interagency Agreement at the lowest administrative level possible, within 60 business days.

1. Dispute resolutions for issues regarding the provision of services will be resolved as quickly as possible and at the earliest step possible.

1.1 Parties to this agreement are encouraged to resolve disagreements at their level whenever possible. If agreement cannot be reached within 15 business days the dispute will proceed to 1.2.

1.2 Parties to this agreement will refer the dispute to the next in charge within their organization for resolution. If agreement cannot be reached within 15 business days at this level, the dispute will proceed to 1.3


1.3 The Executive Directors from each agency will refer the dispute to the Dispute Resolution Committee. The committee will be composed of two representatives from each agency. The Dispute Resolution committee will reach a consensus agreement and render a final written decision within 30 business days of receipt of referral.

The following parties execute this Agreement.  
Approved by:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Santa Ana SELPA

By:  Date: 1/26/11  
Regional Center of Orange County

By:  Date: 1/6/11  
Orange County Head Start Inc.

By:  Date: 1/20/11  
Rancho Santiago Community College District Early Head Start Program



## **Attachment A**

Regional Center of Orange County #101/Referral for Service Form

### **What is Regional Center of Orange County (RCOC)?**

RCOC is a non-profit agency that coordinates individualized services for people with developmental disabilities.

**Telephone:** 714-796-5100

**New Referrals Only:** 714-796-5354 or Fax 714-541-1077

### **Who Qualifies?**

1. According to state law, a person is eligible for RCOC services if all of the following criteria are met:

- ▶ the person has a disability due to mental retardation, cerebral palsy, autism, epilepsy or a condition requiring treatment similar to that for people with mental retardation
- ▶ the disability began before the age of 18
- ▶ the disability is likely to continue indefinitely
- ▶ the disability is substantially handicapping for the individual

2. RCOC also coordinates the state-mandated Early Start Program which provides early intervention services for children under age 3 who have one of the following:

- ▶ significant developmental delay
- ▶ established risk conditions expected to result in significant developmental problems
- ▶ low incidence condition: vision, hearing or orthopedic impairment

3. Prevention Program, Intake Assessment and Case Management with referrals to generic agencies

- ▶ high risk of having a substantial developmental disability due to a combination of risk factors

### **Services Available**

Some of the services offered to eligible individuals may include service coordination, early intervention services, respite, behavioral intervention, support groups, residential care and adult programs. RCOC may purchase medical, diagnostic and assessment services when there is a need to clarify the person's developmental disability. Additionally, RCOC may supplement or fund for medical or dental services if these services are not available through another generic resource and the need is related to the developmental disability.

### **Referrals**

If you have a patient who fits any of the above criteria, please refer to RCOC (see reverse) and ask the patient or the patient's parent to contact RCOC's Intake and Assessment Unit at 714-796-5354 for an initial assessment to determine eligibility for services.

# RCOC Referral for Services Form

FAX TO: 714-541-1077

PHONE: 714-796-5354

## REFERRAL FOR SERVICE

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

Is family aware of referral? Yes ☐ No ☐

Referred by: \_\_\_\_\_

Supporting documentation? Yes ☐ No ☐

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

City, State Zip

Phone: \_\_\_\_\_

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

Language: English ☐ Spanish ☐ Vietnamese ☐ Other \_\_\_\_\_

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ M ☐ F ☐

a/k/a: \_\_\_\_\_

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

City, State, Zip

Phone Number: Home ( ) \_\_\_\_\_ Facility: ( ) \_\_\_\_\_

Name of: Parent ☐ Guardian ☐ Conservator ☐ \_\_\_\_\_

### Early Start (Birth to 36 Months)

Children under age 3 are eligible for services under California's Early Start Program if one of the following factors is present:

- ☐ Significant developmental delay
- ☐ Established risk conditions expected to result in significant developmental problems

### LOW INCIDENCE:

Vision ☐ Hearing ☐ Orthopedics ☐

### Prevention Program (Birth to 36 Months)

- ☐ High risk of having a substantial developmental disability due to a combination of risk factors

### Developmental Disability (Over Age 3)

- ☐ Mental Retardation I.Q.: \_\_\_\_\_ ☐ Cerebral Palsy Type: \_\_\_\_\_
- ☐ Epilepsy Frequency of seizures: \_\_\_\_\_ ☐ Autism Diagnosed by: \_\_\_\_\_
- ☐ Other conditions similar to Mental Retardation: \_\_\_\_\_

Comments: \_\_\_\_\_

Mailing Address: P. O. Box 22010, Santa Ana, CA 92702

## **Attachment B**

Early Head Start Pre-Enrollment Application Form (dual agency)

## **What is Early Head Start?**

Early Head Start and Head Start provide comprehensive child and family development services for low-income pregnant women and families with infants and toddlers ages birth to three years, and children three to five years. The purpose of the program is to enhance children's physical, social, emotional, and intellectual development; to support parents' efforts to fulfill their parental roles; and to help parents move toward self-sufficiency. The Early Head Start and Head Start Programs strongly support collaboration with the Regional Center of Orange County, all Orange County SELPAs, and related community agencies for comprehensive family services for children with disabilities.

## **Services Available:**

***Every enrolled child will have the opportunity to benefit from:***

- *Prevention and Promotion Activities* that both promote healthy development and recognize and address atypical development at the earliest stage possible.
- *Inclusion* strategies that respect the unique developmental trajectories of young children in the context of a typical setting, including children with disabilities.
- *Comprehensive, Flexible and Responsive* services which allow children and families to move across various program options over time, as their life situation demands.
- *Transition Planning* that respects families' need for thought and attention paid to movements across program options and into—and out of—Early Head Start and Head Start programs.

## **Who Qualifies:**

***Families must qualify by meeting the Federal Poverty Income Guidelines.***

- Children from families receiving public assistance (TANF or SSI) are eligible for Head Start and Early Head Start services regardless of income.
- Children in foster care are Head Start eligible, regardless of family income.
- Ten percent of enrollments are offered to children with disabilities. Children who come from families with slightly higher income may be able to participate in Head Start when space is available.

## **Referral/Agency Information and Contacts:**

If you have a family who fits any of the above criteria, please refer to one or both of these Orange County agencies that provide Early Head Start services:

**Orange County Head Start, Inc.**  
Serves pregnant women and children  
birth to five years of age throughout  
Orange County.

**Contact:** Geri Brklevich  
**Phone:** (714) 241-8920 x 10244  
**Fax:** (949) 596-8292

**Rancho Santiago Community  
College District Early Head Start**  
Serves pregnant women and children birth  
to three years of age in Santa Ana, CA.

**Contact:** My Le Pham  
**Phone:** (714) 480-7542  
**Fax:** (714) 796-3946

**Early Head Start  
Referral Application**

*\* For use by Regional Center of Orange County and SELPA/LEA staff to make a referral when a family may benefit from Early Head Start services.*

Name of Primary Adult: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Secondary Adult: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Child's Gender: ☐ M ☐ F Date of Birth: \_\_\_\_\_

Number of Persons in Family Household: # of Adults \_\_\_\_\_ # of Children \_\_\_\_\_

\* Referral made by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency: \_\_\_\_\_ Date of referral: \_\_\_\_\_

**PLEASE NOTE:** For Santa Ana residents FAX to both agencies.  
For all other OC cities FAX to Orange County Head Start, Inc.

☐ **Orange County Head Start, Inc.**  
Contact: Geri Brklevich  
Phone: (714) 241-8920 x 10244  
Fax: (949) 596-8292

☐ **RSCCD Early Head Start**  
Contact: My Le Pham  
Phone: (714) 480-7542  
Fax: (714) 796-3946

**FOR OFFICE USE**

**Contact Outcome**

Date: \_\_\_\_\_ Contacted by: \_\_\_\_\_ Response: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Date: \_\_\_\_\_ Contacted by: \_\_\_\_\_ Response: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Date: \_\_\_\_\_ Contacted by: \_\_\_\_\_ Response: \_\_\_\_\_ Spoke with: \_\_\_\_\_

**Referral Outcome**

Waitlist Date: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_ Other: \_\_\_\_\_

## **Attachment C**

### **Documents include:**

Regional Center of Orange County Early Start Service Coordinators Contact List  
Orange County SELPA Early Start Contact List  
Rancho Santiago Community College District Early Head Start Contact List  
Orange County Head Start Inc. Early Head Start Administrative Contact List  
Orange County Head Start Inc. Site Listings

**Regional Center of Orange County**  
**Early Start Service Coordinators (by Areas Supvs.)**

<b>Name</b>	<b>Area/Dept.</b>	<b>Phone #s</b>
<b><u>Taleon, Nathaniel:</u></b>	<b><i>North / Area Supv.</i></b>	<b><i>714-796-3705</i></b>
Adeline Akogyeram	North	714-796-3764
Niki Desai	North	714-796-3729
Virginia Galvan	North	714-796-3762
Elizabeth ("Lisa") Gomez	North	714-796-3734
(Maria) Victoria Gonzalez	North	714-796-3736
Karina Guerrero	North	714-796-3735
Graciela (Lopez) Herrera	North	714-796-3746
Amberly Lua	North	714-796-3782
Consuelo Morales	North	714-796-3753
Celina Pichardo	North	714-796-3719
Julia Rojas	North	714-796-3763
Maribel Ramirez	North	714-796-3758
Carmelita Segoviano	North	714-796-3711
Beth Thompson	North	714-796-3771
<b><u>Bui, Angelica:</u></b>	<b><i>South / Area Supv.</i></b>	<b><i>714-796-4025</i></b>
Lisa Anderson	South	714-796-4020
Tracy Bishop	South	714-796-4024
Jennifer Castle	South	714-796-4027
Sandra Coffey	South	714-796-4030
Alissa Contreras	South	714-796-4031
Annika Grant	South	714-796-4049
Leah James	South	714-796-4064
Rosa Macias	South	714-796-4037
Lindsey Morinaga	South	714-796-4069
Beth Richards	South	714-796-4051
Eva Rifai	South	714-796-4052
Kristina Ruggerone	South	714-796-4063
Jandery Urias	South	714-796-4014
Shelly Woodward	South	714-796-4010
<b><u>Mendez, Araceli</u></b>	<b><i>East / Area Supv.</i></b>	<b><i>714-796-5138</i></b>
Lourdes Albalbisi	East	714-796-5175
Evelyn Blanco	East	714-796-5179



<b><i>(Mendez, A. cont'd.)</i></b>		
Gilmour, Robin	East (p.t. E.S.)	714-796-5159
Karla Hernandez	East	714-796-5127
Diane Karle-Botello	East	714-796-5163
Cathy Nguyen	East	714-796-5201
Claudia Nixt	East	714-796-5130
Ana Penaloza-Figueroa	East	714-796-5174
Leticia Quintero	East	714-796-5128
Rachel Que	East	714-796-5141
Jackie Ramirez	East	714-796-5123
Melissa Ramos	East	714-796-5220
Amy Ratsch	East	714-796-5143
Ana Ruano	East	714-796-5182
Maria Tapia	East	714-796-5191
<b><u>De Los Reyes, Rachel</u></b>	<b><i>Intake / Area Supv.</i></b>	<b><i>714-796-5378</i></b>
Lorena Aviles	Intake	714-796-5349
Elizabeth ("Liz") Bravo	Intake	714-796-5383
Terquoia Cain	Intake	714-796-5338
Carmen Carrillo	Intake	714-796-5350
Susan DeCarvalho-Deschampe	East	714-796-5109
Paulette Diaz	Intake	714-796-5364
Shu-Lin Huang	Intake	714-796-5376
Danielle Huynh	Intake	714-796-5370
Autumn Meyer	Intake	714-796-5359
Maggie Quinter	Intake	714-796-5372
Kim Reyes	Intake	714-796-5338
Giulia Rodriguez	Intake	714-796-5158
Kriztin Ruiz	Intake	714-796-5362
(Maria) Teresa Segura (Gomez)	Intake	714-796-5311
Amy Schiffer	Intake	714-796-5389
Tiffany Thai	Intake	714-796-5302
<b><u>Delgado, M.J.</u></b>	<b><i>West / Area Supv.</i></b>	<b><i>714-796-2935</i></b>
Jessica Castaneda	West	714-796-2928
Amanda Cornett	West	714-796-2932
Sharon Dunlap	West	714-796-2936
Karen Jupillo	West	714-796-2948
Carla Larios	West	714-796-2951

Marcela Lopez	West	714-796-2953
<b>(Delgado, M.J. cont'd.)</b>		
Miriam Penna-Cathorall	West	714-796-2964
Camille Ronquillo	West	714-796-2965
Theresa Ta	West	714-796-2968
Rosaura Vivas	West	714-796-2986
<b><u>Yabuki, Jeanette</u></b>	<b>West / Area Supv.</b>	<b>714-796-2980</b>
Brenda Durden	West	714-796-2918
Isela Mendez	West	714-796-2957
Kellie Nguyen	West	714-796-2934
Tuyet Tran	West	714-796-2960
Nancy Vu	West	714-796-2921
Krystina Whalen	West	714-796-2975
<b><u>Admin. E.S. Members:</u></b>		
Josie Campos	Admin. Support Svcs.	714-796-5252
Thelma Day	HRG	714-796-5223
Christine Espitia	Behavioral Svcs.	714-796-5387
Dale Garcia	Consumer Svcs.	714-796-5215
Pat Glancy	Intake	714-796-5344
Don Greene	Comm. Resources	714-796-5262
Jacqui Kerze	FRC/Comfort Connection	714-796-5299
Destini Kulik	Behavioral Svcs.	714-796-5328
Paula Noden	Prevention Program	714-796-5385
Nancy Pearl	HRG	714-796-5260
Jennifer Phillips	Community Resources	714-796-5375
April Simpson	HRG	714-796-5140
Nicole Ward	Behavioral Svcs.	714-796-5277
John Zeimantz	Client Svcs.	714-796-5339

(updated eff. 10-01-10)

# EARLY START CONTACT LIST 2010-11

<b>SELPA /Address/Director</b>	<b>Early Start Contact</b>	<b>Contact Information</b>
<b>Anaheim City SELPA</b>		
Anaheim City School District 1001 South East Street, Anaheim, CA 92805 Sherry Blakely, Director, Pupil Services	Sherry Blakely  Liz Rutecki	Phone 714-517-7531 X4 Fax 714-517-8551 Email <a href="mailto:sblakely@acsd.k12.ca.us">sblakely@acsd.k12.ca.us</a> Email <a href="mailto:lrutecki@acsd.k12.ca.us">lrutecki@acsd.k12.ca.us</a>
<b>Capistrano SELPA</b>		
Capistrano Unified School District 33122 Valle Rd., San Juan Capistrano, CA 92675 Susan Melly, Interim Director Candy Miller, Interim Director	Sharla Pitzen	Phone 949-234-9290 Fax 949-240-9047 Email <a href="mailto:SJPITZEN@capousd.org">SJPITZEN@capousd.org</a>
<b>Garden Grove SELPA</b>		
Garden Grove Unified School District 10331 Stanford Avenue, Garden Grove, CA 92840 Gary S. Lewis Ed.D., Asst. Supt	Angela Daly  Marilyn Paul	Phone 714-530-8810 Fax 714-530-2514 Email <a href="mailto:adaly@ggusd.us">adaly@ggusd.us</a> Phone 714-663-6191 Email <a href="mailto:mpaul@ggusd.us">mpaul@ggusd.us</a>
<b>Greater Anaheim SELPA</b>		
<b>Districts served: Los Alamitos, USD, Centralia, Cypress, Magnolia, and Savanna SD</b> Greater Anaheim SELPA 501 Crescent Way, Anaheim, CA 92803 Frank Donavan, Ed.D., Director	Kay Fielder	Phone 714-828-1766 X26 Fax 714-828-6763 Email <a href="mailto:kfielder@ocde.us">kfielder@ocde.us</a>
<b>Irvine SELPA</b>		
Irvine Unified School District 5050 Barranca Parkway, Irvine, CA 92714 Mary Beverneck, Director	Robin Hunter	Phone (949) 936-5884 Email <a href="mailto:rhunter@iusd.org">rhunter@iusd.org</a>
<b>Newport-Mesa SELPA</b>		
Newport-Mesa Unified School District 2985-A Bear Street, Costa Mesa, CA 92626 Ann Huntington, Executive Director	Mary Shields	Phone 949-515-6624 Fax 949 515-6633 Email <a href="mailto:sshields@nmusd.us">sshields@nmusd.us</a>
<b>North Orange County SELPA</b>		
<b>Districts served: Buena Park; Fullerton Elementary; La Habra City; Lowell Joint</b> 1021 West Bastanchury, Suite 161 Fullerton, CA 92833 Frank Donavan, Director	Laura Beach	Phone 714-641-5402 Fax 714-870-9643 Email <a href="mailto:lbeach@ocde.us">lbeach@ocde.us</a>

Northeast Orange County SELPA		
<b>Districts served: Brea-Olinda; Placentia-Yorba Linda</b> Placentia-Yorba Linda Unified School District 130 East Orangethorpe Avenue Placentia, CA 92870 Joan Akers, Director	Joan Akers  Noemi Ruedas (Secty)	Phone (714) 986-7038 Fax 714-985-8714 Email <a href="mailto:jakers@pylusd.org">jakers@pylusd.org</a> Phone 714-985-8659 Email <a href="mailto:nruedas@pylusd.org">nruedas@pylusd.org</a>
Orange SELPA		
Orange Unified School District 1401 North Handy Street, Orange, CA 92667 Karen Hanson, Sr. Executive Director	Pete Dawson  Kristi Franco	Phone 714-997-6202 X6258 Fax 714-997-6270 Email <a href="mailto:pdawson@orangeusd.org">pdawson@orangeusd.org</a> Email <a href="mailto:kfranco@orangeusd.org">kfranco@orangeusd.org</a>
Santa Ana SELPA		
Santa Ana Unified School District 1601 East Chestnut, Santa Ana, CA 92701-6322 Doreen Lohnes, Director	Mark Bello	Phone 714-430-5689 Fax 714-430-5699 Email <a href="mailto:Mark.Bello@sausd.us">Mark.Bello@sausd.us</a>
South Orange County SELPA		
<b>Districts served: Laguna Beach; Saddleback Valley</b> Saddleback Valley USD 25631 Peter A. Hartman Way, Mission Viejo, CA 92691 Diane Lappi, Director	Gabriela Eisenberg	Phone 949-707-5276 Fax 949-598-3755 Email <a href="mailto:gabriela.eisenberg@svusd.org">gabriela.eisenberg@svusd.org</a>
Tustin SELPA		
Tustin Unified School District 300 South "C" Street, Tustin, CA 92680 Lori Stillings, Ed.D., Associate Superintendent	Sharon Calvo	Phone 714-730-7301 X382 Fax 714-832-9087 Email <a href="mailto:Scalvo@tustin.k12.ca.us">Scalvo@tustin.k12.ca.us</a>
West Orange County SELPA		
<b>Districts served: Fountain Valley; Huntington Beach City; Huntington Beach Union High; Ocean View; Westminster</b> Huntington Beach Union High School District 5832 Bolsa Ave., Huntington Beach, CA 92649 Anne Delfosse, Director	Meryl Schrantz  Linda Forsythe	Phone 714-903-7000 X4626 Email <a href="mailto:mschrantz@hbuhsd.org">mschrantz@hbuhsd.org</a> Phone 714-903-7000 X4610 Email <a href="mailto:lforsythe@hbuhsd.org">lforsythe@hbuhsd.org</a> Fax 714-372-8109
Early Start/Part C Training, Technical Assistance and Interagency Coordination		
Orange County Department of Education 200 Kalmus Drive P.O. Box 9050 Costa Mesa, CA 92628-9050	Dillon Henry	Phone 714-708-4989 Fax 714-545-6312 Email <a href="mailto:dhenry@ocde.us">dhenry@ocde.us</a>



WILLIAM M. HABERMehl  
County Superintendent of Schools

**Rancho Santiago Community College District  
Early Head Start Program  
2323 N. Broadway, Santa Ana, CA 93535**

---

**2010-  
2011**

**AGENCY CONTACT LIST**

**PRIMARY CONTACT:**

- My Le Pham, Education and Disabilities Coordinator

Office 714 480.7542/ Cell 714 262.9753

Email: [pham\\_myle@rscdd.edu](mailto:pham_myle@rscdd.edu)

Fax 714.796.3946

**SECONDARY CONTACTS:**

- Debbie McBee, EHS Director

Office 714 480.7544/ Cell 661 492.1948

Email: [mcbee\\_debbie@rscdd.edu](mailto:mcbee_debbie@rscdd.edu)

- Rebecca Hernandez, Help Me Grow Manager

Office 714 939.7122

Email: [rhernan2@uci.edu](mailto:rhernan2@uci.edu)

Fax 714.939.6199

**DISTRICT CONTACTS:**

- Dee Tucker, CDS Executive Director

Office 714 480.7546/ Cell 714 541.8755

Email: [tucker\\_dee@rscdd.edu](mailto:tucker_dee@rscdd.edu)

Fax 714.796.3946

- John Didion, Executive Vice Chancellor

Office 714 480.7489

ORANGE COUNTY HEAD START, INC.  
EARLY HEAD START PROGRAM  
2501 S. PULLMAN STREET  
SANTA ANA, CA 92705

ADMINISTRATIVE CONTACT LIST

**Primary Contact**  
Disabilities Manager

Geri Brklevich  
Office: 714.241.8920 ext.10244  
Cell: 714.981.2921  
[gbrklevich@ochsinc.org](mailto:gbrklevich@ochsinc.org)

Executive Director

Colleen Versteeg  
Office: 714.241.8920  
[colleen.versteeg@ochsinc.org](mailto:colleen.versteeg@ochsinc.org)

Director of Center and  
Program Operations

Valerie Padilla  
714-241-8920  
[valerie.padilla@ochsinc.org](mailto:valerie.padilla@ochsinc.org)

Early Head Start/Home Base  
Services Coordinator

Talisha Gadlin  
(714) 241-8920 ext. 10251  
[talisha.gadlin@ochsinc.org](mailto:talisha.gadlin@ochsinc.org)

# ORANGE COUNTY HEAD START, INC.

2501 S. Pullman Street  
Santa Ana, CA 92705  
(714) 241-8920

Rev. 03-22-10

## **BADEN POWELL HS\***

Erin Quezada, CD  
801 South Gaymont Street  
Anaheim, CA 92804-3916  
714.236.4224  
714.236.9012 Fax

## **BREA HS**

Shalise Douglas, CD  
408 South Flower Avenue  
Brea, CA 92821-5438  
714.990.4391  
714.990.2045 Fax

## **BUENA PARK HS\***

Jeanie Kline, CD  
6725 Dale Street  
Buena Park, CA 90621-3687  
714.521.1909  
714.521.1917 Fax

## **CAPO HS**

Susie Collins, CD  
31485 El Camino Real  
San Juan Capistrano, CA 92675-2600  
949.661.8029  
949.661.2375 Fax

## **CENTRALIA HS**

Angelica Alaniz, CD  
6627 La Cienaga Drive  
Buena Park, CA 90620-2395  
714.228.9004  
714.228.9040 Fax

## **D.L. WOOD HS**

Janis Jones, CD  
12741 Main Street  
Garden Grove, CA 92840-5204  
714.741.8130  
714.741.8136 Fax

## **DELHI HS**

Teresa Niño, CD  
505 E. Central Avenue Ste A  
Santa Ana, CA 92707-3503  
714.361.8866  
714.361.8869 Fax

## **EVELYNE LOBO VILLEGAS HS\***

Doris Fusco, CD  
32204 Del Obispo Street  
San Juan Capistrano, CA 92675-3438  
949.661.5243  
949.661.5368 Fax

## **FULLERTON HS**

Dora De Los Rios, CD  
341 South Courtney Avenue  
Fullerton, CA 92833-3229  
714.447.3005  
714.447.3026 Fax

## **GLENN MARTIN HS\* / \*\*\***

Paula Todini, CD  
1008 West Russell Avenue  
Santa Ana, CA 92707-1145  
714.427.1290  
714.427.1293 Fax

## **HAWAIIAN GARDENS HS**

Sharon Whitaker, CD  
22150 Wardham Avenue  
Hawaiian Gardens, CA 90716-1700  
562.421.1843 or 425.1894  
562.497.3993 Fax

## **JEANNE HARDY HS\***

Billiejo Hubbs, CD  
17175 Emerald Lane  
Huntington Beach, CA  
926478702  
714.842.1221  
714.842.0491 Fax

## **K.I.D.S. HS\* / \*\***

Alma Lopez, CD  
1002 West 2<sup>nd</sup> Street  
Santa Ana, CA 92703-3929  
714.541.8164  
714.547.2471 Fax

## **MATT KLINE HS\***

Marissa Dominguez, CD  
2043 Meyer Place  
Costa Mesa, CA 92627-2678  
949.548.4480 or 548.6930  
949.548.5138 Fax

## **MIDWAY HS**

Lynn Bach, CD  
14900 Park Lane  
Midway City, CA 92655-1128  
714.889.1494  
714.889.1497 Fax

## **PLACENTIA HS\* / \*\*\***

Kim Smith, CD  
840 South Melrose Street  
Placentia, CA 92870-7117  
714.632.8787  
714.632.8788 Fax  
Kitchen: 714.632.0308  
Kitchen Fax: 714.632.3543

## **RUBY DRIVE HS**

Maricruz Mendoza, CD  
601 Ruby Drive  
Placentia, CA 92870-4828  
714.854.8787  
714.854.8790 Fax

## **SCHWEITZER HS**

Mariza Trujillo, CD  
211 South Dale Avenue  
Anaheim, CA 92804-2006  
714.229.8790  
714.229.8793 Fax

## **ST. POLYCARP HS**

Rose Alvarez, Ed Mgr

(TBD)

## **TED FISHER HS\***

Jerelyn Cowan, CD  
14422 Hammon Lane  
Huntington Beach, CA 92647  
714.901.8922  
714.901.8932 Fax  
Kitchen: 714.934.6345  
Kitchen Fax: 714.889.5798

## **TOPAZ HS\* / \*\***

Traci Sallade, Ed Manager  
1600 Sapphire Road  
Fullerton, CA 92831-2697  
714.854.1534  
714.854.1529 Fax

## **TUSTIN FAMILY CAMPUS HS\* / \*\***

Teri Shepard, CD  
15405 Lansdowne Road  
Tustin, CA 92782-0223  
714.566.2870  
714.566.2871 Fax

## **WALTER HS**

Margie Sanchez, CD  
9200 Pacific Place  
Anaheim, CA 92804-6399  
714.761.4967  
714.229.7386 Fax

## **NORTH HOME BASE (North of 22 Fwy)**

Erica Collier  
Home Base Supervisor (Temp)  
1600 Sapphire Road  
Fullerton, CA 92831-2697  
714.854.1534  
714.854.1529 Fax

## **SOUTH HOME BASE (South of 22 Fwy)**

Mercedes Galvez  
Home Base Supervisor  
505 E. Central Avenue  
Santa Ana, CA 92707-3503  
714.361.8866  
714.361.8869 Fax

## KEY

\*Full Day Program Available

\*\*Early Head Start Available

\*\*\*Twilight Available

CD = Center Director

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

**Board Meeting**

**TITLE:** Adoption of 2011-12 Budget and Approval of "Attachment C" Addendum

**ITEM:** Action

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

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

---

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board adoption of the 2011-12 Budget and to approve "Attachment C" addendum. Education Code Sections 42103 and 42127 require school districts to hold a public hearing and adopt a budget on or before July 1, 2011.

State law requires that school districts prepare an annual operating budget for the review and adoption by the governing school board. The District uses the single adoption process. The assumptions used in this budget are mainly based upon "May Revision" information. Orange County Department of Education (OCDE) is fully aware of the difficulties districts face in identifying and implementing budget reductions. OCDE is therefore requesting that districts approve the attached action item (Attachment C), along with the approval of the 2011-12 Budget.

In summary, (Attachment C) states the following:

- In submitting the 2011-12 Budget, the Board understands its fiduciary responsibility to maintain the District's fiscal solvency for the current and subsequent two fiscal years.
- The District will identify and submit by December 13, 2011, a detailed list of Board approved, on-going budget reductions for 2012-13 of \$32 million.
- Additionally, the District will commit to making \$30 million in additional on-going budget reductions for 2013-14.

**RATIONALE:**

The Board is requested to adopt the District's 2011-12 Budget and to approve "Attachment C" addendum. Approval of "Attachment C" is required to comply with OCDE request for districts submitting a 2011-12 budget which includes significant budget reductions in 2012-13 and 2013-14 that have yet to be Board approved and implemented.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt the District's 2011-12 Budget and approve the "Attachment C" addendum.





WILLIAM M. HABERMEHL  
County Superintendent of Schools

## **Attachment C**

In submitting the 2011-12 adopted budget and an implementation plan for budget reductions in 2012-12, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. It is recognized that if the Governor's May 2010 Revision is enacted as proposed, or if the fiscal condition further deteriorates, the district will implement \$32 million in ongoing budget reductions in 2012-13 and an additional \$30 million reductions in 2013-14 to maintain fiscal solvency. It is further recognized that the district will submit a detailed list of Board approved ongoing budget reductions for 2012-13 with the 2011-12 First Interim Report.

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 10/11-2884 – Renewal of Charter School  
Petition for El Sol Science and Arts Academy

**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 adopt Resolution No. 10/11-2884 for the El Sol Science and Arts Academy Charter Renewal petition. The El Sol Science & Arts Academy has submitted a charter renewal petition to the Santa Ana Unified School District for consideration of a five year term beginning July 1, 2011 and expiring June 30, 2016. The five year term of the current operating charter expires June 30, 2011.

**RATIONALE:**

In compliance with California Education Code Sections 47605 and 47607, the SAUSD Board is required to approve or deny the request for charter renewal within sixty (60) days of receipt of the renewal petition, unless extended for up to thirty (30) additional days by mutual agreement of the parties. In this instance, the SAUSD Board will take action on the matter on June 14, 2011.

In support of the request for approval of the renewal, El Sol Academy has provided documented proof of meeting or making progress toward specific pupil outcomes and has attained its Academic Performance Index growth target for the 2009-2010 school year in accordance with the academic achievement criteria of Education Code Section 47607(b) (1).

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt Resolution No. 10/11-2884, approving the renewal of the El Sol Science and Arts Academy Charter Renewal Petition for a five year term beginning July 1, 2011 through and including June 30, 2016.

/mm

**AGENDA ITEM BACKUP SHEET**

June 14, 2011

**Board Meeting**

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

**RATIONALE:**

Prior to the expiration of the term of the multi-year Proposition 39 Facilities Agreement between the Santa Ana Unified School District and the El Sol Science & Arts Academy, the parties entered discussions and negotiation of a long term Ground Lease in lieu of an offer of facilities under Proposition 39 regulations and Education Code Section 47614.

Approval of the long term Ground Lease will allow El Sol Science & Arts Academy to remain at its current site while solely undertaking the planning, financing and construction for demolition, grading, landscaping, utilities, and modernization of a new school facility at the site. Furthermore, approval of the long term Ground Lease will constitute full and complete satisfaction of the District's obligation to provide facilities that are furnished and equipped for classroom instruction to El Sol Science & Arts Academy under Education Code Section 47614 and the Proposition 39 regulations, and any future laws and/or regulations requiring that the District furnish facilities to the charter school for the duration of the Ground Lease.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the Facilities Agreement between Santa Ana Unified School District and El Sol Science and Arts Academy Charter School as drafted.

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 10/11-2886 – Commitment of Deferred Maintenance Funds (Fund 14) in Accordance With Board Policy 3100.1 - (GASB 54)

**ITEM:** Action

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

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

---

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board adoption of Resolution No. 10/11-2886, commitment of deferred maintenance funds (Fund 14) in accordance with Board Policy 3100.1 – (GASB 54).

**RATIONALE:**

As part of the February 2009 budget act changes (SBX3 4-Ducheny), the State provided districts with a flexibility clause that allows deferred maintenance funds which are normally restricted to be used for general fund expenses through 2013. The District continues to use these funds for deferred maintenance and therefore will have to commit the funds in accordance with Board Policy 3100.1 – (GASB 54).

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adoption of Resolution No. 10/11-2886, commitment of deferred maintenance funds (Fund 14) in accordance with Board Policy 3100.1 – (GASB 54).

**AGENDA ITEM BACKUP SHEET**

June 14, 2011

**Board Meeting**

**TITLE:** Approval of Agreement With University of Southern California for School Business Management Training for Site Professionals and District Personnel for 2011-12 School Year

**ITEM:** Action

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

**PREPARED BY:** Tony Wold, Ed.D., Director, Program Quality Analysis

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the agreement with University of Southern California for school business management training for site professionals and District personnel for 2011-12 school year. As part of the School Improvement Grant application the District created the School Operations Administrator position to support our six transformational schools to assume specific non-instructional business-related tasks that traditionally fall within the scope of the secondary principal allowing the principal to focus the instructional program and lead the transformational efforts.

**RATIONALE:**

The Santa Ana Unified School District looks to strengthen its institutional knowledge and ability to balance its fiscal resources with the challenge of delivering quality education to a large and diverse student population with complex learning needs is developing a partnership with USC Rossier School of Education. The program focus will be to provide professional development to those individuals in the district and school sites to hone their management skills related to the school business duties which will allow District Principals to focus on the instructional program and build upon the concurrent Pivot Learning Partners support.

The School Business Management for Site Professionals program will allow District participants to:

- Build capacity within the District business offices to have a knowledgeable staff familiar with all dimensions of the business operation in order to make sound decisions about their particular area of responsibility.
- Build capacity within school sites to understand how to manage the business-related policies and procedures with an eye on strategically supporting the academic priorities of the school.
- Bridge the District business office with the school site administrators to create a Districtwide culture of collaborative decision-making to support academic goals.
- Bring the leading experts in all dimensions of school business throughout the State of California to expand the strategic mindset of the District's business-minded staff.

**FUNDING:**

Title II and General Funds: \$165,000 – \$247,500

**RECOMMENDATION:**

Approve the agreement with the University of Southern California for school business management training for site professionals and District personnel for 2011-12 school year.

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

**Board Meeting**

**TITLE:** Adoption of Resolution No. 10/11-2885 – Establishment of Pharmacy Benefits Payment Trust Account

**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 adoption of Resolution No. 10/11-2885, for the establishment of pharmacy benefits payment trust account which allows the District to administer the self-funded pharmacy benefits program.

**RATIONALE:**

Effective July 1, 2011, the District will be implementing a carve-out of our Employee and Retiree Pharmacy Benefit Program apart from Blue Shield under a self-insured basis for 2011-12. The District Health Benefits Authority received three responsive proposals from Pharmacy Benefit Managers (Medco Rx, Express Scripts Rx and Caremark Rx). Medco was selected as the District's Pharmacy Manager. All claims and expenditures will be administered by Medco. A trust account for pharmacy expenditures will be established to expedite payments associated with employee and retiree claims.

Based on previous experience, the cost for pharmacy claims is projected to be approximately \$3,000,000. This amount is a projection only, actual costs will be based on paid claims. The trust account will be initially set up in the amount of \$300,000 to handle one month worth of claims.

**FUNDING:**

Health and Welfare Benefits (Fund 69): \$300,000

**RECOMMENDATION:**

Adoption of Resolution No. 10/11-2885, for the establishment of pharmacy benefits payment trust account.

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

13.0

**Board Meeting**

**TITLE:** Authorization to Award Contract for Bid Package No. 15 for Site Work and Street Improvement at Santa Ana High School Under Modernization Program

**ITEM:** Action

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

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

---

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to award a contract for Bid Package No. 15 for Site Work and Street Improvements at Santa Ana High School. The scope of work includes all work associated with modernization.

**RATIONALE:**

Legal advertisements of notice calling for bids for Bid Package No. 15 for Site Work and Street Improvement at Santa Ana High School were placed with the *Orange County Register* on May 6 and May 13, 2011. Staff contacted 43 contractors of which 18 picked up plans. On June 6, 2011, bid day, the District received seven bids. The architect and staff are in agreement that USS Cal Builders, Inc. represents the lowest responsible bidder. This bid amount is within budget. The following is a list of all bids received:

<b>Contractors:</b>	<b>Bid Amounts:</b>
USS Cal Builders, Inc.	\$1,492,000
GRD Contractors, Inc. dba Day Construction Co.	\$1,685,978
Environmental Construction, Inc.	\$1,749,282
Angeles Contractor, Inc.	\$1,829,000
Minako America Corporation dba Minco Construction	\$1,977,000
Palp. Inc. dba Excel Paving Company	\$1,979,616
C.S. Legacy Construction, Inc.	\$1,990,111

**FUNDING:**

State School Facility Program/Measure G: \$1,492,000

**RECOMMENDATION:**

Authorize staff to award contract to USS Cal Builders, Inc. for Bid Package No. 15 for Site Work and Street Improvements at Santa Ana High School in the amount of \$1,492,000 under the Modernization program.

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

**14.0**

**Board Meeting**

**TITLE:** Authorization to Obtain Bids for Replacement of Existing Roofing System at McFadden Intermediate School

**ITEM:** Action

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

**PREPARED BY:** Dennis Ziegler, Director of Building Services

---

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to obtain bids for the replacement of the existing roofing system at McFadden Intermediate School. The roof is beyond economical repair and requires replacement at this time.

**RATIONALE:**

Building Services' maintenance staff and roofing contractors have attempted numerous roofing repairs over the past years at McFadden Intermediate School. Due to the severe weather conditions this year and the obligation to ensure roofing systems are water tight Districtwide, it is essential that we continue implementation of best business practices for the management of all roofing systems Districtwide. Replacement of the roof at McFadden Intermediate School is essential to ensure we provide a safe, effective, well-maintained learning environment for students and staff.

**FUNDING:**

Measure G Funds/State School Facility Program/Modernization/Deferred Maintenance:  
\$1,500,000

**RECOMMENDATION:**

Authorize staff to obtain bids for the replacement of existing roofing system at McFadden Intermediate School.



June 14, 2011

**Board Meeting**

**TITLE:** Authorization to Terminate Contract With PW Construction, Inc. and Award Contract to P.H. Hagopian Contractor, Inc. for Bid Package No. 1 for General Construction at Saddleback High School Under Modernization Program

**ITEM:** Action

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

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

---

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to terminate the previously Board authorized contract to PW Construction, Inc. and award contract to P.H. Hagopian Contractor, Inc. for Bid Package No. 1 for general construction at Saddleback High School. The scope of work includes modernization to buildings A, B, C, D, E & F, ADA upgrades to buildings and restrooms, new flooring & bleachers in gymnasium.

**RATIONALE:**

Legal advertisements of notice calling for bids for Bid Package No. 1 for general construction project at Saddleback High School were placed with the *Orange County Register* on January 21 and 28, 2011. Staff contacted 113 contractors of which 19 picked up the plans. On February 15, 2011, bid day, the District received seven bids. The Architect and staff are in agreement to terminate the contract with PW Construction, Inc. and award contract to P.H. Hagopian Contractor, Inc., who represents the lowest responsible bidder. This bid amount is within budget. The following is a list of all bids received:

<b>Contractors:</b>	<b>Base Bid Amount:</b>
<i>PW Construction, Inc.</i>	\$5,297,000
<b>P.H. Hagopian Contractor, Inc.</b>	<b>\$5,694,000</b>
USS Cal Builders, Inc.	\$5,964,000
Rosetti Construction Company, Inc.	\$5,987,900
Woodcliff Corporation	\$6,013,000
Plyco Corporation	\$6,100,000
Morillo Construction, Inc.	\$6,287,000

**FUNDING:**

State School Facility Funds/Measure G: \$5,694,000

**RECOMMENDATION:**

Authorize staff to terminate contract with PW Construction, Inc. and award a contract to P.H. Hagopian Contractor, Inc. for Bid Package No. 1 for General Construction at Saddleback High School in the amount of \$5,694,000 under the Modernization program.

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

**Board Meeting**

**TITLE:**                    **Authorization to Obtain Request for Proposals for District Legal Services for Human Resources**

**ITEM:**                    **Action**  
**SUBMITTED BY:**   **Juan M. Lopez**  **Associate Superintendent, Human Resources**

---

**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to obtain Request for Proposals (RFP) for District legal services for Human Resources.

**RATIONALE:**

Santa Ana Unified presently uses legal services on an as needed basis for employee discipline, contract issues, negotiations, hearings, and other personnel relate items. This RFP will enable the staff to review other legal services according to the current needs of the Human Resources Department. The RFP will require applicants to complete a scope of work and provide a proposal for District Human Resources legal work. The applicants will also be asked to submit documentation representing quality of work product and experience in dealing with the specific details related to Educational Human Resources law.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Authorize staff to obtain Request for Proposals for District legal services for Human Resources.

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

**Board Meeting**

**TITLE:** Approval of Declaration of Need for Fully Qualified Educators for 2011-12 School Year

**ITEM:** Action

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

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

---

**BACKGROUND INFORMATION:**

The purpose of this agenda is to seek Board approval of the Declaration of Need for Fully Qualified Educators. The California Commission on Teacher Credentialing requires school districts to annually submit this declaration. This allows the Commission on Teacher Credentialing to issue emergency permits to teachers when we are unable to find a properly credentialed candidate in the areas of English Learners (EL), Special Education and Library Media Specialist.

**RATIONALE:**

This approval is necessary in order to employ teachers on emergency permits in the area of English Learners, Special Education and Library Media Specialists. Board action is necessary on an annual basis.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the Declaration of Need for Fully Qualified Educators for the 2011-12 school year as requested by the California Commission on Teacher Credentialing.



State of California  
Commission on Teacher Credentialing  
Certification, Assignment and Waivers Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Telephone:  
(888) 921-2682  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

☒ Original Declaration of Need for year: 2011-2012

☐ Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Santa Ana Unified School District District CDS Code: 30

Name of County: Orange County CDS Code: 66670

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 06 / 14 / 11 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2012.

Submitted by (Superintendent, Board Secretary, or Designee):

Chad Hammitt

*Name*

*Signature*

Executive Director of HR

*Title*

(714) 558-5748

*Fax Number*

(714) 558-5680

*Telephone Number*

*Date*

1601 E. Chestnut, Santa Ana, CA 92701

*Mailing Address*

marlene.hernandez@sa.usd.us

*E-Mail Address*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ Name	_____ Signature	_____ Title
_____ Fax Number	_____ Telephone Number	_____ Date
_____ Mailing Address		
_____ E-Mail Address		

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

### AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	5
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	0
List target language(s) for bilingual authorization: _____	
<input type="checkbox"/> Resource Specialist	0
<input checked="" type="checkbox"/> Teacher Librarian Services	3
<input type="checkbox"/> Visiting Faculty Permit	0

### LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	0
Special Education	1
TOTAL	1

### EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

### EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☒ Yes ☐ No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 60

If yes, list each college or university with which you participate in an internship program.

Azusa	National	Cal State Dominguez
Chapman	UCI	Cal State Fullerton
Cal Poly Tech	Univ. of LaVerne	Cal State Long Beach

If no, explain why you do not participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_

**AGENDA ITEM BACKUP SHEET**  
**June 14, 2011**

**Board Meeting**

**TITLE:** Approval of New Job Description: Executive Director of Business Operations

**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 of the new job description: Executive Director of Business Operations. This position will report to the Associate Superintendent of Business Services and the Deputy Superintendent. This position is necessary as part of the restructuring of the organization and operations of the Business Services Division.

This is not an additional position. It will replace the current position of Director of Program Quality Analysis and include increased responsibilities due to the elimination of the Executive Director of Fiscal Services.

The increased cost of this position is covered by the savings due to not filling the Executive Director of Fiscal Services.

**RATIONALE:**

This position is essential in organizing the technical functions of the Business Services Division and coordinating these activities with the other divisions of the District. This position will also be responsible for planning, directing, developing, updating, and monitoring: a comprehensive District budget; the District's Technological support systems including the Management Information System (MIS) and Student Information System (SIS); attendance reporting, position control, and categorical financial and reporting compliance, including the monitoring and evaluation of multi-year projections; and a variety of special financial analysis for indirect costs, special funds, and categorical programs and perform high-level research and special projects.

The new job description is attached.

**FUNDING:**

General Fund: Classified Management Salary Schedule: Grade 58 - \$10,271 - \$11,456

**RECOMMENDATION:**

Approve the new job description of Executive Director of Business Operations.



**AGENDA ITEM BACKUP SHEET****June 14, 2011****Board Meeting****TITLE: Approval of New Job Description: Assistant Director of Payroll**

**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 of the new job description: Assistant Director of Payroll. This position will report to the Associate Superintendent of Business Services. This position is necessary as part of the restructuring of the organization and operations of the Business Services Division.

This is not an additional position. It will replace the current position of Payroll Manager and include increased responsibilities due to the elimination of the Executive Director of Fiscal Services.

The increased cost of this position is covered by the savings due to not filling the Executive Director of Fiscal Services.

**RATIONALE:**

This position is essential in providing leadership and management of the Payroll Department that provides payroll for over 5,000 District employees on a year round basis. The position will also be responsible for planning, organizing, and directing the work of the District Payroll Department including: proper payment of salaries to employees, disbursement of payroll deduction vendor checks, and preparation of quarterly tax returns; balancing monthly with County payroll records; the receipt, audit, control and processing of source documents and the maintenance and control of individual payroll files; preparing monthly deposits for Federal and State withholding tax; and prepare monthly deposits for Federal and State withholding tax.

The new job description is attached.

**FUNDING:**

General Fund: Classified Management Salary Schedule: Grade 38 - \$8,007 - \$9,144

**RECOMMENDATION:**

Approve the new job description of Assistant Director of Payroll.

**AGENDA ITEM BACKUP SHEET****June 14, 2011****Board Meeting****TITLE: Board and Staff Reports/Activities****ITEM: Reports****SUBMITTED BY: Jane A. Russo, Superintendent**

---

**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 will make announcements of community events and activities within Santa Ana schools and the community.