

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

**Board Meeting**

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

**ITEM:**                    **Action**

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

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**BACKGROUND INFORMATION:**

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

**RATIONALE:**

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

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

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

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

School:	Gift:	Amount:	Donor:	Used for:
Carver Elementary		\$ 526	Carver Elementary PTO Mrs. Carmen Serrano Santa Ana	Student field trips and supplies
Spurgeon Intermediate	500 backpacks filled with school supplies	\$ 3,000	Los Niños de la Calle con Wendy Foundation Mr. Jose L. Trujillo Anaheim	6 <sup>th</sup> grade students
Century High		\$ 1,423	American Chemical Society Ms. Kenetia Thompson Washington, D.C.	Puprchase of chemistry class responder system
Century High		\$ 4,925	Century HS Basketball Boosters Ms. Tracy Dodge Santa Ana	Century HS boys basketball program
Santa Ana High	Pitching machine	\$ 2,200	Mr. and Mrs. Bill Thomey Santa Ana	Girls softball team
Godinez Fundamental High		\$ 900	Marumoto Basketball Academy Mr. Tom Marumoto Newport Beach	Student sport supplies
SAUSD	250 assorted books	\$ 2,600	Ms. Jennifer Isensee Huntington Beach	School libraries
<b>September 14, 2010 donations</b>		<b>\$ 15,574</b>		
<b>2010 Total donations</b>	<b>\$ 357,738</b>	<b>\$373,312</b>		

/eh

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

**TITLE:** Adoption of Resolution No. 10/11-2850 – Transfer of Funds from Special Reserve Fund for Capital Outlay Projects (Fund 40) to General Fund

**ITEM:** Action

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

**PREPARED BY:** Kelvin Tsuneczumi, Executive Director of Fiscal Services

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board adoption of Resolution No. 10/11-2850 to transfer funds from Fund 40 to the General Fund in conjunction with the Board's approval to pay portable rentals utilizing Fund 40 resources for fiscal years spanning 2009-10 through 2012-13.

**RATIONALE:**

On December 8, 2009, the Board approved budget reductions totaling \$31 million. One of these budget reductions entailed a multi-year funding shift of \$2 million in portable rental costs from unrestricted to Fund 40. At its March 9, 2010, Board meeting the Board authorized an additional \$2 million in portable rental costs to be paid from Fund 40.

This fund transfer facilitates payment of portable rent expenditures utilizing Fund 40 proceeds. A total of \$4 million in Fund 40 resources will be transferred to the General Fund over the next 4 years for this purpose.

**FUNDING:**

Special Reserve: \$4 million

**RECOMMENDATION:**

Adopt Resolution No. 10/11-2850 to transfer funds from Fund 40 to the General Fund.

RESOLUTION NO. 10/11-2850

BOARD OF EDUCATION

SANTA ANA UNIFIED SCHOOL DISTRICT

ORANGE COUNTY, CALIFORNIA

**Authorizing the Transfer of Funds from the District's Special Reserve Fund  
for Capital Outlay Projects (Fund 40) to the District's Unrestricted General Fund**

WHEREAS, the Board of Education at its December 8, 2009 and March 9, 2010 Board meetings, authorized, as part of its budget reductions, the use of Fund 40 resources to pay for portable rental costs, previously paid with unrestricted resources; and,

WHEREAS, the District budgeted funds from its Special Reserve Fund for Capital Outlay Projects (Fund 40) for the purpose of paying portable rental expenses; and,

WHEREAS, funds are to be transferred to the Unrestricted General Fund over a 4 year period starting in 2009-10; and,

WHEREAS, the transfers are necessary to facilitate the District's requirement for budget reductions as approved by the Board of Education; and,

NOW, THEREFORE, BE IT RESOLVED: That up to \$4,000,000 will be transferred from the Special Reserve Fund for Capital Outlay Projects (Fund 40) to the Unrestricted General Fund.

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

AYES:

NOES:

ABSENT

STATE OF CALIFORNIA )

) SS:

COUNTY OF ORANGE )

31  
32 I, Jane Russo, Secretary of the Board of Education of the Santa Ana Unified  
33 School District of Orange County, California, hereby certify that the above and  
34 foregoing Resolution was duly adopted by the said Board at a regular meeting  
35 thereof held on the 14th day of September, 2010, and passed by a vote of  
36 \_\_\_\_\_ of said Board.

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

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41 \_\_\_\_\_  
42 Jane Russo, Secretary  
43 Board of Education  
Santa Ana Unified School District

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

**Board Meeting**

**TITLE:** Approval of District's Unaudited Actuals for 2009-10 School Year

**ITEM:** Action

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

**PREPARED BY:** Kelvin Tsunezumi, Executive Director of Fiscal Services

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board approval of the District's Unaudited Actuals for 2009-10 school year in compliance with Education Code Section 42100.

**RATIONALE:**

Education Code Section 42100 requires the governing board of each school district to approve, on or before September 15, an annual statement of all receipts and expenditures of the District for the preceding fiscal year.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the District's Unaudited Actuals for 2009-10 school year.

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

**Board Meeting**

**TITLE:** Adoption of Resolution No. 10/11-2849 -- District Appropriations Limits for Fiscal Years 2009-10 and 2010-11

**ITEM:** Action

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

**PREPARED BY:** Kelvin Tsunetzumi, Executive Director of Fiscal Services

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board adoption of Resolution No. 10/11-2849 for the District's appropriations limits for fiscal years 2009-10 and 2010-11.

**RATIONALE:**

Proposition 4, "The Gann Initiative," approved by the voters on November 6, 1979, requires appropriations limits for state and local governments. This constitutional amendment became Article XIII B of the California Constitution.

Article XIII B established a formula for adjustment of the appropriations limit based upon change in population (Average Daily Attendance) and change in the Consumer Price Index. Categorical income for federal projects, state projects, and special education is over and above the appropriations limit and is not included in the formula.

Article XIII B of the California Constitution and Education Code Sections 1629 and 42132 requires the Board to establish by resolution an appropriations limit for the current and prior fiscal years by September 15, 2010.

The District's appropriations limit for 2009-10 was \$321,999,178 and the revenue received in 2009-10 subject to the appropriations limit was \$279,562,051. The District, therefore, is within the appropriations limits for 2009-10. The District's appropriations limit for 2010-11 is calculated to be \$308,265,778.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Adopt Resolution No. 10/11-2849 for the Districts' appropriations limits for fiscal years 2009-10 and 2010-11 at \$321,999,178 and \$308,265,778 respectively.

1 RESOLUTION NO. 10/11-2849

2 BOARD OF EDUCATION

3 SANTA ANA UNIFIED SCHOOL DISTRICT

4 ORANGE COUNTY, CALIFORNIA

5 **Appropriations Limits for Fiscal Years 2009-10 and 2010-11**

6  
7 WHEREAS, Article XIII B of the California Constitution provides certain  
8 limitations and controls on the total annual appropriations of any school  
9 district; and,

10 WHEREAS, Division 9, (commencing with Section 7900) of Title 1 of the  
11 Government Code provides for the implementation of Article XIII B; and,

12 WHEREAS, Education Code Sections 1629 and 42132 provide that the governing  
13 body of each school district shall annually adopt a resolution to identify the  
14 estimated appropriations limit for the district for the current fiscal year and  
15 the actual appropriations limit for the district for the preceding fiscal year;  
16 and,

17 WHEREAS, the documentation used in determining the appropriations limits for  
18 fiscal years 2009-10 and 2010-11 is available for public inspection in the Office  
19 of the Associate Superintendent, Business Services.

20 NOW, THEREFORE, BE IT RESOLVED: That the Board of Education hereby declares  
21 as follows:

22 1. The actual appropriations limit for 2009-10 was \$321,999,178, and the  
23 appropriations in the 2009-10 budget did not exceed the limitations imposed by  
24 Article XIII B of the California Constitution.

25 2. The appropriations limit for 2010-11 is estimated to be \$308,265,778,  
26 and the appropriations in the 2010-11 budget do not exceed the limitations imposed  
27 by Article XIII B of the California Constitution.

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

31           AYES:

32           NOES:

33           ABSENT

34 STATE OF CALIFORNIA        )

35                                ) SS:

36 COUNTY OF ORANGE         )

37  
38           I, Jane Russo, Secretary of the Board of Education of the Santa Ana Unified  
39 School District of Orange County, California, hereby certify that the above and  
40 foregoing Resolution was duly adopted by the said Board at a regular meeting  
41 thereof held on the 14th day of September, 2010, and passed by a vote of  
42 \_\_\_\_\_ of said Board.

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

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47                                \_\_\_\_\_  
Jane Russo, Secretary

48                                Board of Education

49                                Santa Ana Unified School District  
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	2009-10 Calculations			2010-11 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2008-09 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	<b>2008-09 Actual</b>			<b>2009-10 Actual</b>		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	328,119,639.67		328,119,639.67			321,999,178.09
2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)	56,656.85		56,656.85			55,255.12
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	<b>Adjustments to 2008-09</b>			<b>Adjustments to 2009-10</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2009-10 data should tie to Principal Apportionment Attendance Software reports)	<b>2009-10 P2 Report</b>			<b>2010-11 P2 Estimate</b>		
1. Total K-12 ADA (Form A, Line 10)	52,336.87		52,336.87	51,371.33		51,371.33
2. ROC/P ADA**						
3. Total Charter Schools ADA (Form A, Line 26)	2,918.25		2,918.25	2,908.05		2,908.05
4. Total Supplemental Instructional Hours**						
5. Divide Line B4 by 700 (Round to 2 decimal places)						
6. TOTAL P2 ADA (Lines B1 through B3 plus B5)		55,255.12				54,279.38
<b>OTHER ADA</b> (From Principal Apportionment Attendance Software)						
7. Apprentice Hours - High School						
8. Divide Line B7 by 525 (Round to 2 decimal places)		0.00				0.00
9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8)		55,255.12				54,279.38
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	<b>2009-10 Actual</b>			<b>2010-11 Budget</b>		
<b>TAXES AND SUBVENTIONS (Funds 01, 09, and 62)</b>						
1. Homeowners' Exemption (Object 8021)	704,411.55		704,411.55	704,412.00		704,412.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	75,291,327.10		75,291,327.10	74,752,853.00		74,752,853.00
5. Unsecured Roll Taxes (Object 8042)	4,168,175.03		4,168,175.03	5,380,419.00		5,380,419.00
6. Prior Years' Taxes (Object 8043)	5,605,590.79		5,605,590.79	4,268,878.00		4,268,878.00
7. Supplemental Taxes (Object 8044)	2,629,901.49		2,629,901.49	2,670,038.00		2,670,038.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	4,321,490.11		4,321,490.11	4,034,831.00		4,034,831.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Obj. 8046, 8047 & 8625) (Only if not counted in redevelopment agency's limit)	14,575.37		14,575.37	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	(4,827,852.00)		(4,827,852.00)	(4,834,604.00)		(4,834,604.00)
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	87,907,619.44	0.00	87,907,619.44	86,976,827.00	0.00	86,976,827.00
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	87,907,619.44	0.00	87,907,619.44	86,976,827.00	0.00	86,976,827.00

	2009-10 Calculations			2010-11 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			3,845,127.75			4,498,283.01
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			3,845,127.75			4,498,283.01
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. Revenue Limit State Aid - Current Year (Object 8011)	176,216,491.00		176,216,491.00	175,172,202.00		175,172,202.00
25. Revenue Limit State Aid - Prior Years (Object 8019)	(23,121.00)		(23,121.00)	0.00		0.00
26. Supplemental Instruction - CY (Res. 0000, Object 8590)**		3,949,978.00	3,949,978.00			0.00
27. Supplemental Instruction - PY (Res. 0000, Object 8590)**			0.00			0.00
28. Comm Day Sch Addl Funding - CY (Res. 2430, Obj. 8311 and Res. 0000, Obj. 8590)**		726,758.00	726,758.00			0.00
29. Comm Day Sch Addl Funding - PY (Res. 2430, Obj. 8319 and Res. 0000, Obj. 8590)**			0.00			0.00
30. ROC/P Apportionment - CY (Res. 0000, Object 8590)**			0.00			0.00
31. ROC/P Apportionment - PY (Res. 0000, Object 8590)**			0.00			0.00
32. Charter Schs. Gen. Purpose Entitlement (Object 8015)	0.00		0.00	0.00		0.00
33. Charter Schs. Categorical Block Grant (Object 8590)**			0.00			0.00
34. Class Size Reduction, Grades K-3 (Object 8434)	12,090,602.00		12,090,602.00	11,333,788.00		11,333,788.00
35. Class Size Reduction, Grade 9 (Object 8590)**		518,897.00	518,897.00			0.00
36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35)	188,283,972.00	5,195,633.00	193,479,605.00	186,505,990.00	0.00	186,505,990.00
<b>ADD BACK TRANSFERS TO COUNTY</b>						
37. County Office Funds Transfer (Form RL, Line 32)	1,403,126.00		1,403,126.00	1,397,617.00		1,397,617.00
38. TOTAL STATE AID (Lines C36 plus C37)	189,687,098.00	5,195,633.00	194,882,731.00	187,903,607.00	0.00	187,903,607.00
<b>DATA FOR INTEREST CALCULATION</b>						
39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	468,590,793.93		468,590,793.93	447,788,006.60		447,788,006.60
40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	1,019,875.81		1,019,875.81	920,155.00		920,155.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			328,119,639.67			321,999,178.09
2. Inflation Adjustment			1.0062			0.9746
3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places)			0.9753			0.9823
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			321,999,178.09			308,265,777.90
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			87,907,619.44			86,976,827.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero)			6,630,614.40			6,513,525.60
b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus C23; but not less than zero)			194,882,731.00			187,903,607.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			194,882,731.00			187,903,607.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c])			616,828.44			566,012.09
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			88,524,447.88			87,542,839.09
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero)			194,882,731.00			187,903,607.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			88,524,447.88			
b. State Subventions (Line D8)			194,882,731.00			
c. Less: Excluded Appropriations (Line C23)			3,845,127.75			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			279,562,051.13			

	2009-10 Calculations			2010-11 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>10. Adjustments to the Limit Per Government Code Section 7902.1</b> (Line D9d minus D4; if negative, then zero)  If not zero report amount to: Ana J. Matosantos, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
<b>Summary</b>						
<b>11. Adjusted Appropriations Limit</b> (Lines D4 plus D10)			321,999,178.09			308,265,777.90
<b>12. Appropriations Subject to the Limit</b> (Line D9d)			279,562,051.13			

\* Please provide below an explanation for each entry in the adjustments column.


\*\* Impacted by the flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009). Amounts in Section C, State Aid Received, can no longer be extracted and must be manually input into the Adjustments column.

Swan Singgih  
Gann Contact Person

714-558-5652  
Contact Phone Number

**Board Meeting**

**TITLE:** Authorization to Extend Contract for Purchase and Installation of Major Network Equipment and Installation of Structured Cabling System at Various E-Rate Qualified Sites at 90% With Federal Communications Commission Funding

**ITEM:** Action 

**SUBMITTED BY:** Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations  
Michael P. Bishop, Sr., CBO, Associate Superintendent, Business Services

**PREPARED BY:** Karen Aepli, Director, Purchasing & Stores  
Ricardo Enz, Director, Information Technology Center

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to extend the contract for the purchase and installation of major network equipment and installation of structured cabling system at various E-Rate qualified sites at 90% with Federal Communications Commission (FCC) (E-Rate) funding. The term of this contract is for E-Rate Year 12, Fiscal Year 2009-10, beginning July 1, 2009, through June 30, 2010, but is allowable through September 30, 2011.

**RATIONALE:**

The Board approved a contract with AT&T on January 13, 2009, for E-Rate Year 12 Fiscal Year 2009-10, for the purchase and installation of major network equipment and the installation of structured cabling system, pursuant to Bid #9-09, at the following sites:

- Diamond Elementary
- Heninger Elementary
- Kennedy Elementary
- Lowell Elementary
- Madison Elementary
- Martin Elementary
- Carr Intermediate
- Sierra Intermediate
- Spurgeon Intermediate
- Santa Ana High School
- District Office

The District received E-Rate funding for this project. However, all aspects of the installation have not been completed and more time is needed to maximize the use of this funding. The FCC allows the extension of spending to provide sufficient time to complete approved work. This project is a continuation of previous E-Rate funding upgrades and enhancements to the network. Staff requests that this contract be extended from June 30, 2010 to September 30, 2011.

**FUNDING:**

Measure G (School Sites):	10%	\$ 447,771
E-Rate Contribution (School Sites):	90%	\$4,029,939
General Fund (District Office):	10%	\$ 31,862
E-Rate Contribution (District Office):	90%	<u>\$ 286,763</u>
Estimated Total Cost:		\$4,796,335

**RECOMMENDATION:**

Authorize staff to extend the contract for purchase and installation of major network equipment and installation of structured cabling system at various E-Rate qualified sites at 90% with Federal Communications Commission (E-Rate) funding with AT&T, pursuant to Bid #9-09, and the provisions of Public Contract Codes Section 20118.

**AGENDA ITEM BACK-UP SHEET**  
**September 14, 2010**

7.0

**Board Meeting**

**TITLE:** Authorization to Extend Contract for Purchase and Installation of Wireless Network Equipment and Installation of Structured Cabling System at Various E-Rate Qualified Sites at 88% With Federal Communications Commission Funding

**ITEM:** Action

**SUBMITTED BY:** Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations  
Michael P. Bishop, Sr., CBO, Associate Superintendent, Business Services

**PREPARED BY:** Karen Aeppli, Director, Purchasing & Stores  
Ricardo Enz, Director, Information Technology Center

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to extend the contract for the purchase and installation of wireless network equipment and installation of structured cabling system at various E-Rate qualified sites at 88% with Federal Communications Commission (FCC) (E-Rate) funding. The term of this contract is for E-Rate Year 12, Fiscal Year 2009-10, beginning July 1, 2009, through June 30, 2010, but is allowable through September 30, 2011.

**RATIONALE:**

The Board approved a contract with AT&T on January 13, 2009, for E-Rate Year 12 Fiscal Year 2009-10, for the purchase and installation of wireless network equipment and the installation of structured cabling system, pursuant to Bid #11-09, at the following sites:

- Diamond Elementary
- Heninger Elementary
- Kennedy Elementary
- Lowell Elementary
- Madison Elementary
- Martin Elementary
- Carr Intermediate
- Sierra Intermediate
- Spurgeon Intermediate
- Saddleback High School
- Santa Ana High School
- District Office

The District received E-Rate funding for this project. However, all aspects of the installation have not been completed and more time is needed to maximize the use of this funding. The FCC allows the extension of spending to provide sufficient time to complete approved work. This project is a continuation of previous E-Rate funding upgrades and enhancements. Staff requests that this contract be extended from June 30, 2010 to September 30, 2011.

**FUNDING:**

Measure G (School Sites):	12%	\$ 304,686
E-Rate Contribution (School Sites):	88%	\$2,234,361
General Fund (District Office)	12%	\$ 7,539
E-Rate Contribution (District Office):	88%	<u>\$ 55,286</u>
Estimated Total Cost:		\$2,601,872

**RECOMMENDATION:**

Authorize staff to extend the contract for the purchase and installation of wireless network equipment and installation of structured cabling system at various E-Rate qualified sites at 88% with Federal Communications Commission (E-Rate) funding with AT&T, pursuant to Bid #11-09, and the provisions of Public Contract Codes Section 20118.



## AGENDA ITEM BACKUP SHEET

8.0

September 14, 2010

### Board Meeting

**TITLE:** Authorization to Obtain Bids for Bid Package No. 502 for Saddleback High School Under Emergency Repair Program

**ITEM:** Action

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

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

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#### BACKGROUND INFORMATION:

The purpose of this agenda item is to seek Board authorization to obtain bids for Bid Package No. 502 for Saddleback High School under Emergency Repair Program. Bid Package 502 includes the following scope of work:

- Replacement of asphalt on basketball courts
- Replacement of cantilevered pool deck and drains
- Replacement of various concrete sidewalks
- Replacement of three tennis courts

#### RATIONALE:

The locations mentioned above met all criteria to qualify under the Emergency Repair Program and have received an unfunded approval by the State Allocation Board. This project is needed to provide a safe, effective, and well maintained learning environment.

#### FUNDING:

Total Emergency Repair Program Grant 100%: \$ 965,957

Temporarily utilizing Measure G funding until funds are received from OPSC.

#### RECOMMENDATION:

Authorize staff to obtain bids for Bid Package No. 502 for Saddleback High School under Emergency Repair Program utilizing Measure G funds with an anticipated reimbursement from the State at a later date.

**AGENDA ITEM BACK-UP SHEET****9.0****September 14, 2010****Board Meeting**

**TITLE:** Authorization to Award Contract for Installation of Asphalt Paving, Seal Coating, and Repairs Districtwide

**ITEM:** Action

**SUBMITTED BY:** Joe Dixon, Asst. Superintendent, Facilities & Governmental Relations  
Michael P. Bishop, Sr., CBO, Associate Superintendent, Business Services

**PREPARED BY:** Todd Butcher, Manager of Construction  
Karen Aeppli, Director, Purchasing & Stores

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to seek Board authorization to award contract for installation of asphalt paving, seal coating, and repairs Districtwide. At the July 27, 2010, meeting the Board authorized administration to reject all bids and re-bids. This contract will assure that all school playgrounds and parking areas Districtwide are safe and well maintained for students and staff.

**RATIONALE:**

In the continuing effort of teamwork, Facilities and Purchasing have worked together to complete this process. The bid was advertised by Purchasing Department, as legally required in the *Orange County Register* newspaper. Ten bidders received copies of the bid documentation and seven bidders responded. Award is being recommended to Hardy and Harper, the lowest responsible bidder. As recommended by the Orange County Department of Education, this is a unit price bid that was awarded based on a typical scenario. Vendor selection is in compliance with Board policy. The following is a list of all bids received:

<b>Contractors:</b>	<b>Scenario A</b>	<b>Scenario B</b>	<b>Scenario C</b>	<b>Total Amount:</b>
<b>Hardy and Harper</b>	<b>\$8,572.00</b>	<b>\$24,130.00</b>	<b>\$28,480.00</b>	<b>\$61,182.00</b>
Bens Asphalt	\$13,255.00	\$26,482.50	\$27,500.00	\$67,237.50
Caliber Paving	\$14,278.50	\$30,750.50	\$28,416.00	\$73,445.00
NPG Corp	\$18,917.00	\$43,495.00	\$40,695.00	\$103,107.00
Sanders Paving	\$25,850.00	\$57,140.00	\$73,330.00	\$156,320.00
United Paving	\$33,484.00	\$69,199.00	\$66,980.00	\$169,663.00
Mission Paving and Sealing	\$37,025.00	\$34,190.00	\$44,250.00	\$115,465.00

Three typical scenarios were created prior to the bid opening.

**FUNDING:**

Deferred Maintenance/Routine Restricted Maintenance Account/Measure G: \$500,000

**RECOMMENDATION:**

Authorize staff to award contract to Hardy and Harper, for Bid No. 08-11, in the amount not to exceed \$500,000 for the period of one year. The District can utilize pricing for up to five years.

**AGENDA ITEM BACKUP SHEET**

September 14, 2010

**Board Meeting**

**TITLE:** Approval to Call for Public Hearing to Open Communications Workers of America Initial Bargaining Proposal to Santa Ana Unified School District

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda item is to call for a public hearing to open the Communications Workers of America (CWA) Initial Bargaining Proposal to represent and bargain on behalf of the substitute teachers submitted to the Santa Unified School District in accordance with Government Code 3547 and Board Policy 2000.

**RATIONALE:**

Under provision of the Government Code and Board Policy referenced above, the proposal must be "sunshined" to the public and an opportunity provided for public comment at a subsequent Board meeting.

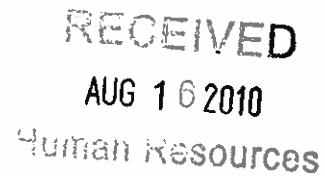
At the Board meeting of September 28, 2010, the public will be given the opportunity to comment.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the call for a Public Hearing to open CWA initial bargaining proposal to Santa Ana Unified School District.



1. **Recognition – Defines the Union's Representational Unit. Include the former Santa Ana Unified School District Teachers as a separate job title based on experience and credentials.**
2. **Union Access for Pre-School Orientation**
3. **Union Release Time for three (3) Union identified substitute teachers to participate in negotiations between the parties.**
4. **Grievance Procedure**
5. **Improve the automatic substitute finder process.**
6. **Long Term Assignments**
7. **Preferred Lists**
8. **Employee Discipline**

Eric Bathen, Attorney at Law  
Juan Lopez, Superintendent  
Santa Ana Unified School District  
Page 2 of 2

9. Inspection of Personnel Files
10. Wages
11. Benefits
12. Safety
13. Reopeners
14. Duration

Should you have any questions, you may contact me at 562-944-1300.

Sincerely,

A handwritten signature in cursive script, reading "Cherie Brokaw". The signature is written in black ink and includes a stylized flourish at the end.

Cherie Brokaw, Staff Representative  
CWA District 9

CB:fmb  
OPEIU-3-AFL-CIO(233)

cc: Kenny Williams, President  
CWA Local 9510

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

**Board Meeting**

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

**ITEM:** Action

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

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda is to seek Board approval on new job description: Risk Management Benefits Specialist. This position will report to the Executive Director of Risk Management and is necessary in order to provide adequate service in the implementation of health and welfare insurance programs. This is not an additional position. It would displace an existing position.

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

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

**RATIONALE:**

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

**FUNDING:**

Self-Insurance Fund: Classified Salary Schedule: Grade 43 - \$4,727 - \$6,041

**RECOMMENDATION:**

Approve the new job description of Risk Management Benefits Specialist.

## SANTA ANA UNIFIED SCHOOL DISTRICT

### RISK MANAGEMENT BENEFITS SPECIALIST

#### BASIC FUNCTION:

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

#### REPRESENTATIVE DUTIES:

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

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

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

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

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

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

RISK MANAGEMENT BENEFITS SPECIALIST (Continued)

REPRESENTATIVE DUTIES: (Continued)

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

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

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

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

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

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

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

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

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



RISK MANAGEMENT BENEFITS SPECIALIST (Continued)

REPRESENTATIVE DUTIES: (Continued)

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

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

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

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

DISTINGUISHING CHARACTERISTICS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Coordination, organization and management of employee benefit programs.

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

Regulatory agencies governing health and welfare insurance.

Principles and practices of collective bargaining agreements.

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

Budgeting and accounting practices regarding monitoring and control.

Research methods and report writing techniques.

Record-keeping techniques.

Principles and practices of assuring high-quality customer service.

Principles and practices of training and supervision.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

RISK MANAGEMENT BENEFITS SPECIALIST (continue)

KNOWLEDGE AND ABILITIES: (Continued)

KNOWLEDGE OF: (Continued)

Oral and written communication skills.

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

Operations of a computer and assigned software.

ABILITY TO:

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

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

Analyze situations accurately and adopt an effective course of action.

Analyze, interpret and explain benefits contract language.

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

Train staff.

Prepare and deliver oral presentations.

Compose complex communications and informational materials.

Oversee the accounting activities of benefit programs and contracts.

Participate in the development and preparation of preliminary budgets.

Monitor and control expenditures.

Analyze and develop work methods, procedures, and schedules.

Communicate effectively both orally and in writing.

Plan and organize work.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

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

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

RISK MANAGEMENT BENEFITS SPECIALIST (Continued)

EDUCATION AND EXPERIENCE: (Continued)

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

OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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

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

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

Board Approved:

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

**Board Meeting**

**TITLE:**                    **Approval of New Job Description: Administrative Secretary – Superintendent/Deputy Superintendent**

**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 on the new job description: Administrative Secretary – Superintendent/Deputy Superintendent. This is a confidential position that will report to the Superintendent and the Deputy Superintendent and is necessary to assist in the daily secretarial duties and responsibilities of the Superintendent and Deputy Superintendent's Office. This is not an additional position. It would displace an existing position.

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

**RATIONALE:**

This position is essential in providing highly skilled confidential secretarial work supporting the planning, organization, and clerical operations in the Superintendent and Deputy Superintendent's office. The new job description is attached.

**FUNDING:**

General Fund: Confidential Salary Schedule: Grade 29 - \$3,590 - \$4,577

**RECOMMENDATION:**

Approve the new job description of Administrative Secretary – Superintendent/Deputy Superintendent.

SANTA ANA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY-SUPERINTENDENT/DEPUTY SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Superintendent/Deputy Superintendent, perform highly skilled confidential secretarial work in planning, organizing, and performing clerical operations related to the Superintendent/Deputy Superintendent.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification report exclusively to a Director-level executive. Duties tend to be weighted more toward administrative assistant responsibilities, but there is considerable attention paid to clerical and secretarial details. Duties tend to be varied, technical and involve a high degree of initiative and independence and considerable knowledge of the policies and procedures of District-wide functions and operations. Administrative Secretaries interact at the highest management levels and provide administrative and secretarial service to one or more large and diversified programs.

REPRESENTATIVE DUTIES:

Perform a wide variety of secretarial duties on behalf of the administrator; process administrative details not requiring the immediate attention of the administrative official; make travel arrangements. E

Type correspondence for the department; compose correspondence as necessary. E

Monitor other clerical personnel; provide work direction and training as necessary. E

Coordinate payroll for department as requested; collect and review time sheets and submit to payroll in a timely manner. E

Maintain a constant flow of written communications between administrators and school personnel; respond to telephone inquiries regarding the policies and practices of the assigned department. E

Make appointments for the administrator; schedule meetings and conferences; maintain the administrator's calendar. E

Collect and compile information pertaining to related administrative activities and prepare drafts of reports; assist in accumulating items for Board meetings. E

Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. E

Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. E

Attend conferences and committee meetings; prepare minutes and summaries of actions taken. E

ADMINISTRATIVE SECRETARY-SUPERINTENDENT/DEPUTY SUPERINTENDENT (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Prepare and type reports of financial and statistical data; maintain control files of matters in progress and expedite their completion. E

Assist in preparing information for the budget.

Assist in maintaining contact and communications with individuals, groups and associations within the community.

Assist in coordinating communications with other offices in the District.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

English, grammar, spelling, and punctuation.

Reading and writing communications skills.

School District organization, operations and objectives.

Oral and written communications skills.

Applicable sections of State Education Code.

Technical aspects of field of specialty.

Collection and organization of data and information.

Social, cultural and linguistic diversity of district, city and community.

ABILITY TO:

Make simple arithmetic calculations.

Operate modern office equipment including computer equipment.

Understand and follow oral and written directions.

Work cooperatively with others.

Demonstrate high-level computer skills (i.e. PowerPoint, Excel, and Word, etc.)

Type 65 words per minute.

Exercise discretion and judgment when making appointments for the administrator or referring calls.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Work confidentially with discretion.

Supervise the work of others.

Organize and prioritize work to meet deadlines.

Work effectively in multicultural settings.

Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school education and some additional course work in the secretarial field and five years of increasingly responsible secretarial work.

Biliterate/bilingual, English/Spanish, desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

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

Seeing to read a variety of materials.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

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

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

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

Board Approved:

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

**Board Meeting**

**TITLE:**                    **Approval of New Job Description: Administrative Secretary – Superintendent/Deputy Superintendent**

**ITEM:**                    **Action**  
**SUBMITTED BY:**   **Juan M. López, Associate Superintendent, Human Resources**  
**PREPARED:**         **Art Jimenez, Director, Human Resources**

---

**BACKGROUND INFORMATION:**

The purpose of this agenda is to seek Board approval on the new job description: Administrative Secretary – Superintendent/Deputy Superintendent. This is a confidential position that will report to the Superintendent and the Deputy Superintendent and is necessary to assist in the daily secretarial duties and responsibilities of the Superintendent and Deputy Superintendent's Office. This is not an additional position. It would displace an existing position.

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

**RATIONALE:**

This position is essential in providing highly skilled confidential secretarial work supporting the planning, organization, and clerical operations in the Superintendent and Deputy Superintendent's office. The new job description is attached.

**FUNDING:**

General Fund: Confidential Salary Schedule: Grade 29 - \$3,590 - \$4,577

**RECOMMENDATION:**

Approve the new job description of Administrative Secretary – Superintendent/Deputy Superintendent.



SANTA ANA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY-SUPERINTENDENT/DEPUTY SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Superintendent/Deputy Superintendent, perform highly skilled confidential secretarial work in planning, organizing, and performing clerical operations related to the Superintendent/Deputy Superintendent.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification report exclusively to a Director-level executive. Duties tend to be weighted more toward administrative assistant responsibilities, but there is considerable attention paid to clerical and secretarial details. Duties tend to be varied, technical and involve a high degree of initiative and independence and considerable knowledge of the policies and procedures of District-wide functions and operations. Administrative Secretaries interact at the highest management levels and provide administrative and secretarial service to one or more large and diversified programs.

REPRESENTATIVE DUTIES:

Perform a wide variety of secretarial duties on behalf of the administrator; process administrative details not requiring the immediate attention of the administrative official; make travel arrangements. **E**

Type correspondence for the department; compose correspondence as necessary. **E**

Monitor other clerical personnel; provide work direction and training as necessary. **E**

Coordinate payroll for department as requested; collect and review time sheets and submit to payroll in a timely manner. **E**

Maintain a constant flow of written communications between administrators and school personnel; respond to telephone inquiries regarding the policies and practices of the assigned department. **E**

Make appointments for the administrator; schedule meetings and conferences; maintain the administrator's calendar. **E**

Collect and compile information pertaining to related administrative activities and prepare drafts of reports; assist in accumulating items for Board meetings. **E**

Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. **E**

Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. **E**

Attend conferences and committee meetings; prepare minutes and summaries of actions taken. **E**

ADMINISTRATIVE SECRETARY-SUPERINTENDENT/DEPUTY SUPERINTENDENT (CONTINUED)

REPRESENTATIVE DUTIES: (CONTINUED)

Prepare and type reports of financial and statistical data; maintain control files of matters in progress and expedite their completion. E

Assist in preparing information for the budget.

Assist in maintaining contact and communications with individuals, groups and associations within the community.

Assist in coordinating communications with other offices in the District.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

English, grammar, spelling, and punctuation.

Reading and writing communications skills.

School District organization, operations and objectives.

Oral and written communications skills.

Applicable sections of State Education Code.

Technical aspects of field of specialty.

Collection and organization of data and information.

Social, cultural and linguistic diversity of district, city and community.

ABILITY TO:

Make simple arithmetic calculations.

Operate modern office equipment including computer equipment.

Understand and follow oral and written directions.

Work cooperatively with others.

Demonstrate high-level computer skills (i.e. PowerPoint, Excel, and Word, etc.)

Type 65 words per minute.

Exercise discretion and judgment when making appointments for the administrator or referring calls.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Work confidentially with discretion.

Supervise the work of others.

Organize and prioritize work to meet deadlines.

Work effectively in multicultural settings.

Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school education and some additional course work in the secretarial field and five years of increasingly responsible secretarial work.

Biliterate/bilingual, English/Spanish, desirable.

ADMINISTRATIVE SECRETARY-SUPERINTENDENT/DEPUTY SUPERINTENDENT (CONTINUED)

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

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

Seeing to read a variety of materials.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

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

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

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

Board Approved:

**AGENDA ITEM BACKUP SHEET**

September 14, 2010

**Board Meeting**

**TITLE:** Approval of Memorandum of Understanding Between Santa Ana Unified School District and Santa Ana Educators' Association for Persistently Low- Achieving Schools

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

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**BACKGROUND INFORMATION:**

The purpose of this agenda is to seek Board approval of the Memorandum of Understanding (MOU) between Santa Ana Unified School District and Santa Ana Educators' Association (SAEA) for the Persistently Low-Achieving Schools (PLAS). The Santa Ana Educators' Association supported the School Improvement Grant application based on the District's commitment to negotiate in good faith any contractual changes. This Memorandum of Understanding represents the efforts of both SAEA and SAUSD to fulfill that commitment.

**RATIONALE:**

This MOU is essential in the District's implementation of the School Improvement Grant at Century High, Saddleback High, Santa Ana High, Valley High, Sierra Intermediate and Willard Intermediate. From May through August 2010, the staffs at the six schools have undertaken the task of creating site improvement plans for the 2010-2011 school year. Each school staff has created a teacher compact that lists its unified commitment to improve their school.

Each school will be voting on the Memorandum of Understanding and the site improvement plan and teacher compact.

**FUNDING:**

Not Applicable

**RECOMMENDATION:**

Approve the MOU between Santa Ana Unified School District and SAEA for the Persistently Low-Achieving Schools.

MEMORANDUM OF UNDERSTANDING  
Between  
Santa Ana Unified School District  
And  
Santa Ana Educators' Association  
For  
Persistently Low-Achieving Schools (PLAS)

July 14, 2010

Article V: Evaluation Procedures:

Section 5.1.1 (A, B & C):

1. All non-permanent and permanent unit members shall be evaluated on Standards 1-5 and 2 elements of Standard 6: Developing as a Professional Educator.

5.2 Formal Observations

- 5.2.1 Formal observations shall emphasize the unit member's primary assignment.

A. Prior to an observation, the unit member and the designated evaluator shall agree on the lesson to be observed.

- 5.2.3 If observations or conferences (formal meetings with administrator) disclose in writing specific elements in which improvement is needed, the evaluator shall make specific written suggestions and offer positive assistance aimed at achieving the needed improvement. The evaluator's role to assist the unit member shall include, but not be limited to, the following in so far as practical:

- A. Specific written recommendations for improvement;
- B. District assistance to implement such recommendations;
- C. Provision of additional resources, without cost to the unit member, to be utilized to assist with improvements;
- D. Techniques to measure improvement;
- E. A time schedule to monitor progress;
- F. These written suggestions shall be presented to the unit member at the time of the post-observation conference. It is the unit member's responsibility to take appropriate action to correct any deficiencies.

- 5.4.2 In preparing the Evaluation Form for placement in the unit member's personnel file, the evaluator shall rely only upon data collected through formal classroom observations, conferences, and the element of Standard 6 when applicable as agreed upon in the post observation conference (5.2.2.A). Any deficiencies that

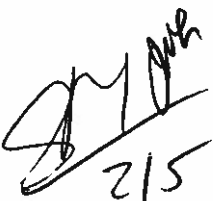
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page 1/5

may have been brought to the attention of the unit member, and subsequently corrected, shall not be included in the final evaluation. Commendations for growth demonstrated by the unit member may be included.

- 5.5.3 Source of Evaluative Data - No information or material gathered from sources other than formal observations and conferences shall be utilized in a formal observation or evaluation. Disciplinary memos/notes/actions shall not be used in the Evaluation Form or process except for actions related to the Standards.

Article XI: Transfer/Reassignment Provisions:

1. By March 1st of each school year, unit members at PLAS sites who have not demonstrated progress towards compliance with the PLAS Site Compact and shall follow the procedure listed below:
  - A. The site principal and unit member shall hold a meeting to discuss the unit member's progress toward complying with the Site Compact. The unit member may request a SAEA representative. The outcome of the meeting shall be:
    1. The unit member and site principal shall create a plan for improvement that directly addresses the areas of deficiency identified during the meeting; or
    2. The unit member will be given the opportunity to voluntarily transfer from their current PLAS site.
2. By May 1<sup>st</sup> of each school year, unit members at PLAS sites who still have not complied with the PLAS Site Compact after being provided with "ample opportunity to improve their professional practice" shall:
  - A. Participate in a meeting with the site principal and SAEA representation, if requested, to review the plan for improvement to determine the unit member's progress towards complying with the PLAS Site Compact. Based upon the unit member's progress, the unit member and site administrator shall discuss whether the unit member may remain at the current PLAS site or voluntarily transfer.
    1. If the unit member chooses not to transfer, the unit member may present extenuating circumstances (i.e. illness, child care, personal, etc.) to the Principal prior to being involuntarily transferred to another District site per the provisions of Article XI of the SAEA/SAUSD Collective Bargaining Agreement.

  
2/5

Miscellaneous - Compacts/Site Plans:

1. School Improvement Grant Compacts and Site Plans will be developed by a site based Transformation Instructional Leadership Team (TILT) to address the needs of the students and requirements of the grant.
  - A. Site Plans: General school goals and vision, including staff development, extended learning interventions, community relations, student expectations, scheduling, placement, SIG requirements, etc.
  - B. Site Compact: Teacher expectations regarding the implementation of and compliance with the site plan.
  - C. The TILT shall have at a minimum eight (8) members that are elected by the unit members from each PLAS site. The eight (8) members shall be selected from:
    1. One (1) from the English Department
    2. One (1) from the Mathematics Department
    3. One (1) from the Science Department
    4. One (1) from the Social Studies Department
    5. One (1) from the Special Education Department
    6. Three (3) selected as "at-large" members
  - D. Election of the TILT members shall be run by SAEA on a yearly basis. If there are no volunteers from a subject area, "at-large" members may be added.
  - E. The Chair of the TILT Committee shall be elected by a secret ballot of its members.
2. The maximum number of hours beyond the professional day for tutoring, student interventions, staff developments, etc., shall be based on the SIG Award received at each site and agreed upon between the District and SAEA.
3. Each certificated staff member at a PLAS site will receive an annual stipend of \$1,000, to be paid on the last pay warrant of each school year for completing the required 30 hours of staff development, curriculum development, parent involvement, and/or interventions as dictated by the site plan.
  - A. 20 hours shall be utilized for parent involvement activities (PTO/PTA, ELAC, SSC, etc.), data meetings, curriculum development, and staff development. Curriculum development and Staff development will be compensated at the appropriate rates under Article VII of the SAEA/SAUSD Collective Bargaining Agreement.
  - B. 10 hours shall be utilized for student interventions and/or enrichments as provided for in the site plan to be compensated according to Article VII of the SAEA/SAUSD Collective Bargaining Agreement.

*SJC*  
3/5

3. PLAS Compacts and PLAS Site Plans will be developed at the site by the site-based Transformation Instructional Leadership Team (TILT) and approved by a simple majority of unit members at each site following the process listed below: (See PLAS Chart 1)

During the year, an oversight committee consisting of three (3) SAEA members and three (3) District members shall meet to review issues and problems that may occur during implementation and to make recommendations to their respective bargaining teams regarding modifications to the MOU.

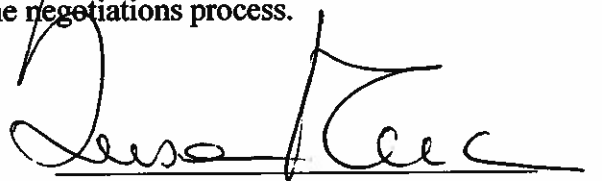
The term of this MOU shall be in effect for the 2010-11 school year.

This MOU is contingent upon receiving a SIG Grant award of a minimum of \$400,000 per high school and \$250,000 per intermediate school. Any award less than \$400,000 per high school or \$250,000 per intermediate school will be renegotiated.

This agreement is subject to approval by the parties' respective Boards. If either party rejects the Agreement, the parties will resume the negotiations process.



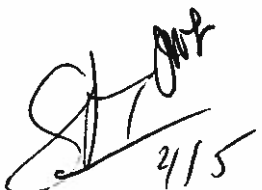
Juan M. Lopez  
Associate Superintendent, Human Resources  
Santa Ana Unified School District



Susan Mercer  
President  
Santa Ana Educators' Associated

\_\_\_\_\_  
SAUSD Board Approval Date

\_\_\_\_\_  
SAEA Board Approval Date





**PLAS Chart 1**  
**TILT Compact and Site Plan Development**

**TILT is formed:**

- Election of a minimum 8 members (English, Math, Science, Social Studies, Special Education, and 3 at-large)
- Members selected by the principal

**TILT Training:** consensus building, establishing and maintaining norms, Robert's Rules, teambuilding, etc.

**TILT develops compact and site plan** by addressing key issues, getting stakeholder input, developing consensus, and ultimately a simple majority vote

**SAUSD and SAEA review the Compact and Site plan** prior to PLAS site vote

**Simple majority approves the compact and site plan**

**YES**

**Compact and Site Plan are approved and are ready to be implemented at the site**

**All unit members at the site vote on compact and site plan**

**NO**

**Compact and Site Plan are sent back to the TILT for further discussion and revision based upon key issues that caused the plan to not be approved by a majority**

*SH- [signature]*  
5/5

**Personnel Calendar**

**Board Meeting - September 14, 2010**

**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>RESIGNATIONS</b>					
Blanco, Raul	Teacher	Human Resources	August 27, 2010		Moving/Family
Herrera, Joseph	Teacher	Century	August 30, 2010		Responsibilities - 5 years Personal - 8 years
Horwitz, Karen	Teacher	Washington Educational Services Secondary Division	August 28, 2010		Returning to School - 13 years
Polasek, Sandi	Preschool Teacher	Valley	August 16, 2010		Personal - 1 year
Tran, Richard	Teacher	Willard	August 30, 2010		Personal - 5 years
Vail, Tiffany	Teacher		June 19, 2009		Accepted another position - 2 years
<b>NEW HIRES/RE-HIRES</b>					
Aycock, Christy	Speech and Language Pathologist	Speech Department	August 27, 2010		New Hire - 44911
Ayon, William	Teacher	Valley	August 27, 2010		New Hire - 44920
Baltazar, Marina	Teacher	Heroes	August 27, 2010		Rehire - Permanent
Braun, Erin	Teacher	Lathrop	August 27, 2010		New Hire - 44920
Bravo-Taylor, Alina	Teacher	Jefferson	August 27, 2010		Rehire - Permanent
Breckenridge, Paul	Teacher	Santiago	August 27, 2010		Rehire - Permanent
Brooks, Cheryl	Speech and Language Pathologist	Speech Department	August 27, 2010		New Hire - 44911
Burgos, Leticia	Teacher	Santiago	August 27, 2010		Rehire - Permanent

**Personnel Calendar**  
**Board Meeting - September 14, 2010**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>NEW HIRES/RE-HIRES - (Continued)</b>					
Carlstrom, Claire	Teacher	MacArthur	August 27, 2010		New Hire - 44920
Castro, Jorge	Teacher	Romero-Cruz	August 27, 2010		Rehire - Permanent
Chavez, Zaira	Preschool Teacher	Educational Services Elementary Division	August 25, 2010		Rehire - 44909
Christensen, Matthew	NJROTC	Saddleback	August 27, 2010		Rehire - 44912
Collins, Kathleen	Teacher	Mendez	August 27, 2010		New Hire - 44920
Cortez, Heriberto	Teacher	Community Day	August 20, 2010		Rehire - Probationary II
Delgado, Breana	Teacher	Santiago	August 27, 2010		Rehire - Permanent
Donovan, Dan	Teacher	Willard	August 27, 2010		New Hire - Probationary I
Duerner, Carla	Teacher	Lorin Griset	August 27, 2010		New Hire - Probationary I
Eitrem, LeAnn	Teacher	McFadden	August 27, 2010		New Hire - 44920
Gannig, Michael	Teacher	Sierra	August 27, 2010		Rehire - Probationary II
Garcia, Adriana L.	Teacher	Adams	August 27, 2010		Rehire - Permanent
Garcia, Nancy J.	Teacher	Jackson	August 27, 2010		Rehire - Permanent
Gomez-Pedroza, Laura	Teacher	Valley	August 27, 2010		Rehire - Intern
Gonzales, Brenda	Speech and Language Pathologist	Speech Department	August 27, 2010		Rehire - 44911
Gonzalez, Marisol	Teacher	Lathrop	August 27, 2010		Rehire - Probationary II
Hamamura, Nicole	Teacher	Harvey	August 30, 2010		Rehire - Permanent
Huynh, Jennifer	Preschool Teacher	Educational Services Elementary Division	August 25, 2010		Rehire - 44909

**Personnel Calendar**  
**Board Meeting - September 14, 2010**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>NEW HIRES/RE-HIRES - (Continued)</b>					
		Educational Services Elementary Division			
Kanaly, Margaret	Preschool Teacher		August 26, 2010		New Hire - 44909
Kassaai, Dana	Teacher	Carr	August 27, 2010		New Hire - 44920
Kim, Hana	Teacher	Mitchell	August 30, 2010		New Hire - Probationary I
Lawson, Dalene	Teacher	Roosevelt	August 27, 2010		Rehire - Permanent
Lopez, Edith	Teacher	Carr	August 30, 2010		Rehire - Permanent
Lopez, Ruben	Counselor	Carr	August 30, 2010		New Hire - 44920
		Educational Services Secondary Division			
Lopez, Yesenia M.	Preschool Teacher		August 25, 2010		New Hire - 44909
Maitino, Sara	Teacher	Santiago	August 27, 2010		Rehire - Permanent
	Speech and Language Pathologist				
Marrujo, Elaina		Speech Department	August 27, 2010		New Hire - Probationary I
McNeil, Jennifer	Teacher	Spurgeon	August 27, 2010		New Hire - 44920
Miller, Teonia	Preschool Teacher	Child Development	August 25, 2010		Rehire - 44909
Nunez, Jessica	Teacher	Pio Pico	August 27, 2010		Rehire - Permanent
Oliver, Harry	NJROTC	Santa Ana	August 27, 2010		Rehire - 44912
Osseck, Thomas	NJROTC	Santa Ana	August 27, 2010		Rehire - 44912
Paramo, Yoani	Teacher	Jackson	August 27, 2010		Rehire - Permanent
Ponce, Magaly	Teacher	Muir	August 27, 2010		New Hire - Intern
Ramirez, Daniel	Teacher	Adams	August 27, 2010		Rehire - Permanent
Rios, Jesus	Teacher	Saddleback	August 27, 2010		Rehire - Permanent
Robledo, Nancy	Teacher	Mitchell	August 27, 2010		New Hire - Probationary I

**Personnel Calendar**  
**Board Meeting - September 14, 2010**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>NEW HIRES/RE-HIRES - (Continued)</b>					
Sarantis, Cheryl	Teacher	Sepulveda	August 27, 2010		Rehire - Permanent
Segalla, Margaret	Teacher	Segerstrom	August 27, 2010		New Hire - 44920
Serrano, Maria	Preschool Teacher	Child Development	August 25, 2010		Rehire - 44909
	Speech and Language Pathologist				
Shah, Sonali	Teacher	Speech Department	August 27, 2010		New Hire - 44911
Shelby, Cathy	Teacher	Martin	August 27, 2010		Rehire - Permanent
Sleiman, Angela	Teacher	Franklin	August 27, 2010		Rehire - Permanent
		Educational Services Secondary Division			
Sosa, Cheryl	Preschool Teacher		August 25, 2010		New Hire - 44909
Sun, Jennifer	Psychologist	Psychological Services	August 23, 2010		New Hire - Probationary I
Szamosfalvi, Bence	Teacher	Carr	August 27, 2010		Rehire - Probationary II
		Educational Services Elementary Division			
Torres, Maria I.	Preschool Teacher	Division	August 25, 2010		New Hire - 44909
Ulloa, Norma	Teacher	Jackson	August 27, 2010		Rehire - Permanent
Vidaurre, Keilah	Nurse	Pupil Support Services	August 27, 2010		New Hire - Probationary I
Vo, Truc	Teacher	Century	August 30, 2010		New Hire - Probationary I
Wardy, Meredith	Teacher	Willard	August 27, 2010		New Hire - 44920
Whitehead, Rebecca	Teacher	Willard	August 27, 2010		New Hire - 44920
Young, Brett	NJROTC	Santa Ana	August 27, 2010		Rehire - 44912



**Personnel Calendar**  
**Board Meeting - September 14, 2010**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>CHANGE IN STATUS</b>					
Delgado, Oscar	Teacher	Santa Ana	August 27, 2010		From Intern to Probationary II
Swan, Bradley	Teacher	Century	August 27, 2010		From Intern to Probationary II
<b>LEAVE 2010-2011 (21 duty days or more) - Without Pay</b>					
Aguilar-Ramirez, Guadalupe	Teacher	Saddleback	August 27, 2010	June 20, 2011	Family Care
<b>FAMILY CARE AND MEDICAL LEAVE (3 to 20 duty days) - Without Pay</b>					
O'Brien, Shawna	Teacher	Lincoln	September 7, 2010	September 17, 2010	Child Care
<b>FAMILY CARE AND MEDICAL LEAVE (21 duty days or more) - Paid</b>					
Clark, Victoria	Teacher	McFadden	August 27, 2010	November 19, 2010	Personal
Shapiro, Ilene	Speech and Language Pathologist	Speech Department	August 27, 2010	November 8, 2010	Personal
Vargas, Laura	Preschool Teacher	Child Development	September 7, 2010	October 19, 2010	Personal
<b>EXTENDED WORK YEAR 2010-2011</b>					
Bywater, Colette	Nurse	Early Childhood Education	August 26, 2010		1 Additional Day

# CERTIFICATED PERSONNEL CALENDAR

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTENDED WORK YEAR 2010-2011 (Continued)</b>					
Fitzgerald-Jimenez, Crystal	Assistant Principal	Spurgeon	August 2, 2010	August 6, 2010	5 Additional Days
Kline, Stacy	Teacher	Spurgeon	August 17, 2010	August 26, 2010	6 Additional Days
		Educational Services			
	Curriculum Specialist	Elementary Division			
Lee Giuseffi, Robyn			July 8, 2010	August 26, 2010	11 Additional Days
Mherian, Gamila	Assistant Principal	Valley	July 7, 2010	July 29, 2010	5 Additional Days
		Educational Services			
	Curriculum Specialist	Elementary Division			
Palomino, Linda			July 8, 2010	August 24, 2010	4 Additional Days
		Early Childhood Education			
Reiser, Victoria	Nurse		August 26, 2010		1 Additional Day
		Early Childhood Education			
Stefun, Maria	Nurse		August 26, 2010		1 Additional Day
		Educational Services			
	Curriculum Specialist	Elementary Division			
Tross, Helen			July 1, 2010	August 24, 2010	16 Additional Days



**Personnel Calendar**  
**Board Meeting - September 14, 2010**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTENDED WORK YEAR 2009-2010</b>					
Lee Giuseffi, Robyn	Curriculum Specialist	Educational Services Elementary Division	June 22, 2010	June 28, 2010	3 Additional Days
Palomino, Linda	Curriculum Specialist	Educational Services Elementary Division	June 22, 2010	June 28, 2010	4 Additional Days
Perla, Samuel	Assistant Principal	Spurgeon	June 28, 2010	June 30, 2010	3 Additional Days
Tross, Helen	Curriculum Specialist	Educational Services Elementary Division	June 23, 2010	June 30, 2010	6 Additional Days
<b>EXTRA DUTY 2010-2011</b>					
Benoun, Joseph	Teacher	Santa Ana	August 30, 2010	June 17, 2011	Extra Period
Cabrera, Lizette	Teacher	Mendez	August 30, 2010	June 17, 2011	Extra Period
Flores, Marissa	Substitute	Garfield	August 31, 2010	September 3, 2010	Substitute Daily Rate
Hinman, Robert	Teacher	Santa Ana	August 30, 2010	June 17, 2011	Extra Period
Schiesl, Sharon	Retired Substitute	Century	August 4, 2010	June 17, 2011	Retired Substitute Daily Rate
Ta, My	Teacher	Santa Ana	August 30, 2010	June 17, 2011	Extra Period
Taylor, Victoria	Retired Substitute	Garfield	August 31, 2010	September 3, 2010	Retired Substitute Daily Rate
Whiteside, Amy	Substitute	Garfield	August 31, 2010	September 3, 2010	Substitute Daily Rate

**Personnel Calendar**  
**Board Meeting - September 14, 2010**  
**CERTIFICATED PERSONNEL CALENDAR**

NAME	POSITION	SITE	EFF. DATE	END DATE	COMMENTS
<b>EXTRA DUTY 2010-2011 (Continued)</b>					
Wong, David	Teacher	Santa Ana	August 30, 2010	June 17, 2011	Extra Period
<b>SHARED CONTRACTS 2010-2011</b>					
Camacho, Maile	Teacher	Greenville	August 27, 2010		50% Contract
Nakamura, Elaine	Teacher	Greenville	August 27, 2010		50% Contract
Juhasz, Mary	Teacher	Greenville	August 27, 2010		60% Contract
Simon, Tracy	Teacher	Greenville	August 27, 2010		40% Contract
Catellanos, Krista	Teacher	Heroes	August 27, 2010		40% Contract
Fasheh, Alicia	Teacher	Heroes	August 27, 2010		60% Contract
Johnson, Leslie	Teacher	Lincoln	August 27, 2010		80% Contract
Lemberger, Diane	Teacher	Lincoln	August 27, 2010		20% Contract
Galindo-Werner, Lisa	Teacher	Mitchell	August 27, 2010		40% Contract
Geske, Megan	Teacher	Mitchell	August 27, 2010		60% Contract
Bornhop, Mary	Teacher	Roosevelt	August 27, 2010		50% Contract
Raya, Erin	Teacher	Roosevelt	August 27, 2010		50% Contract
Holder, Estelle	Teacher	Roosevelt	August 27, 2010		40% Contract
Pichardo, Hilda	Teacher	Roosevelt	August 27, 2010		60% Contract